

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
March 12, 2015**

On March 12, 2015 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 7:00 P.M. in the Crescent Township Municipal Building 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

Commissioner Keller announced the Board was in executive session from 6:25pm – 6:40pm

The Commissioner welcomed resident Monica Driscoll. Ms. Driscoll attends Edinboro University was going to observe how governmental meetings are conducted. He then announced that a longtime resident and community service volunteer, Harriett Lewis, would lead the Pledge of Allegiance

**ROLL CALL**

Those present - Commissioners: President Jerry Keller, Vice President Todd Miller, Joe Sabol, Bill Cook and James Meredith

Secretary/Manager: Kellie Crago

Solicitor: Richard Start

Engineer: Kevin Brett

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**APPROVAL OF MINUTES**

Commissioner Keller asked for a motion to approve the February 12, 2015 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion carried.

Commissioner Keller asked for a motion to approve the February 18, 2015 workshop meeting minutes. Commissioner Meredith made a motion and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion carried.

**TREASURER'S REPORT**

The Treasurer's report dated February 28, 2015 was presented to the Board for their approval. A motion to accept the February 2015 Treasurer's Report as received was made by Commissioner Miller and seconded by Commissioner Cook. A roll call vote was taken and found Commissioners in favor of the motion.

## **LIST OF BILLS**

The list of bills was presented

The funds removed prior to the monthly meeting	\$	22,451.07
Invoices due	\$	23,231.90
Estimated payroll for March	\$	44,000.00
Highway Fund for street lights	\$	3,797.45
The total estimated bills for March	\$	93,480.42

A motion to pay the bills was made by Commissioner Meredith and seconded by Commissioner Cook. A roll call vote was taken and found all Commissioners in favor of the motion.

## **CORRESPONDENCE**

Ms. Crago stated for the month of February the following correspondence were received: MRM Trustnotes, correspondence from Allegheny County Health Department, meeting minutes from Creswell Heights Joint Authority for their Reorganizational and January meeting, the Legislator Locator, meeting minutes from Moon Township Municipal Authority, the PLGIT Monthly Market Review and a notice from the PA Department of Transportation that the township's will receive \$66,230 toward Liquid Fuels for 2015.

## **SECRETARY/MANAGER'S REPORT**

Ms. Crago reported the administrative office completed the following in the month of February: attended a risk management meeting, completed the required Liquid fuels annual audit, worked on gathering information for the 2014 township audit, handled Right to Know requests, attended a MS4 meeting with the township engineer, held Public works interviews, reviewed the delinquent tax accounts, worked on updating a number of township ordinances, updated bank accounts, contacted a geotechnical engineer regarding Riverview Rd, attended a class regarding the Sunshine Law and Public Involvement, attended a CPR class, installed the new server for the township, completed the renovation of the administrative offices, handled all resident complaints, the accounts payable, receivable, payroll and all other day to day operations of the township. She also announced that the 2015 tax bills and yearly garbage bills have been mailed. If a resident did not receive a garbage bill, please contact the municipal office. Enclosed with the tax bills this year were pamphlets regarding the township's MS4 program and prohibited discharge onto the roadway.

## **SOLICITOR'S REPORT**

Solicitor Start reported his office drafted a Street Opening Ordinance to revise the fees for private entities. Secondly they have drafted a revision Chapter 154 of the Code of Ordinances to essentially change the term "part-time policemen" to "police officer". Their office has reviewed the Fire Department referendum relevant to the on-going discussions of renovation on the fire department building. Next, they prepared and sent to the Township Office, the Moon Township Little League Agreement. They have reviewed documents pertaining to the slide that is occurring along Riverview Road. Solicitor Start had indicated there was discussion last month regarding the appointment of a Deputy Tax Collector. He noted the Tax Collector does have the authority to appoint a Deputy but the Township and Surety must both approve of the appointment. The township does play a role in this process.

## **ENGINEER'S REPORT**

Kevin Brett passed out information pertaining to the MS4 and Good Housekeeping Practices training he was presenting to the Board and residents. He noted this training was a requirement of the 2<sup>nd</sup> permit that

was issued to the township. Mr. Brett discussed in detail the written adopted plan and ordinances explaining the Minimum Control Measures “MCM” and Best Management Practices “BMP” with the board and audience. The public works employees and township staff have already had their training in February. Mr. Brett went into further detail about each of the MCM’s and BMP’s, along with the Good Housekeeping Practices. Once Mr. Brett was finished with the presentation, Commissioner Keller noted the additional requirements given to the township from the DEP and EPA all need to be solely funded by the township. There is no financial reimbursement from the department. Mr. Brett noted that the last permit was for nine years, but this new one is for five years. This will be up for review this summer. The township will apply for a new permit in 2016 and it will be issued in 2017. Additional requirements will need to be followed. Other items that have been addressed over the last month included possible issues of roadway cracking on upper Riverview Road. GBBE reviewed the area and issued a letter to do additional testing to determine possible cause and remediation of the cracking. Mr. Brett recommended the township move forward with the testing.

## **PUBLIC SAFETY**

Commissioner Miller reported for the month of January there were:

- Calls for service 103
- Assist other police departments 5
- Medical calls 5
- Total citations issued for the month 7
- Arrests 2 (Access device fraud, theft by unlawful taking, receiving stolen property, criminal conspiracy, simple assault and harassment)
- Police Cars total miles traveled 1,861

The following repairs were done on the police cruisers:

- 105- annual inspection at Grady’s
- 107- AED unit- new battery and pads were replaced

The department received a thank you card from William Gresson II. Officers Laffey and Tice responded to a medical emergency at Gresson’s residence. Mr. Gresson expressed his gratitude toward the two officers that stayed with him during the difficult time. Commissioner Miller read the letter aloud and thanked the two officers who responded.

## **PUBLIC WORKS**

Commissioner Meredith reported for the Public Works department. For the month of February the workers completed the following:

- Maintained the roadways throughout the month during inclement weather
- Removed flags and wreaths from McGovern Blvd
- Washed and maintained the trucks
- Repaired plow on Peterbuilt (welding and new hydraulic cylinder)
- Changed oil in both F550 trucks
- Installed new cutting edge on the 2005 F550 plow
- Repaired drop spreader on 2014 F550
- Cleaned the bays and removed garbage
- Reorganized the front offices
- Attended a CPR and MS4 training

- Painted the meeting and copy room
- Responded to PA One calls
- Conducted interviews for a possible new employee
- Met with engineers about movement along Riverview Road
- Ordered new street signs for the Wireton Area
- Installed new cushion and seat cover in the 2005 F550

## **FINANCE**

Commissioner Keller reported for the month of February the Township received almost 20% of the budgeted revenue and spent 15% of the budgeted expenses. He noted the township is starting the year off on the right foot.

## **PARKS AND RECREATION**

Commissioner Sabol reported for the Recreation Board. They met on March 9th, it was their reorganization meeting. The Easter Egg Hunt will be on April 4th at 1 PM in Shouse Park. Refreshments and goodie bags will be available for the children, the Easter Bunny will be there to give out candy to the children too. There will not be a meeting in April.

Commissioner Sabol reported that the Parks Board met on March 5. The installation of the playground equipment, which was scheduled for the second week in March, has been pushed back due to the weather. Penn Fence was recommended to purchase fencing that will be placed near the Huwar pavilion. The parks board will donate their time to install the fence.

## **FIRE DEPARTMENT**

Denny Lewis reported for the department. He indicated there have been several calls since the last meeting, including calls in Moon which led to a fatality in an apartment building. Training continues every Monday. He thanked the township for sending public works to the scene of a fire in Harper Village. They salted the roads and the grass areas to keep the firefighters safe from the ice. He also thanked them for plowing the fire department parking lot during the winter months.

## **VALEY AMBULANCE**

None

## **EMERGENCY MANAGEMENT**

Denny Lewis reported he attended at the EOC last week. In the next week the Red Cross will be examining our evacuation centers and the Bon Meade School. Also, they will receive 1000-1500 sand bags that will be stored in the public works bay. Crescent will be the distribution center for communities around this area that may be in need of bags.

## **OLD BUSINESS**

Commissioner Keller noted the first item under old business was the discussion and motion to exonerate the Crescent Tax Collector, Judy Withee, of the \$36,940.40 unpaid 2014 tax balance. Commissioner Miller made a motion to exonerate Ms. Withee and was seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The second item was the discussion and motion to turn over the unpaid 2014 tax balance to Weiss, Burkhardt, Kramer LLC. Commissioner Keller stated that a list of unpaid taxes were included in the packets. There were 43 accounts listed as uncollectable due to lack of address or other information. It was noted each account would cost the township \$50 if turned over for collections. Commissioner Miller explained that these balances would still be owed by the property owner. The only difference is that they would not be turned over to a collection company. He also made a recommendation to not to turn over any balances under \$50 until they accumulate. Commissioner Keller noted there were five (5) more accounts that fell under the \$50 threshold. Commissioner Miller made a motion to turn over all the accounts unless they were marked uncollectable or were under \$60 and was seconded by Commissioner Cook. A roll call vote was taken and found all commissioners in favor of the motion.

## **NEW BUSINESS**

The first item under new business was the discussion and motion to approve a new five (5) Agility Agreement with the PA Department of Transportation. Commissioner Meredith made a motion to approve the agreement and was seconded by Commissioner Miller. Commissioner Meredith noted that the services attached to this agreement will be fine-tuned in the near future with our district's representative and our public works foreman. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

Commissioner Keller informed the residents that the Sugar Grove Road will be closing down to a one way direction due to repairs that are needed on the bridge. Penn DOT will mark the road accordingly within the next 3 to 4 weeks.

The second item under new business was discussion on Geotechnical engineering services needed for Riverview Road. Commissioner Keller discussed that Garvin, Boward Beitko Engineering, Inc. turned in a quote of \$9,985 for engineering services relative to test borings needed along Riverview Road. There was a second quote of \$9400 for the design of selected remediation scheme. Kevin Brett recommended the board to authorize the first quote of \$9985 for the engineering test borings and analysis. He felt the second should be discussed only after the results are obtained and what the schemes are suggested. Commissioner Miller made a motion to approve the test borings and Commissioner Meredith seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The third item was the discussion and motion to hire James Camardese as a full time public works laborer according to the current Public Works contract guidelines. Commissioner Keller noted his background check and physical have both been completed. Commissioner Meredith noted he was interviewed extensively by the Township Manager, Foreman and himself. Commissioner Miller wanted to be sure Mr. Camardese was aware of the public works contract. Commissioner Miller made a motion to hire James Camardese and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The fourth item was the discussion on requesting a salt bid for the 2015-16 season, separate from the SHACOG joint pricing bid. Commissioner Keller explained that our Char West COG will put together a bid package to see if a more competitive salt price could be obtained. This would not lock the township in on accepting this bid. It can be compared to the SHACOG pricing. The office will move forward to submit the necessary information to move forward with this.

The last item under new business was the discussion on a fee for neglecting to apply for a street opening permit. Commissioner Miller indicated he is requesting a fee be established if someone does not take the

necessary steps for obtaining a street opening permit. Ms. Crago read a portion of Ambridge's ordinance noting the penalties for not obtaining the proper permit. Commissioner Miller noted he was pushing this area of concern because a couple of months ago there was some work that was completed on Needham St. and caused a sink hole in front of a residents home. Commissioner Miller made a motion to table this item until the Solicitor could update the ordinance to include new verbiage on penalties. Commissioner Cook seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

#### **PUBLIC COMMENTS**

Monica Driscoll 162 McGovern Blvd. wanted to know the reason why there was no recycling curbside. Commissioner Miller responded that the price for curbside pickup was far more expensive than just garbage. Commissioner Keller informed Ms. Driscoll that the bids could be reviewed in the office if she wished to see them.

Harriet Lewis 222 Jackson Street wanted to tell the residents that Mr. Curt Baker, the Superintendent of Moon Area Schools, will be coming to the Civic Club meeting in April. Everyone is welcome to attend and ask him any questions regarding the school district. She thanked the public works employees for taking down the flags so the civic club members can wash and mend them.

Commissioner Keller stated that Mr. Baker will be leading the Pledge of Allegiance at the May board meeting.

#### **COMMISSIONER COMMENTS**

Commissioner Keller thanked all the residents that came out for the meeting and their involvement.

A motion to adjourn the meeting was made by Commissioner Cook and was seconded by Commissioner Sabol. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 8:57 PM

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Township Manager / Secretary