

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
June 19, 2012**

On June 19, 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 Bill Cook, Vice President Karen Patton, Commissioners Diane Cvengros, Jerry Keller and Joe Sabol participating via teleconference

Secretary/Manager: Patience Eckhardt

Engineer: Kevin Brett

Solicitor: Richard Start

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 May 15, 2012 Regular Business meeting minutes with one correction was made by Commissioner Keller and seconded by Commissioner Patton. A voice vote was taken and all Commissioners were in favor of the motion.

TREASURER'S REPORT

A motion to accept the May 31, 2012 Treasurer's Report as received was made by Commissioner Patton and seconded by Commissioner Sabol. A roll call vote was taken and found 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 May were \$109,049.37. The funds removed from the General Fund prior to the monthly meeting were \$58,243.53. Invoices due total \$2,822.71 and the estimated Payroll for May is \$35,000.00. Total disbursements from State Liquid Fuels Fund: \$3,933.33. Total estimated bills for June are

\$99,999.57. A motion to pay the bills was made by Commissioner Patton and seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

During the month of May the office received the following correspondence. We received the Valley Ambulance Authority Board Meeting Minutes for April along with the Moon Township Municipal Authority Board Minutes. We received a letter from Cargill, who supplies the Township's salt for the winter season, indicating that Cargill is going to continue the contractual relationship with the Township and agrees to extend the term of the contract for an additional (1) one year term. A memo from the Pennsylvania State Association of Township Commissioners containing a copy of the Minutes from their 2011 Business Meeting was sent to the office along with receiving the Allegheny League of Municipalities newsletter for the month of May 2012. Lastly, the Township received a newsletter from RAD (The Allegheny Regional Asset District).

SECRETARY/MANAGER'S REPORT

During the month of May the Crescent Township Secretary/Manager's Office completed the following tasks. Fred Signs Co. was contacted and asked to provide three color copies for the Township Officials to decide on. The pre-application process for CDBG Year 39 began with the help of our Engineer. Several properties in the Township that were found in violation of the Property Maintenance Code received letters from the office. The 2012 Allegheny County League of Municipalities Wage and Salary Survey was completed. Numerous resident complaints were handled and taken care of appropriately along with the day to day activities of the Township being completed. Secretary/Manager Eckhardt wanted to state that this report was prepared by Assistant Secretary Casie Shepard who was responsible for the Office while Secretary/Manager Eckhardt was on her maternity leave. She wanted to publicly thank Casie Shepard and commend her for a job well done.

SOLICITOR'S REPORT

Solicitor Start reported that in regards to McCutcheon Way, his office has had numerous and extended phone conferences with legal counsel for the CSX Railroad and various elected and appointed officials from Allegheny County and the Commonwealth of Pennsylvania regarding the repair of Mccutcheon Way. In addition, he attended a meeting with Township officials and the Allegheny County Chief Executive Rich Fitzgerald to discuss possible solutions to the problem. His office has discussed the matter of the Police Chief contract with Township Officials and has drafted revisions to the proposed Agreement for the Chief of Police. He reviewed various policies and procedures relevant to the administration of municipal government and has reviewed collective bargaining agreements relevant to said policies and procedures. His office has also reviewed the file and documents concerning the proposed demolition of a structure located on McGovern Boulevard as well as reviewed the Property Maintenance Code and performed legal research regarding notice requirements for violations of the Property Maintenance Code.

ENGINEER'S REPORT

Kevin Brett reported that in regards to MS4 the Year 9 Annual Report was submitted to the DEP on June 8, 2012 which completes the requirements. The NPDES GP-13 Permit Renewal Form is due September 15, 2012. He stated that there will be some budgeting requirements for the next five year program along with the permit and they will prepare that information for us along with any training that is required. There are personnel in charge of the department auditing the reports that everyone has been filing for the requirements. Our report has been reviewed and there were no findings. On the next round, the storm systems will need to be highlighted on the mapping. There was no status change in regards to McCutcheon Way. He reported that they completed the pre-applications and transmitted them to the Char-West COG for the Municipal Office Building ADA Doorways project. Lastly, he wanted to review the road table for the roads that are currently on the Crescent Township list for replacement. Over the years we have budgeted and planned and he wanted to leave the information with the Township Office so that the Township could begin to prepare for future road programs.

Commissioner Cook wanted to inform the Board that the problem with the Wireton area is that we need storm drains to be installed and we have not had the money to complete this work. He asked Kevin if he had any idea what it would cost to have the storm drains installed and Kevin responded that everything they have done to date did not include for the installation of storm drains. He responded that usually there is a 20% cost for updates to an existing storm system, but with none being in place the cost could be significantly more. He stated that if the Township wished to add storm drains to the listing they could do so, and Commissioner Cook responded that he believed we needed to do so. There was then some discussion on what roads were currently in need and what roads had been completed as well as some areas where Public Works has completed storm drain installation and maintenance and the reasons as to why some areas in the Township still do not have any storm system in existence.

COMMITTEE REPORTS

PUBLIC SAFETY

Interim Chief Zimmel reported that during the month of May there were 202 calls for service, 205 total complaints for the month, 10 calls to assist other police departments and 6 medical calls. They issued 35 warnings for traffic offenses, 4 non-traffic citations, 24 traffic citations, and 0 parking citation/warnings issued for a total of 63 citations/warnings issued for the month. He reported that there were seven arrests for the month of May with four being a DUI, one for a Probation Violation – Beaver County, one for Simple Assault and one for Theft which was an assist to West Homestead Police Department. Interim Chief Zimmel reported that the vehicles travelled a total of 3,740 miles with all vehicles having the laptop software updated by Response Computer, car #106 having the right side catalytic converter (under warranty) replaced by Grady's, the oil and filter replaced by the Public Works Department as well as touched up the paint on the hood and trunk due to blistering. Car #107 also has the ABS unit replaced, right rear tire plugged, passenger air bag pad switch replaced, as well as the oil and filter replaced and the paint on the hood and trunk being touched up due to blistering.

He reported that Officers Suder and Lopata attended a two day basic patrol rifle course in Beaver County and qualified with the department rifles. Officers Suder and Lopata attended a three day course in Ohio Township for standard field sobriety testing and were certified.

There was also a DUI task Force on May 4, 2012 from 11 p.m. – 4 a.m., which Officer Suder participated in Crescent Township as part of the West Hills DUI task force. Ten traffic stops were made for various traffic offences. Nine warnings were issued and one DUI arrest was made. Officer Suder also participated in a DUI checkpoint located in Moon Township as part of the West hills DUI task force on May 25, 2012.

PUBLIC WORKS

Commissioner Cook reported that during the month of May the Public Works Department completed various tasks. They performed property maintenance in several areas within the Township located on Crescent Blvd. Ext., Spring Run Road, and two properties on McGovern Blvd. They completed weed and brush control on Riverview, Prospect, Huntsridge, through the tunnel on Main Street as well as the property on McGovern the Township is responsible for. They completed the work required for the installation of new play ground mulch at Huntsridge Park, they performed the cleaning and landscaping required at the Monument area as well as completed the regular inspection of Township parks and the catch basins before and after storms as required. He also wanted to add that we did have the slide installed and the department was pretty busy.

FINANCE

Commissioner Patton reported the Township is almost half way through the year and we have received 80.18% of our revenues and have spent 34.02% of our expenditures. She thanked residents that paid their property taxes already, this has resulted to approximately \$233,000.00 to our revenues for the month of May. As of year to date we have received 86% of our budgeted Real Estate Taxes. With that being said the township is paying interest on our Tax Anticipation Loan, and she will be recommending that we pay this loan off. This item is under new business tonight.

The township will no longer be living on borrowed money. After tomorrow thru the end of the year we will be working on what revenue we currently have in our bank accounts and whatever else comes in. She wanted to remind everyone that we don't know what's going to happen next year so we want to be very frugal with our spending this year.

She gave the Commissioners some information as to where our bank accounts were currently at. She stated that if the Board approves having our Tax Anticipation Loan repaid tonight we currently have \$629,000.00 in our General fund and the amount needing to be repaid is \$354,736 which would leave us with \$274,566 in our General Fund and we still have \$100,000 in our Taxpayers account but this money would need to last us the rest of the year.

Commissioner Keller stated that he liked the way that the Fund Balances Report that the Secretary/Manager's Office had prepared was laid out. He thought it reflected our accounts more efficiently and accurately.

PARKS AND RECREATION

Commissioner Cvengros reported that neither the Crescent Township Parks Board nor Crescent Township Recreation Board met during the month of June.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

No report

VALLEY AMBULANCE AUTHORITY

No report

EMERGENCY MANAGEMENT REPORT

Patience Eckhardt reported on behalf of Denny Lewis who was unable to attend the meeting due to a commitment at the Beaver County Emergency Operations Center. She reported that they helped with the Crescent Township Clean Up event that was held in the Township this month along McGovern Blvd. He also wanted to bring an item to the Board's attention to see if there was any interest in having him pursue obtaining information and costs associated with a notification system for the Township, similar to that of Moon Township, that would give the Township the ability to notify sections within the Township, or the entire Township emergency information notifications. He had spoken to Moon Township who informed him that we would be able to buddy up with their system, but that there would be a cost involved. He wanted to see if there was any interest by the Board prior to his pursuing this information.

Commissioner Cook stated that we had a notification system of our own previously that we had abandoned because we could not keep up with it and that system had been Nixle which was a free service. Commissioner Patton stated that she believed at one time Captain Longerman had looked into this and she thought that the cost was going to be around \$2,000, but she believed this was about two years ago that we had received this information. There was some discussion as to what this cost was based on and whether or not the Board of Commissioners was interested in pursuing this. It was decided that there was enough interest to have Denny move forward with obtaining the information so they could take it into consideration.

OLD BUSINESS

Commissioner Cook stated that the first item under Old Business was that of McCutcheon Way. He had some great news that he wanted to share with the Board of Commissioners that he had held back because he wanted to share it with them at tonight's meeting and the information was we had received a letter from the redevelopment Authority of Allegheny County and he takes great pleasure in reading it to everyone. He then proceeded to read the letter aloud which

indicated that the Township's application for a community infrastructure tourism fund, which was a CITF Grant had been awarded \$185,110.00 grant pending final execution of the contract. The letter stated that a representative from the County would be in contact with us shortly to discuss the contract process. Commissioner Cook stated that we got the grant, but that it was not enough to complete the entire project, but that with the money we had set aside for the 2012 Road Program we should be able to cover the costs associated with having the Township Road repaired.

There was some discussion as to when the office received the letter and the dates of meetings that the Township had participated in along with representatives from multiple agencies. At this meeting the County Representatives stated that all of the grant money had been awarded for that time, and that the Township would not be able to be considered until a later date, so they were shocked when we received this notice.

Commissioner Cook wanted to publicly thank several representatives who had helped sponsor us and had sent letters of support on the Township behalf and had played a part in procuring these funds and they were Senator Elder Vogel, County Representative Matt Drozd, and State Representative Robert Matzie. He stated that Representative Matzie had stayed with us throughout this entire project and he cannot thank him enough for all of his help. He also wanted to thank Congressman Jason Altmire and Congressman Tim Murphy.

Some questions were posed to Kevin Brett as to what the process was from this point forward. He said that we would be receiving an agreement and typically they come out and a pre-meeting is held and then we would begin the design phase. He stated that some communities chose to start the design phase earlier and in this case he believed that it would be an appropriate step for Crescent Township to take given the time frame.

After some more discussion as to how the Township should proceed and the process that the Township would need to follow, Commissioner Cook made the motion to allow for the recommendations made by Kevin Brett to be added to the agenda. This motion was seconded by Commissioner Keller. A roll call vote found all Commissioners in favor of adding these motions to the agenda.

A motion to authorize Lennon Smith Souleret to move ahead with the contract to make the repairs to McCutcheon Way was made by Commissioner Cook and seconded by Commissioner Cvengros. A roll call vote was taken and all Commissioners were in favor of the motion.

Commissioner Cook wanted to thank Solicitor Start for all of his hard work on this project, he stated that he worked tirelessly on it and he appreciated it.

Next, a motion to authorize Garvin Boward to proceed with the plans associated with moving forward on the McCutcheon Way project was made by Commissioner Cook and seconded by Commissioner Patton. A roll call vote found all Commissioners in favor of the motion.

The next item under Old Business was that of the new Township Sign. Commissioner Cook indicated that there were several sign choices in the Commissioner's packets and that he was looking to receive a motion so that we can move forward with this project. There was some

discussion amongst the Commissioners as to what signs they liked and some questions were posed as to what material the sign was made of. A motion was made by Commissioner Keller to proceed with the sign project by ordering the first sign that was proposed, once verification of the material in which the sign was to be constructed has been made and the Commissioners have approved it. This motion was seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

Some discussion was held by the Commissioners as to where we were at in the process of looking through the applicants for the Public Works Working Supervisor Position. Commissioner Patton made the comments that she and Commissioner Cvengros had reviewed the applicants and she and Commissioner Keller interviewed the applicant they had found and felt that he was qualified for the position. He had all of the qualifications that the Board was looking for and they felt that they wanted to offer him the position at this time.

A motion to hire and appoint Tim Palko to the position of Public Works Working Supervisor at the starting salary of \$21.13 per hour was made by Commissioner Patton. This hiring and appointment is contingent upon satisfactory completion of pre-employment testing and background check. The first year of employment shall be for a probationary period during which time his employment may be terminated for just cause or unsatisfactory performance or for no cause whatsoever. This motion was seconded by Commissioner Keller. A roll call vote found all Commissioners in favor of the motion.

Next, was the discussion of the Public Works Department Union Contract. Commissioner Cook stated that he received the last comment on the contract today and he informed the Office that he would be providing all of this information to Secretary/Manager Eckhardt and that they would sit down and rework the contract to get it back off to Carl Bailey so that we could begin wrapping up this process. Some questions were posed by the Commissioners as to how long this process would take once we had replied to the Union to which Commissioner Cook stated that the last time we had sent a response to the Collecting Bargaining Agency it had taken about three months to receive a response and that their response had not included all of the necessary corrections, so the delay was not with the Township.

NEW BUSINESS

The first item under New Business was the 2013 Road program which had been discussed under the Engineers Report so there was nothing more discussed at this time.

The next item under New Business was that of the 2012 TAN Loan. Commissioner Cook discussed that we had received a payoff letter from PNC Bank for the 2012 Tan loan in the amount of \$354,736.56. We borrowed \$350,000.00 and the rest is the accumulated interest. Commissioner Cook verified with the Finance Commissioner that we did indeed have the money in the bank to repay these funds and with this information a motion to repay the 2012 TAN Loan to PNC Bank in the amount of \$354,736.56 was made by Commissioner Cvengros and seconded by Commissioner Keller. A roll call vote found all Commissioners in favor of the motion.

The Commissioners then discussed several payroll policies as to when payroll has to be in, time clock procedures and general payroll policies. Commissioner Cook commented that everyone had the opportunity to review the policies and a motion to approve the policies with one grammatical correction was made by Commissioner Keller and seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

The next item under New Business was that of the discussion and motion to offer a letter of support to the Char-West COG for their CITF Grant Application. Some discussion was held as to the need to change the wording on the letter to indicate that the Township offered their support but was not waiving their right to a CITF Grant application of their own. The motion to approve this letter of support was made by Commissioner Patton and seconded by Commissioner Cvangros. A roll call vote found all Commissioners in favor of the motion.

Commissioner Cook stated that the next motion was an addition to agenda. He made the motion to terminate any policy or practice which authorizes Township employees comp time in lieu of overtime. Henceforth any employee who works authorized overtime hours shall be paid the overtime rate that is applicable to that employee. This motion was seconded by Commissioner Sabol. A roll call vote was taken and all Commissioners were in favor of the motion.

Commissioner Patton then asked for the Board's approval to add an agenda item under New Business. The motion to allow the addition was made by Commissioner Keller and seconded by Commissioner Cook. A roll call vote was taken and all Commissioners were in favor of the motion.

Commissioner Patton made the motion to terminate the employment of the Assistant Secretary. This motion was seconded by Commissioner Cook. A roll call vote was taken and found Commissioners Patton, Sabol, Keller and Cook in favor of the motion and Commissioner Cvangros not in favor of motion.

Commissioner Cook then stated that the next day the Assistant Secretary was in to work he wished for Interim Chief Marty Zimmel to escort her out of the building. He stated to allow her to remove her belongings and make sure that we paid her for everything that was owed to her in full. He stated that we needed to make a committee to be active in replacing this position. He asked Commissioner Patton if she would like to be on this committee and she indicated that she would. It was then determined that Commissioner Keller would also volunteer to be on this committee. Commissioner Cook stated that what he would like to do is immediately contact some temp agencies and look for bookkeeping experience, QuickBooks or Peachtree that is documented. He indicated that he wanted experience in filing and someone that can come in immediately and help get things cleaned up in the Office. He stated that this temporary position could turn into a permanent position. He also indicated that they should look for a vehicle to advertise this position in and that the Board would discuss the wage prior to hiring. He wanted to move ahead with the process and he wanted it to happen fast.

PUBLIC COMMENT

Dorothy Shutka of 721 Pine Street wanted to state that Representative Matzie was amazing and she wished she would have known that the Township was looking for a new sign because we have some very good companies within our own Township that could have provided the new sign. She was interested in what the material of the new sign was and she wanted to know what the price of the sign was. Commissioner Cook indicated that he did not know the price of the sign. Dorothy Shutka commented that it was interesting that we were utilizing a North Hills sign company and Commissioner Cook commented that we had received multiple quotes on the sign and this company was the lowest bidder and that the Township has been seeking a new sign for over two years and that unfortunately it was a done deal at this point. She also commented that she wanted to have the storm drain situation addressed on her street because she feels that it needs to be addressed. She also wanted an update as to where we were with the complaint she had filed against 717 Elm Street. It was indicated that the Office would need to check with the Zoning Ordinance Officer and the Township Secretary/Manager would contact her to update her as soon as possible. Some questions were posed again as to the property lines and Commissioner Cook stated that this is a civil matter and one of the parties would need to file charges with Mary Murray's Office. Ms. Shutka indicated that she understood but she wanted to know where the Township was in their process before deciding how she would proceed. She then posed a few more questions to the board in regards to our Ordinances on noise and noxious odors. After some discussion on that a recommendation was made that she contact the Allegheny County Health Department.

Denny Lewis, the Emergency Management Coordinator wanted to touch base with what Secretary/Manager Eckhardt had brought up to the board during his absence earlier in the meeting and make sure that the Commissioners did not have any questions.

Anita Lasek 1361 Front Street wanted to inquire as to when the current garbage collector's contract was expired. Secretary/Manager Eckhardt responded that she believed it was 2013. She stated that the recycling bin is a disgrace. Commissioner Cook stated that if we need to pay for additional pickups we will but he believed there was a clause in their contract that if they leave the garbage for so many days we can discount the bills. He stated that he would look into the contract to determine what we could do.

COMMISSIONERS COMMENTS

Commissioner Sabol wanted to apologize for not being able to be at the meeting in person but he appreciated the arrangements that had been made for him to participate. Commissioner Cook thanked him for making himself available during his vacation. Commissioner Sabol then wanted to comment that he had made a couple of motions that had not been heard and therefore recorded properly. After some discussion with the Solicitor as to how this should be rectified it was determined that the minutes would make note of the fact that Commissioner Sabol had seconded the motion for the termination of the Assistant Secretary and had also seconded the motion for the appointment of Tim Palko.

Commissioner Keller wanted to comment that on Election Day a resident had come down and mentioned that our flag out front of the police department looked ragged and an hour later he came back with a brand new flag. He wanted to thank the resident for this. He also wanted to

note that a family in Moon has donated two and a half gallons of stain and if the public works department can use it he would be more than happy to bring it down for the Township's use. Commissioner Cvengros wanted to comment that the Memorial Day Event had received a good turnout and she loved the twenty-one gun salute and the dedication and for the name that was added to the memorial. She wanted to thank Commissioner Keller and Tim Palko for all of their help during this event. She also thanked Commissioner Cook for cooking the hamburgers and hotdogs at the Clean Up Crescent Event. Commissioner Cook added that the Veterans involved in this event often comment that out of everywhere they go they like coming to Crescent the most and they look forward coming here because we are a very patriotic community. Commissioner Cvengros also thanked the police department for their assistance.

Dorothy Shutka wanted to add that she would be more than happy to offer her services for any artwork or design work or anything like that.

Commissioner Cook commented that the Board met in Executive Session from 6:40-7:25 to discuss personnel along with legalities. He also commented that he wanted Commissioner Keller and Patton to get together on the matter of the Assistant Secretary position as soon as possible to get this thing moving.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Cvengros and seconded by Commissioner Keller. A voice vote was taken and all commissioners were in favor of the motion. The meeting adjourned at 9:46 p.m.

Certified as a true and correct copy.

Respectfully Submitted,

Patience Eckhardt
Secretary/Manager

(Seal)