

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
July 11, 2013**

On July 11, 2013 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.

Commissioners Cvengros and Patton announced that they would be recording the meeting.

ROLL CALL

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

Assistant Secretary: Kellie Crago

Solicitor: Richard Start

Engineer: Bob Firek

PUBLIC COMMENT ON AGENDA ITEMS

No comment

APPROVAL OF MINUTES

Commissioner Cook asked for a motion to approve the June 13, 2013 business meeting minutes. A motion to accept the minutes was made by Commissioner Keller. A second was made by Commissioner Cvengros. A roll call vote found all Commissioners were in favor of the motion.

TREASURER'S REPORT

The Treasurer's report dated June 30, 2013 was presented to the Board for their approval. A motion to accept the June 30, 2013 Treasurer's Report as received was made by Commissioner Patton and seconded by Commissioner Sabol. 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 in June were \$398,171.53. The funds removed from the General fund prior to the monthly meeting were \$1,230.84. Invoices due are \$29,537.18 and the estimated payroll for July is \$42,000.00. The

Highway Fund for street lights is \$3,978.74. The total estimated bills for July are \$76,746.76. Commissioner Cook asked if there was any questions, comments, or a motion to pay the bills. A motion to pay the bills was made by Commissioner Patton and seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

During the month of June the Crescent Township Secretary/Manager's office received the following correspondence; the June edition of the Legislative Locator, the June MRM Trustnotes, and the meeting minutes from Creswell Heights Joint Authority, Moon Township Municipal Authority, and the Char-West COG, along with the Command Post and the 3 Rivers Wet Weather letter.

SECRETARY/MANAGER'S REPORT

During the month of June the office completed the following: They continued to monitor the progress of McCutcheon Way, handled resident complaints, nuisance issues, and lien letter requests. They also worked with the Public Works Department regarding obtaining sign quotes for the Township and oversaw the payment of bills, payroll and the day to day activities.

SOLICITOR'S REPORT

Solicitor Start reported the seismic drilling ordinance that will be looked at on the agenda has been revised to include comments from MTMA, the engineer, a new fee schedule, and added language regarding sensitive soil areas. On Jordan Tax Service, they reviewed the confidentially agreement between the Township and Jordan Tax. They assisted the office regarding some Right to Know requests and also reviewed and approved the contract specifications for the Garbage and Recycling.

ENGINEER'S REPORT

Bob Firek reported that on July 2 they had the final walk through regarding McCutcheon Way. They issued a punch list letter to the contractor on July 3. Under New Business, there is a request for payment. On the 2013 Roads, they held a pre-construction meeting on July 8. The contractor will provide a schedule on the start of the work shortly. Lastly, on the CD Year 40 applications, the Char West COG notified the Township that the pre-application was approved. The full application is due on July 22. Under New Business is the Resolution that needs to be passed and needs to be included in that packet.

COMMITTEE REPORTS

PUBLIC SAFETY

Commissioner Sabol reported that during the month of June there were 152 calls for service, 146 total complaints for the month, 8 calls to assist other police departments and 5 medical calls. They issued 9 warnings for traffic offenses, 4 non-traffic citations was issued, 8 traffic citations, and 0 parking citations/warnings were issued. This brought the total citations/warnings issued for the month of June to 21. He reported there were 6 arrests for the month. A 38 year old white male, a 42 year old white male, a 34 year old white male, a 31 year old white male, a 19 year old white male, and a 16 year old white male. The arrests were for theft by unlawful taking, receiving stolen property, criminal conspiracy, criminal mischief, theft of a motor vehicle, receiving stolen property, false reports to Police, drivers required to be licensed and theft by deception.

He also reported that the police department conducted a two month investigation of two residential burglaries that occurred in Crescent Township. This investigation also assisted the Hopewell Township Police Department, and the PA State Police, in identifying the same actors as suspects in other unsolved burglaries in those respective jurisdictions. They also arrested two individuals for stealing a motor vehicle in Crescent Township and the subsequent crimes they committed after the theft. Further investigation resulted in solving the theft of a vehicle in 2012 and other criminal acts during that same year by these two individuals. The police department conducted a third investigation and arrested two individuals who caused a large amount of damage in stealing copper wire from a Crescent business. The copper was recovered and returned to the owner.

The police cars traveled for the month of June was 2,910 miles. Repairs were made to the following cars: #105 – right front headlight replaced, #106- right front headlight replaced, and #107 siren box replaced with a used unit. All repairs were done at Grady's.

Commissioner Sabol noted that Officer Hussar was trained and certified to carry a department issued taser.

Chief Zimmel wanted to acknowledge Captain Longerman's hard work in the above investigations. He was responsible for filing all the charges. Commissioner Cook added there was an article in the local paper about how our Police department had worked hard on these investigations and recovered evidence. Commissioner Cook congratulated Captain Longerman.

Chief Zimmel also remarked the department purchased new body armor. Captain Longerman displayed the new body armor to the crowd and explained its comfort level versus the old model. Commissioner Cook stated the department used money from a grant to purchase these items.

PUBLIC WORKS

Commissioner Cook stated in the month of June the following work was performed: routine park maintenance at Sautter and Hunstridge, rebuilt some catch basins on Sautter Drive and Hunstridge Drive, replaced grates with bicycle safe grates in preparation of the road program, assisted in the Davies clean- up day, maintained nuisances properties, all right of ways were cleared, and 12 PA One Calls were responded to. Extra focus was put on Shouse Park so it

would open by July 4th. Commissioner Cvengros over saw some overtime that was needed on July 3 in order to complete what was needed. The road into Shouse Park was seal coated through our Agility Program. Work was completed in the pavilions and monument area. The department painted, repaired and power washed some of the picnic tables. All the playground equipment was inspected. Mulch was removed and replaced in previously existing areas. Playground type mulch was used for the safety of the children. They worked on the split rail fences and placed limestone chips in the parking areas.

Commissioner Cook asked if there were any questions or comments. Commissioner Patton commented that at last month's meeting under the Bills to Paid she had brought up about the planting outside with the flowers. After that meeting, Mr. Palko, the Public Works Supervisor had come to her in regards to the invoices. He provided her with a report of the total cost of the project. He felt there was a discrepancy in the amount she had given for the project. Commissioner Patton had reported last month the total cost of the project was \$844.70. Mr. Palko felt the actual original amount spent was \$582.20. The remaining cost was for mulch and mushroom manure that had gone to another project. Commissioner Patton remarked after that meeting there were flowers that were purchased for Sautter Dr. Since then those flowers have died since because there was no one up there to water them. She commented she will hold to her point in that it still was a waste of taxpayer's money. The Township had never spent that kind of money and it was over \$500. With the additional purchases at Sautter, the total was over still over \$600.

FINANCE

Commissioner Patton reported June is the halfway mark in the year. Most of the real estate taxes have come in by now. Most of the Departments are operating in at 50% or less this month. This is exactly where they should be this time of year. However there are some departments and line items that are not. Our total budget expenditures are at 57%. She realizes the budget is not set in stone and there will be time for overages. She says that with great caution since there are 6 months left in the year to operate with much fewer revenues in the second half of the year. Everyone needs to be very frugal with the funds. We have to make smart decisions that are best for the taxpayer's of the Township.

Commissioner Patton asked Commissioner Cook if he had reported on the Public Works budget. Commissioner Cook stated that it was too early to speculate on Public Works since they have \$100,000 coming out of Capital expense for the Road Program. He had a figure of 35.4% for the first six months, through June. The big expense had not come out and that it is not a good number yet.

PARKS AND RECREATION

Commissioner Cvengros stated there was no meeting for the Parks Board and no meeting for the Recreation Board either in June. The Recreation Board may be having their next meeting in August.

Commissioner Cook had a question regarding the Ohio River Trail meeting Commissioner Cvengros and Patience had attended. Commissioner Cvengros indicated at the meeting they had very thorough maps printed out for review on how the ORTC was planning on connecting all the trails together, including ones in Pittsburgh and the Montour Trail. She suggested that when bikers start coming to these meetings or to the sites when they start building, the Township should start getting booklets out to the residents indicating what rules bikers have to follow in different areas in Pennsylvania. Commissioner Cook asked if there was a proposed route for Crescent Township. Commissioner Cvengros said there was a proposed route, yet she did not get a picture of it. She stated they do have open meetings for all to attend.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

No report

VALLEY AMBULANCE AUTHORITY

No report

OLD BUSINESS

Commissioner Cook stated the first item under Old Business was the discussion and motion to approve the advertisement of Ordinance 545, which if adopted will provide for the regulation of geophysical/seismic testing and application for permission to conduct seismic testing within Crescent Township. A motion was made by Commissioner Cvengros to accept Ordinance 545 and seconded by Commissioner Sabol. A roll call vote found all the Commissioners were in favor of the motion.

Commissioner Cook asked if anyone had any questions regarding this Ordinance before dismissing Bob Firek from the meeting.

Natalie Shoop of 1272 Needham St. asked if the Township knows exactly where they want to do testing. Commissioner Cook indicated the Township currently does not have any applications for testing. The map will show where they are allowed and not allowed to do testing. This map should be available in the office soon. Bob Firek had brought a large version of the map and opened it up for the attendees to review. He explained the blue areas around the dwellings, as per the Ordinance, indicate where companies cannot do any testing within 300 feet. Dwellings are not exclusive to residential homes but they also include buildings and structures. The green represents areas where companies can do testing. The old Duquesne Light power plant area was pointed out and where a company cannot test since there were dwellings near the property. Ms. Shoop asked if there were any applications applied for yet. Commissioner Cook indicated the property they were looking at was more in Hopewell, Beaver County.

Marguerite Schofield 183 McGovern Blvd. asked if Chevron was doing the testing. Commissioner Cook stated the Township had no idea since the Township had not received any applications. Ms. Schofield asked what they were talking about with looking at the map. Commissioner Cook replied the Township received a letter from one of the testing companies

asking to do testing on a Huntsridge parcel, near the county line. Ms. Schofield asked who sent the letter. The sender of the letter was not known at the present time. Solicitor Start indicated the testing companies do not need to disclose who they are working for or who had asked them to do the seismic testing. Since no applications have been received, the Township does not know who is requesting the testing.

Commissioner Cook stated the second item under Old Business was the discussion and motion pursuant to employee paid time off benefits. Commissioner Patton stated for several months the Board had been in discussion of this item. An audit was performed by the Office regarding these benefits and was emailed to the board members last month. It had been found some of the employees were paid their paid time off benefits incorrectly. The Board decided not to go back and ask for these benefits back. She felt it would be unfair to the taxpayers of this Township to be paying benefits to employees that they should have not received. The audit included sick, personal time and vacation benefits. The governing documents used for the audit were the Police contract, the Public Works contract, and the Ordinance. Commissioner Patton made a motion an audit of employee paid time off benefits as determined by the Township governing documents, was performed pursuant to a motion adopted by the Board of Commissioners last month. The attached sheet of paper entitled "Cumulative Employee Paid Time off Benefits" dated 7/11/2013 is an accurate summary of each employee's cumulative paid time off benefits and is hereby adopted by the Board for implementation. A copy of this document shall be distributed to each employee. The motion was seconded by Commissioner Sabol. A roll call vote found all the Commissioners in favor of the motion.

Commissioner Cvengros made a motion to add a new item under Old Business to add discussion of the Ohio River Trail project. Commissioner Sabol seconded the motion. A voice roll call vote found all the Commissioners in favor of the motion.

Commissioner Cvengros was requested by Dr. Troia, the ORTC president, to have our Solicitor review a sample resolution asking the Township to participate in the Ohio River Trail Council. Due to time constraints Solicitor Start was unable to review the document thoroughly for the meeting. He suggested the sample resolution be distributed to the Commissioners. Commissioner Cook had a comment on the first couple paragraphs of the sample resolution. It stated "Hereafter the participating governments are collectively referred to as the Partnership or sometimes individually as Participant. Whereas, the Partnership, desires to improve and maintain said real property of the Ohio River Trail for the purpose of providing recreational trails for biking, hiking, equestrian and other non-motorized activities" He asked if this was saying the Township would be bearing the expense for this. Solicitor Start responded the whole document needs to be reviewed. He stated it was correctly recited but he was not sure it means all that because there is an agreement attached to it. His knowledge of intergovernmental cooperation agreement is it's only allowed by ordinance, not by a resolution. Things need to be looked through. Commissioner Cook made a motion to table the sample resolution and was seconded by Commissioner Patton. Commissioner Cvengros was in favor as long as it would be revisited in the near future. A roll call vote was taken and all Commissioners were in favor.

NEW BUSINESS

Commissioner Cook stated the first item under New Business was the motion to ratify the purchase of playground mulch for Shouse Park from Inches Nursery in the amount of \$950.00. This was mulch that was bought to get the park back open. It was over the spending amount without Board approval and the Board agreed to do it and have it ratified at the meeting. A motion was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote was taken and all Commissioners were in favor.

Next was the motion to approve the partial payment Request No. 1 from Mountain Top Excavation, LLC in the amount of \$115,598.92 for the work completed on the McCutcheon Way Slide repair. A motion was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners were in favor.

The next item was a motion to approve the transfer of \$10,000.0 to the Crescent Township Police Vehicle fund as budgeted in the 2013 budget. A motion was made by Commissioner Sabol and seconded by Commissioner Patton. A roll call vote was taken and found all Commissioners were in favor of the motion.

Item 4 was the motion to approve the transfer of \$10,000.00 to the Crescent Township Public Works Vehicle Fund as budgeted in the 2013 budget. A motion was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners were in favor of the motion.

Next was the motion to accept the resignation of part time patrolmen Brian Brooks and Antonino Balsamo. A motion was made by Commissioner Sabol and seconded by Commissioner Patton. A roll call vote was taken and found all Commissioners were in favor of the motion.

Item 6 were the discussion and motion to approve the Southwest Allegheny County Tax Collection District Confidentiality Agreement and Authorization. A motion was made by Commissioner Patton and seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners were in favor of the motion.

Next was the motion to approve and accept the proposal for line stripping, from Steppling Line Striping in the amount of \$1,775.00. A motion 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.

Next under New Business was the discussion and motion for advertisement requesting bids for the garbage contract which is set to expire December 31, 2013. A motion was made by Commissioner Keller and seconded by Commissioner Cvengros. 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 purchase of street and stop signs as proposed under the Sign Management Plan. Commissioner Cook indicated there was information in the packet with three bids for the mandated program. The bids were for parking and stop signs in Sautter and Huntsridge. Commissioner Patton had inquired about shipping since two out of the three bidders were from out of state; CPC and Vulcan and a local company Walsh. Assistant

Secretary, Kellie Crago, had responded that shipping was free as long as the total was over \$500.00. A motion was made by Commissioner Patton to go with Vulcan as the street sign provider. This was seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners were in favor of the motion.

Next, was the discussion and motion to approve the resolution R-7-2013, a concurring resolution confirming that the Township has formally requested a grant in the amount of \$20,240.00 for the installation of an ADA Parking Stall at the Crescent Township Municipal Building. A motion was made by Commissioner Cvengros and seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners were in favor of the motion.

The next item was the motion to approve the advertisement of Ordinance 546, which if adopted will amend the Crescent Township code of Ordinances, Part One, Chapter 180, Section 180.08, entitled "Personal Leave" so as to add a new subsection "C" which provides full-time employees who are not governed by a collective bargaining agreement with two (2) personal days. A motion was made by Commissioner Keller and seconded by Commissioner Cvengros. A roll call vote was taken and found all Commissioners were in favor of the motion.

Next, was the motion to accept the resignation of Secretary/Manager Patience Eckhardt. A motion was made by Commissioner Patton and seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners were in favor of the motion.

Next, was the motion to approve the advertisement for Secretary/Manager. A motion 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.

Lastly, was the motion to explore options and hire an Interim Secretary/Manager. Commissioner Cook stated there were three companies that offer services for temporary help of this type. The Township wanted to exam the cost and to see if there was someone suitable. He wants to try and get someone in here A.S.A.P. A motion was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote was taken and found all Commissioners were in favor of the motion.

PUBLIC COMMENTS

Sam Tranter of 340 Hart Drive wanted clarification of what years the benefit audit covered. Commissioner Patton responded it was from when this Board took office in 2010 to current.

Harriett Lewis of 222 Jackson Street asked Commissioner Cvengros if she knew where the trail was going to go on McGovern Blvd. Commissioner Cvengros said there was nothing concrete at this time.

COMMISSIONERS COMMENTS

Commissioner Cvengros indicted the Ohio River Trail Council was holding its next meeting on Tuesday July 23 at 3 PM at the Holiday Inn Express Hotel and Suites, Boardroom at 105 Stone

Quarry Road located in Monaca, PA 15061. She had requested in the past to have a Secretary go with her. She wanted to see if it was a possibility for the Assistant Secretary to go with her that day. Commissioner Patton stated that the office would need to be closed if she went. Commissioner Cook stated they needed to see what was going on.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Sabol and seconded by Commissioner Patton. A voice vote was taken and all Commissioners were in favor of the motion. The meeting adjourned at 8:25 p.m.

Certified as a true and correct copy.

Respectfully Submitted,

Kellie L. Crago
Assistant Secretary

(Seal)