

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
January 17, 2012**

On January 17, 2012 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 7:30 p.m. in the Crescent Township Municipal Building. 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

**ROLL CALL**

Those present: Commissioners: President William Cook, Commissioners Joe Sabol, Diane Cvengros and Jerry Keller

Secretary/Manager: Patience Eckhardt

Solicitor: Anne Diersen

Engineer: Robert Firek

Commissioner Cvengros announced that she would be recording the meeting.

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

A motion to approve the minutes of the December 20, 2011 Regular Business meeting minutes as submitted was made by Commissioner Sabol and seconded by Commissioner Cvengros. A voice vote was taken and all Commissioners were in favor of the motion.

A motion to approve the minutes of the January 3, 2012 Reorganization meeting minutes as submitted was made by Commissioner Cvengros and seconded by Commissioner Keller. A voice vote was taken and all Commissioners were in favor of the motion.

**TREASURER'S REPORT**

A motion to accept the December 31, 2011 Treasurer's Report as received was made by Commissioner Sabol and seconded by Commissioner Cvengros. A roll call vote was taken and all Commissioners were in favor of the motion.

## **LIST OF BILLS**

The list of bills was presented. The funds removed from the General Fund for the month of December were \$109,452.13. The funds removed from the General Fund prior to the monthly meeting were \$60,098.42. Invoices due total \$4,491.50 and the estimated Payroll for January is \$40,000.00. Total disbursements from State Liquid Fuels Fund: \$3,944.07. Total estimated bills for January are \$108,533.99. A motion to pay the bills was made by Commissioner Cvengros and seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners in favor of the motion.

## **CORRESPONDENCE**

There was no correspondence received during the month of December.

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

The Secretary/Manager's Report was skipped in error so no report was given.

## **SOLICITOR'S REPORT**

Anne Diersen reported on behalf of Solicitor Start that during the month of December his office reached a preliminary agreement on the use of McCutcheon Way between the Township and the U.S. Army Corps of Engineers but with the recent slide activity at the site alternative arrangements may result. His office reviewed the matter of the police department/ Unfair Labor Practice and will be discussing details with Township officials. They have prepared an administrative operational policy regarding Township operations as well as reviewed the complete Tax Anticipation Loan Package and have submitted their Solicitor's Opinion Letter.

## **ENGINEER'S REPORT**

Bob Firek reported that during the month of December relative to the 2011 roads they have transmitted a Change Order No. 1 (Final) to the Township for review and execution as noted in our letter dated December 22, 2011. This change order reduces the contract amount based on in-place quantities by \$13,865.46. In regards to CD Year 37, a pre-construction meeting was held on January 5, 2012. The Contractor has until February 29, 2012 to complete all work. LSSE has also been to the McCutcheon Way Slide site multiple times over the last two weeks as the slide has become active. The slide has been reviewed by the Township Geotechnical Engineering firm Garvin Boward Bietko on various occasions. It has dropped from approximately two feet to six feet. After subsequent discussions with the geotechnical engineer it is their opinion that further investigation is required to reassess the situation since it has become an active slide zone and the original options may no longer be viable.

Some conversation was held between the Engineer and the Board as to some different options that might be available for addressing the slide as well as the funding for addressing the slide. A motion was made by Commissioner Keller and seconded by Commissioner Sabol to add to the

agenda the discussion and motion on allowing the Geotechnical Engineering Firm of Garvin Boward and Beitko to reassess the slide situation and provide an updated report and actual cost. A roll call vote of this motion showed all Commissioners in favor of the motion.

After some brief discussion a motion to approve the Geotechnical Engineering Firm of Garvin Boward and Beitko to reassess the slide situation and provide an updated report and actual cost was made by Commissioner Cook and seconded by Commissioner Keller. A roll call vote was taken and all Commissioners were in favor of the motion.

## **COMMITTEE REPORTS**

### **PUBLIC SAFETY**

Commissioner Sabol reported that during the month of December there were 116 calls for service, 120 total complaints for the month, 5 calls to assist other police departments and 4 medical calls. They issued 3 warnings for traffic offenses, 0 non-traffic citations, 2 traffic citations, and 6 parking citation/warnings issued for a total of 11 citations/warnings issued for the month. He reported that there were 4 arrests during the month of December, with one Simple Assault/Harassment/Terroristic Threats/Escape/Theft, one being abandonment of vehicle/obstruction of Justice/Flight to Avoid Apprehension/Simple Possession/Driving under Suspension, another being Burglary (2 counts)/Theft (7 counts)/Receiving Stolen Property (2 counts)/Criminal Mischief (2 counts)/Risking a Catastrophe and lastly a DUI. He reported that the vehicles travelled a total of 3,280 miles, with Car #106 receiving two new snow tires and the right front tire was check by Grady's and was replaced with a spare tire and car #107 received two new snow tires as well. He reported that Officer Hadden attended his annual firearms qualifications at the Allegheny County Police Academy and on December 31<sup>st</sup> from 10 PM- 6 AM, Captain Longerman participates in a DUI roving patrol in Crescent Township. Two traffic stops were made which resulted in one driver being issues a traffic citation and one driver was arrested for DUI.

### **PUBLIC WORKS**

Commissioner Cook reported that in the Month of December, the Crescent Township Public Works Department worked on and completed multiple projects and tasks. Public Works Laborer James Price hung the remaining Christmas decorations and lights on the Municipal building along with the Crescent Township Monument. The Public Works Department received and took care of a PA Once call on Erie Street. Multiple Catch Basins were routinely maintained and kept clear of debris from heavy rain fall. Public Works Laborer Nick McCutcheon completed and kept up routine maintenance on the Townships 1 Ton Truck; including back wheel maintenance along with rebuilding the front brakes & adjusting the back brakes. Leaf clean up took place along Crescent Township hills including, School St., Ravine St., and Bocktown. Supplies for the Pancake Breakfast were transferred down to the fire hall. Pot holes along Huntsridge, Glenhays, Crescent Blvd, and Main Street were patched. The gutter was installed onto the overhang above the meeting room doors. Supplies were bought and 2 shelves were built and installed in the

Crescent Township Police Department. All of the Township trucks were cleaned inside and out to maintain proper cleanliness and an overall pleasing appearance.

## **FINANCE**

Secretary/Manager Eckhardt reported on Commissioner Patton's behalf that all the necessary documentation was completed and the loan was closed in a timely manner for our Tax Anticipation loan with PNC bank for \$350,000.00. We have concluded our 2011 budget with a very small surplus which was transferred to our Capital Reserve account. This fund account balance is currently at \$94,746.62. She feels we ended the year well considering all of the unexpected things that arose this past year. Our total revenues received were 97.86% and expenditures were 98.75%. All departments were somewhat under budget or at budget. She thinks that is a great accomplishment given the state that the economy is in and this township has not received little or any grants. She knows this upcoming year will be more difficult so she asks everyone to be cautious of their spending. She wanted to remind everyone again, we do not know when the tax bills will be mailed due to the county assessment issue so we could end up operating on borrowed money for several more months than expected. She wanted to thank everyone for their hard work and dedication and let's have a great 2012.

## **PARKS AND RECREATION**

Commissioner Cvangros reported the Recreation Board did not meet in the month of December but they discuss the dates of the events for the 2012 year. The Easter Party will be held on April 7, 2012, the Halloween Party will be October 27, 2012 and the Christmas Event will be on December 15, 2012 with all events being held at the Crescent Township Volunteer Fire Department.

She reported that the Parks Board met on Tuesday, January 10, 2012. An update was given by Commissioner Bill Cook regarding the serious slide situation on McCutcheon Way and advised the board that Shouse Park will most likely be unavailable for use for the foreseeable future. The board voted to purchase the necessary supplies for the Public Works Department to repair the fence around the hockey court at Riverview Park. A discussion was then held regarding possible projects for the board to undertake in 2012. It was suggested that we replace spring riding toys at Shouse and Riverview parks. Other suggestions were: re-surfacing the basketball courts at Huntsridge and Riverview parks as well as checking condition of basketball nets and backboards and building a concrete pad and covered pavilion at Huntsridge Park. We would also be happy to receive any suggestions from the public as to projects they would like to see us consider. Fundraising projects for 2012 include the sale of Globe Car Wash tickets, scheduled to begin on February 14, another Tupperware Bingo Party and the possibility of a dance of some sort. The Parks Board is always looking for residents interested in and/or willing to help us in our endeavors. Anyone interested in helping with any one of our projects is urged to contact any Park Board member or to leave your name and phone number with the township secretary. Our next regular meeting will be held on Tuesday, February 14, 2011, at 7:00 p.m. in the Multi-Purpose Room. All are welcome to attend.

## **CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT**

Patience Eckhardt reported on behalf of the Fire department that since the last meeting they have responded to four incidents. Please check their website with updated fundraising information and new photos from Hurricane Irene Deployment. Please make sure if you have a fire hydrant on your property that it is clear of snow so it is visible to them. Effective Monday, January 23<sup>rd</sup> their new officers for 2012-2013 will take effect. Their new Chief is Kevin Scott and their new President is Nancy Mallinder. Thank you to the residents of the township for their support in 2011 and we look forward to serving you in 2012. Thank you to the Commissioners, Staff, Police and Road Departments for their help and assistance as always.

## **VALLEY AMBULANCE AUTHORITY**

Wendy Schulenburg reported that the 2012 subscription has started and the Board held the rates at \$35 for individuals and \$55 for a family. She also reported that their Board President has retired from Valley Ambulance after 21 years of service and a second representative from Moon Township has moved from the Township so they will be getting two new Board representatives.

## **EMERGENCY MANAGEMENT REPORT**

Denny Lewis reported that two weeks ago he was called down to the slide and he contacted Duquesne Light to have some wires moved so that everyone on Riverview would not lose their power should the hillside slide more. He reported that the emergency manual is completed. He thanked his assistant emergency manager, Leo Laffey. He stated that at the next meeting the Board of Commissioners will need to adopt a Resolution accepting the Emergency Manual. Mr. Laffey reported that himself, Denny Lewis, Danny Muller and Commissioner Keller had met and completed the manual. They had required a couple of updates be completed and it will be ready to give to Secretary/Manager Eckhardt to be printed. He also reported that the emergency management department also recently purchased a laptop. Commissioner Cook thanked everyone that had been involved. He stated that this was a long time coming and that prior to this manual our current manual dated back to the 70's. He stated that this was very important to the township and was greatly appreciated. Denny Lewis also reported that once the new members take their positions down at the fire department they will again have a meeting with the emergency service providers like they have previously to prepare for any type of emergency events during the winter months. The goal is to be proactive. Commissioner Sabol posed the question how we were communicating that the warming center was open to the residents of the Township. Denny Lewis reported that through pa systems and some door to door knocking on a contact list that residents were able to place themselves we are able to get the information to as many people as possible.

## **OLD BUSINESS**

A motion to accept the resignation of Kenneth Davis from the Crescent Township Zoning Board due to his status of no longer residing within the Township was made by Commissioner Keller and seconded by Commissioner Cvengros. A roll call vote was taken and all Commissioners

were in favor of the motion. Commissioner Cook then added that we now have two open spots on this Board so if anyone is interested or knows someone who is interested to please contact the Township office.

## **NEW BUSINESS**

A motion to ratify Resolution R-14-12 which authorized the Tax and Revenue Anticipation Note through PNC Bank was made by Commissioner Sabol and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

The next item of business was the motion to approve Resolution R-15-12 waving the 5% contribution of the full time police officers to the Pennsylvania Retirement System. Commissioner Cook offered a brief explanation as to why we pass this Resolution every year. This motion was made by Commissioner Keller and seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

A motion to approve Resolution R-16-12 which if approved would adopt the Crescent Township Board of Commissioners Procedures for Compliance with the Professional Services Contract Provisions of Act 44 of 2009 as recommended by the Auditor General was made by Commissioner Cvengros and seconded by Commissioner Keller. A roll call vote was taken and all Commissioners were in favor of the motion.

## **PUBLIC COMMENT**

No Comment

## **COMMISSIONERS COMMENTS**

No Comment

## **ADJOURNMENT**

A motion to adjourn the meeting was made by Commissioner Cvengros and seconded by Commissioner Sabol. A voice vote was taken and all commissioners were in favor of the motion. The meeting adjourned at 8:03 p.m.

Certified as a true and correct copy.

Respectfully Submitted,

Patience Eckhardt  
Secretary/Manager

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(Seal)

