

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
September 13, 2012**

On September 13, 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.

Commissioner Cvengros announced that she would be recording the meeting.

ROLL CALL

Those present: Commissioners: President Bill Cook, Vice President Karen Patton, Commissioners Diane Cvengros, Jerry Keller and Joe Sabol

Secretary/Manager: Patience Eckhardt

Solicitor: Richard Start

PUBLIC COMMENT ON AGENDA ITEMS

Judy Nuegent of 1274 Needham Street asked for clarification on the payroll information that Commissioner Patton had provided at last months' meeting pertaining to Paychex. She wanted to know specifically how much it would cost. Commissioner Cook stated they would be addressing it later on the agenda. Commissioner Patton provided the information as requested and she also provided detailed information on the services that would be provided for this cost.

APPROVAL OF MINUTES

A motion to approve the minutes of the August 23, 2012 Regular Business meeting minutes was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote was taken and all Commissioners were in favor of the motion.

TREASURER'S REPORT

A motion to accept the August 31, 2012 Treasurer's Report as received was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote 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 August were \$105,957.32. The funds removed from the General Fund prior to the monthly

meeting were \$20,385.27. Invoices due total \$6,460.71 and the estimated Payroll for September is \$36,000.00. Total disbursements from State Liquid Fuels Fund: \$3,943.09, which brings the total estimated bills for September to \$66,789.07. A motion to pay the bills was made by Commissioner Cvengros 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 August the Crescent Township Secretary/Manager's Office received the following correspondence: We received the Allegheny County Council News, the August edition of the Legislative Locator, the Valley Ambulance Authority Board minutes, the Creswell Heights Joint Authority Board minutes, and the Moon Township Municipal Authority Board minutes.

SECRETARY/MANAGER'S REPORT

During the month of August the Crescent Township Secretary/Manager's Office completed the following: We dealt with several residential matters pertaining to property maintenance violations, citations pending relative to property maintenance. We sent the letter of support for the endorsement of a joint effort of the Char-West Council of Government member Fire Departments. The office continued in their efforts in obtaining quotes for transferring the fire department workers compensation insurance coverage, drafted a consideration letter for the CITF Grant application previously submitted, made all of the necessary advertisements, oversaw the installation of the new Welcome to Crescent Township sign, began working with the Solicitor in drafting an ordinance adopting a recently completed Township road, reviewed information relative to highway occupancy permit application procedures, provided information to the fire department related to fire company and ambulance service grant opportunities, began working with several companies in researching the transfer of our garbage billing collector. We began preparing the 2013 budget and worked closely with our auditor and the auditor general in updating our account listings to be more accurate as to the DCED reporting procedures, dealt with several banking issues, worker's compensation claims as well as dealt with all payroll, accounts payable, employee relations and day to day activities of the Township Office.

SOLICITOR'S REPORT

Solicitor Start reported that for the month of August his office attended a meeting with Representative of the County Executive's Office and Township Officials on August 30, 2012 pertaining to the McCutcheon Way slide issue. They are awaiting a response regarding the Township's application for funding. He stated that he will be attending a meeting on September 13, 2012 to discuss the status of several pending grievances from the police department. His office has prepared and filed satisfaction documents with the Office of Court Records regarding Municipal Liens, reviewed and researched laws applicable to municipal referendum issues, as well as reviewed and researched a proposed policy regarding motor vehicle license records and reviewed proposed amendments to Pa. Act 111 by Senate Bill 1750.

ENGINEER'S REPORT

Commissioner Cook reported on behalf of LSSE that in regards to MS4 a permit extension has been issued for 9 months. The new permit is due on March 14, 2013. The permit now requires more general mapping of the storm sewer system; preparation of a written total maximum daily load, and a plan for municipalities that discharge to impaired waters. With this permit renewal, a \$500 fee was required this year. Relative to McCutcheon Way they have revamped all of the numbers for the repairs. The final costs are proposed to be \$200,000 for the rock buttress embankment and approximately \$25,000 to \$50,000 additional for engineering costs associated with the project. There was a meeting held with GAI Consultants to discuss cost estimate and review the slide area in field. Pertaining to the CDBG Year 3 Demolition project, the bids were opened on August 22, 2012. Schaaf Excavating Contractors, Inc was the low bidder in the amount of \$8,450.00. Per LSSE letter dated August 23, 2012 the CD funding will cover the entire bid amount. Char-West COG requires authorization from the Township to award the contract. Lastly, Lennon Smith Souleret is reviewing the roads list for the 2013-2018 road program. This list will include recommended storm sewer improvements cost over the next 30 days. A road tour will be planned for late September 2012. They will plan on reviewing this list with the Board at the October 2012 meeting.

COMMITTEE REPORTS

PUBLIC SAFETY

Commissioner Sabol reported that during the month of August there were 129 calls for service, 133 total complaints for the month, 6 calls to assist other police departments and 3 medical calls. They issued 4 warnings for traffic offenses, 3 non-traffic citations were issued, and 7 traffic citations, which brings the total citations/warning issued for the month to 14. He reported that there were four arrests for the month, on attachment order runaway, an aggravated assault, and two arrests for criminal trespass; loitering and prowling at nighttime; and theft of services. The vehicles travelled a total of 3,182 miles with car #105 having its oil and filter replaced by the public works and a right rear flat tire repaired by Grady's. Car #106 had its annual inspection and had the left rear wheel seal replaced by Grady's. He reported that on August 22nd and 23rd Interim Chief Zimmel attended a leadership seminar for new supervisors. On August 24, 2012, from 11 p.m.-4 a.m., Office Lopata participated in a DUI checkpoint located in Leetsdale Borough as part of the West Hills DUI task force. Then on August 31, 2012, from 10 p.m.-3 a.m., Officer Lopata participated in a DUI checkpoint located in Sewickley Borough as part of the West hills DUI task force.

Several updates were provided to the Board. As Interim Chief Zimmel has reported in February of 2011, several members of a theft ring were arrested by the PA State Police for thefts that occurred in Crescent Township and other communities in 2010. This investigation involved multiple police agencies. Captain Longerman represented Crescent Township at several meeting that were held to share information. The Allegheny County District Attorney's Office notified

this department on August 27th, 2012, that all the actors have plead guilty. The ringleader, Michael Hirschfield, received a sentence of 5-10 years incarceration plus 5 years probation. Other members were also incarcerated with lesser sentences. The next update was that in December 2011, Daniel Sowa was arrested in Crescent Township for burglary, theft, and other related charges. The numerous thefts involved a large amount of copper, brass, and jewelry from the Duquesne Light substation, the old K & N furniture complex, and a residence on McGovern Blvd. On August 7, 2012, Sowa plead guilty to the above charges and received a sentence of 2.5-7 years' incarceration plus 10 years probation.

Interim Chief Zimmel offered one correction to the report and it was that the second DUI checkpoint listed was held in Carnegie.

Commissioner Patton informed the Board that we were just made aware today that car #105 has been totaled. We are currently waiting for the final amount to come back from the insurance company so we can move forward with purchasing a new car.

PUBLIC WORKS

Commissioner Cook reported that the Public Works Department was busy during the month of August. During this month they assisted the State in the cleaning of catch basins on Harper and Bocktown roads, with flagging duties as per agreement and reported that line painting was completed of 7 crosswalks in the Township. The Publics Works Dept performed the annual cleaning & inspection, as required, of the catch basins in the 600 section which is below the tunnel & Riverview Rd and the 700 section, which is all of Wireton. They repaired the refrigerator in the Police Dept, cleaned the Publics Works garage and repainted the lines on the floor, and completed the inventory of all Traffic & Street signs throughout the Township to establish a Sign Management Plan to meet current standards. The Department moved fire safe file cabinets, performed pothole patching on many streets throughout the Township, replaced several damaged flags on McGovern Blvd, repainted the yellow pipe bollards in the parking lot of Municipal Building and repaired rotted wood trim on two of the Public Works Garage Doors. They assisted the senior citizens with their annual BBQ, installed Carbon Monoxide detectors throughout the Municipal Bldg, Police Dept & Public works garage as per insurance inspector recommendation, replaced two (2) NO PARKING signs on Starr Rd – brought to our attention by Commissioner Cvengros and weeded the front and back parking lots of the Municipal Building. They repaired three washout areas on the shoulder of Riverview Road, repaired concrete steps in front of the Municipal Building, weed wacked the fence line at Sautter Park, performed property maintenance at 111 McGovern Blvd & 479 Crescent Blvd Ext, along with their routine maintenance duties of weed control along Porter St, Prospect St, Crescent Blvd, Oak St, School St, Riverview Rd, McGovern Blvd, Purdy Rd, Locust St & the corner of Spring Run & Brodhead Roads, and their routine Parks inspections and emptying the trash barrels.

Nick McCutcheon gave his two weeks' notice that he was quitting and taking a position with the Moon Township Public Works Department. We appreciated his openness of intentions and he has since worked his final days here at Crescent Township. Therefore, we currently have an open laborer position to be filled in The Public Works Department.

FINANCE

Commissioner Patton reported we are two thirds of the way through the year 2012. We have a healthy funds balance in our accounts but we need to keep on track. She urged Commissioners and Department Heads to spend cautiously. We have received 92.69% of our anticipated revenues and spent 72.8% of our expenditures. So far all departments seem to be within their department budgets. As always the last quarter of the year is the toughest for the Township because of the limited revenue. There always will be those unforeseen expenses that can arise so we must be prepared for those as well. That being said, the Board has been faced with one of these expenses, Workers Compensation coverage for our Volunteer Fire Department. Currently we have budgeted \$24,000.00, yet the annual premium we are faced with is \$40,764.16. There will be more discussion on this under Old Business later on in the meeting. She also reported that the 2013 Budget process has begun. As a reminder all departments must have their 2013 Budget requirements submitted this week so the process can remain on schedule.

PARKS AND RECREATION

Commissioner Cvengros reported that the Crescent Township Recreation Board will meet at 7:30 p.m. on September 17, 2012 in the multi-purpose room. The Board will begin preparations for their annual Halloween event. Everyone is welcome to attend.

Commissioner Cook asked if we had a date set yet for Trick or Treat. It was stated that this was scheduled in the February meeting of 2012 and the Trick or Treat date is October 31, 2012 from 6:30 p.m. until 8:00 p.m.

Commissioner Cvengros reported that the Crescent Township Parks Board met on Tuesday, September 11, 2012. The Board was advised that the dead tree at Huntsridge Park that had been deemed a safety hazard has been successfully removed. The Board has appointed Karen Patton and Tim Palko to investigate the purchase of a storage cabinet to be placed in the multi-purpose room. The Board also voted on purchasing four new spring toys for replacement in River and Shouse Park. They are asking that the Board of Commissioners approve this purchase as well. Bottles have been collected for our annual basket of cheer, to be raffled off during our annual Pancake Breakfast. Anyone wishing to donate a bottle should contact Judy Cook. She would appreciate any donations to be made by Monday, September 17, 2012. It was decided that their next meeting would be devoted to planning their annual Pancake Breakfast. The next meeting is scheduled for Tuesday, October 9, 2012 at 7:00 p.m. in the multi-purpose room and all are welcome to attend.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

No Report

VALLEY AMBULANCE AUTHORITY

Judy Withee informed the Board that valley Ambulance has not had a meeting since the last Commissioners Meeting so there is not anything to report.

EMERGENCY MANAGEMENT REPORT

Patience Eckhardt reported, on behalf of Denny Lewis, that Danny Muller had attended the Ethanol Seminar that was held on September 13, 2012. The Office and Emergency Management will be working together on drafting a letter on the adopt a plug campaign that was referenced at last month's meeting. Denny also wanted to report that Emergency Management, the Crescent Township Volunteer Fire Department, as well as Commissioner Cook, had assisted Sewickley in a flood situation over the past weekend. We gave them 0 our sandbags and they are currently making arrangements to have them replaced.

OLD BUSINESS

The first item under Old Business was the motion to approve Ordinance 538 as amended. This reflects the recently changed date of the regular business meeting of the Crescent Township Board of Commissioners. Commissioner Cook stated that this Ordinance has been properly advertised and is ready to come to the table. Commissioner Sabol made the motion to approve Ordinance 538 and Commissioner Patton seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item was the discussion and motion on the transfer of our fire department's workers compensation coverage through MRM. Commissioner Cook asked the Secretary/Manager Eckhardt and Commissioner Patton to explain where on this situation. Secretary/Manager stated information was included in the Commissioners packets outlining the information pertaining to this situation. It was referenced that last month, the Office became aware MRM would not be offering workers compensation coverage for volunteer fire departments any longer. It was at this point the Office started contacting other providers to determine whether or not we could transfer coverage. It had been recommended by MRM that we transfer to S.W.I.F. Over this past month, the Office has contacted about eight different companies. At this point in time, there are two options for coverage. We have been unable to receive any other options. Since we are so small, we maintain a high level of liability that the insurance companies are electing not to offer coverage.

Secretary/Manager Eckhardt referenced that MRM has elected to maintain coverage for one more year. This means that our coverage through them would be until October 2, 2013. Their fee would be \$13,136 and our dividends would be calculated differently, should there be any type of cancer claim. If we stay with MRM, we would still need to transfer our coverage next October. The second quote for coverage has been provided by S.W.I.F. Their premium is \$10,581.00. She is recommending that it is in our best interest to transfer to S.W.I.F now. This would bring our total premium for workers compensation to \$40,765. This cost would not include any dividends

received from MRM. Dividends have ranged from \$8,800 to \$12,200 annually, over the past five years.

Commissioner Patton provided information, that year to date, we have spent \$22,461.80 and we have one more quarterly payment due. Our future total quarterly payments would be \$10, 191.04 for a total of \$40,764.16 annually.

A motion to approve the transfer of our workers compensation coverage for the fire department to S.W.I.F. was made by Commissioner Sabol and was seconded by Commissioner Patton. A roll call vote found all Commissioners in favor of the motion.

The next item for discussion was the utilization of Paychex. The board discussed the specifics on the payroll services and the service of a time clock as well. A motion was made to approve Paychex as our payroll provider, and to wait on utilizing the services of the time clock and revisit that at a later time was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote was taken and found all Commissioners in favor of the motion.

NEW BUSINESS

The next item discussed was the concern that was brought to the Board's attention at last month's meeting in regards to the placement of the road of Jackson Street when it was repaved. A resident made the complaint at last month's meeting, referencing the placement of the road, when repaved, was not in the correct location. He wished for the Commissioners to address the issue. After some discussion on whether the Board wished to review this complaint, and if it were to be determined that the road was placed incorrectly, they discussed what could be done at this point in time. It was specified that we should have the public works department measure the roadway for the length and width and make sure that our records were correct and notify the resident of our findings. A motion was made by Commissioner Patton to not look into this concern at this time. This motion was seconded by Commissioner Cvengros. A roll call vote was taken and all Commissioners were in favor of the motion.

The next item was the motion on the approval of Schaaf Excavating as the low bidder for the COG Demo project in the amount of \$8,450.00. Per the LSSE letter dated August 23, 2012, the CD funding will cover the entire bid amount. Char-West COG requires authorization from the Township to award the contract. A motion to approve this project 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.

A motion to accept the resignation of Nicholas McCutcheon was made by Commissioner Keller and seconded by Commissioner Sabol. A roll call vote found all Commissioners in favor of the motion.

Next, was the discussion and motion on Resolution R-22-12 which if adopted, would urge the PA General Assembly to Reform Act 111 – The Policemen and Firemen Collective Bargaining Agreement Act. The motion to approve Resolution R-22-12 was made by Commissioner Patton

and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

The Board then discussed whether they wished to have the agenda placed on the website prior to the meeting. There was discussion on how much time this would involve and how the agenda is ever changing. It was determined that the Office would create a mailing list that people could request to be placed on. The Tuesday before every meeting, the office would email the current agenda to that list. The agenda would also be made available in the office. A motion to approve this practice was made by Commissioner Keller and seconded by Commissioner Patton. A roll call vote found all Commissioners in favor of the motion.

Lastly, a motion to approve the purchase of park equipment in the amount of \$2,988.00 per the recommendation of the Crescent Township Parks Board was made by Commissioner Keller and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

PUBLIC COMMENT

Judy Cook of 1409 Riverview Road raised concerns about the McGovern/Harper bus stop and the need for lights to be installed to keep the children safe. There was some discussion as to what the Township could install and whether the State could be contacted to have something installed. It was referenced by the Board that they would look into the matter.

Judy Withee of 500 Crescent Blvd Ext asked if the Commissioner have received any cost figures from Moon Township pertaining to their patrolling the Township. Commissioner Patton responded that they have not received anything. Judy Withee then asked how the Township was getting the salt from the shed with McCutcheon Way being closed. Solicitor Start responded that we were currently working with CSX in an effort to obtain a written agreement allowing the Township access.

COMMISSIONERS COMMENTS

Commissioner Keller made everyone aware that he had attended a flag retirement ceremony in Moon Park. Recreation Board member Ann Matey worked with the boy and girl scouts in making this event happen. He stated that is was an excellent ceremony.

Commissioner Cook wanted to thank everyone for coming and taking an interest in their community. He made everyone aware that they had recently met with the County and it had seemed very productive and we are currently waiting to hear some answers relative to the CITF grant application for McCutcheon Way.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Cvengros and seconded by Commissioner Patton. A voice vote was taken and all commissioners were in favor of the motion. The meeting adjourned at 9:36 p.m.

Certified as a true and correct copy.

Respectfully Submitted,

Patience Eckhardt
Secretary/Manager

(Seal)