

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
August 8, 2013**

On August 8, 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.

**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: William Rodgers for Richard Start

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

**PUBLIC COMMENT ON AGENDA ITEMS**

Karen Kosela of 1030 Chanticleer Drive wanted to talk about the garbage bids that are on the agenda. She wanted to inform the Board of a new program Waste Management offers to residents called Recycle Bank. This would be in conjunction with our garbage removal. She indicated there was a representative from Waste Management with her this evening to answer any questions anyone may have. She hoped everyone had the opportunity to review the information that was forwarded to them by the Assistant Secretary.

**APPROVAL OF MINUTES**

Commissioner Cook asked for a motion to approve the July 11, 2013 business meeting minutes. A motion to accept the minutes was made by Commissioner Patton. A second was made by Commissioner Sabol. A roll call vote found all Commissioners were in favor of the motion.

**TREASURER'S REPORT**

The Treasurer's report dated July 31, 2013 was presented to the Board for their approval. A motion to accept the July 31, 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 July were \$141,346.99. The funds removed from the General fund prior to the monthly meeting were \$0.00. Invoices due are \$23,582.48 and with an estimated payroll of \$57,000.00. The Highway Fund for street lights is \$3,791.99. The total estimated bills for August are 84,347.47. Commissioner Cook asked if there were 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 July the Secretary/Managers office received the following correspondence: The Legislator Locator, meeting minutes from the Moon Township Municipal Authority Board, MRM Trustnotes, correspondence from the Allegheny League of Municipalities, informational letters from Goodwill, and the Allegheny County Health Department. The Assistant Secretary read aloud a portion of the correspondence that was received from the Allegheny County Health Department. This letter pertained to the disseminating vaccine-containing bait throughout the county this year and again in 2014. She indicated the baiting was to begin in our area the week of August 12, 2013. Copies of this correspondence were made available to all the attendees and were encourage to take extras to pass them out to their neighbors.

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

During the month of July the office completed the following work. The office continued to monitor the progress of work on Sautter and Hunstridge along with the completion of McCutcheon Way. The office handled the advertisement for the Secretary/Manager position, sent notices to some nuisance properties within the Township, completed Municipal liens requests, attended ORTC meetings, updated bank information, worked with the Solicitor regarding the garbage bids, filed all necessary quarterly returns and handled some resident complaints. The office also oversaw the payment of all bills, payroll and day to day activities.

## **SOLICITOR'S REPORT**

None

## **ENGINEER'S REPORT**

Due to the absence of the engineer, the report was read by Commissioner Cook. He reported the MS4 Year 10 Annual Report forms were submitted on June 7, 2013. All work was completed on McCutcheon Way. All punch list items were completed. LSSE transmitted Change Order Nos. 1 and 2 (final) for review and approval. Change Order No. 1 is for a no-cost scope change and Change Order No. 2 (final) is an overall decrease of \$1,283.21 based on in-place quantities. Also, LSSE transmitted partial payment No. 2 in the amount of \$70,143.79 as noted in our letter dated July 31, 2013. Once the contractor submits his final payment the contract will be closed out. Commissioner Cook stated this was on the agenda this evening. Regarding the 2013 Roads, work began on July 31, 2013 and is expected to be completed the week of August 5, 2013 weather permitting. The CD Year 40 application was transmitted to Char-West COG on July 22, 2013 for the Municipal Building ADA Parking Stall project.

## **PUBLIC SAFETY**

Commissioner Sabol reported that during the month of July there were 155 calls for service, 155 total complaints for the month, 10 calls to assist other police departments and 4 medical calls. They issued 15 warnings for traffic offenses, 4 non-traffic citations was issued, 7 traffic citations, and 0 parking

citations/warnings were issued. This brought the total citations/warnings issued for the month of June to 26. He reported there was 1 arrest for the month, a 59 year old white female for receiving stolen property. Police cars miles traveled a total of 2,953 miles for the month. Repairs were made on the following cars : #105 – air conditioning relay replaced at Grady's, #106- Freon added to air conditioning system at Grady's and #107-2 antenna cables replaced at First Out.

The police department investigated a theft from a residence. A suspect was identified, however, since it was a family member the victims have declined to prosecute. Most of the stolen items were recovered.

There were no schoolings or seminars.

On July 6, 2013 Officer Lenhart participated in a DUI patrol in Crescent Twp. Nine traffic stops were made for various traffic offenses and warnings were issued. No DUI arrests were made. On July 26, 2013 Officer Smailbegovic participated in a DUI checkpoint in Leetsdale Borough.

## **PUBLIC WORKS**

Line striping of crosswalks and speed enforcement zones is scheduled to begin the week of August 12, weather permitting. The Township is scheduled to rent the crack sealing machine from Air-Vac to seal the cracks on the roads. This should take place the week of September 9<sup>th</sup> thru the 13<sup>th</sup>. A list of roads was prepared by the Public Works supervisor and was distributed to each Commissioner before the meeting. Commissioner Cook had comments on roads that were on the list. He indicated that some of the roads are down in Wireton and are scheduled to be paved. He feels these are the worst roads in the Township and before any crack sealing is completed on them, he suggests having the Engineering review them to see if they are even able to be saved. He also would like to add certain roads like Parkwood, Prospect, and Riverview. He would like to see the newer paved roads sealed.

The Right of Ways were maintained in the Township. Nuisance properties at 111 McGovern and 476 Crescent Blvd Ext were also maintained. Low hanging branches were trimmed around the tunnel. A deer was removed from Spring Run Rd. Problematic catch basins were cleared prior to the storms. Routine vehicle maintenance was performed. 8 PA One Calls were responded to. Potholes were patched on Reynard and Chanticleer Dr. The Bi-annual inspection of catch basins in Wireton was performed. A list of MS-4 repairs in all sections was distributed to the Commissioners prior to the meeting. Huntsridge and Harper Village are due to be inspected this month. The Parks were inspected for safety and housekeeping issues. Shouse Park was inspected by the Township Inspector for electrical concerns and failed. Divito Electric was authorized to rectify the issues at Walters due to a rental reservation for that pavilion.

Shouse Park was opened on July 3<sup>rd</sup>. All the picnic tables were repainted, the existing flower beds were cleaned out and planted with Geraniums, and the fence line and bank along the railroad track side was cut. Commissioner Cook wanted to thank Inches Nursery for donating the flowers to the park instead of throwing them away. He also wanted to thank Commissioner Cvengros for her effort of getting the park open by July 3<sup>rd</sup>.

## **FINANCE**

Commissioner Patton reported that we are again half way through another year. July is our 6<sup>th</sup> month marker in our budget. Thus far we have received 87.02 % of our anticipated revenues and spent 63.33% of our expenditures. To date our expenditures are a 4.57% increase then 2012 which is approximately \$51,000.00. At this point in time we do have a healthy fund balance but again we are no longer living on borrowed money and there are still several months left in the year. She would like everyone to keep in mind that one of the expenses that still need to be paid is our 2013 road project including engineering cost

which will be approximately \$110,000.00. She would like everyone to be very cautious as to what additional expenses will be made due to our revenues are always limited this time of the year. She would like to remind all departments if they haven't done so already, if there is a capital project purchase budgeted, please take the time to be working on those items.

Also, a reminder the office will be starting to prepare for the 2014 budget. She encourages all Board members and Department heads to put together their 2014 budgets. She is requesting everyone to have this information for our September 12<sup>th</sup> meeting so we can be prepared to have a tentative budget for our October meeting and a preliminary in November and a final budget at our December meeting.

Commissioner Cook stated that he recommend the Assistant Secretary put out a memo indicating what is expected from the department heads and the Commissioners on what Finance Commissioner would be looking for and what she expects them to do in their budget. Also departments need to consider contractual raises and what their Capital Projects are going to be for next year.

## **PARKS AND RECREATION**

Parks Board did not meet in July. However, the new playground structure purchased by the Board from fundraising money has arrived and will be installed at the newly re-opened Shouse Park as soon as the Public Works department can schedule time. The Parks board will resume their monthly meetings on Tuesday August 13<sup>th</sup> at 7 PM in the multi-purpose room. All are welcome to attend.

The Recreation Board had no meeting. There possibly will be a meeting in September for the October Halloween event.

Commissioner Patton asked when was the equipment going to be installed. Commissioner Cvengros did not know when the exact date was going to be. Commissioner Cook stated he had talked to the Public Works supervisor and there were a couple of Township projects that need to be completed. They have such a work load right now and the setup could possibly go into next Spring. Commissioner Cook wanted to make it know the equipment was bought by Parks Board fundraising funds. He wanted to thank them and their dedication for all they have done for the parks.

## **CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT**

No Report

## **VALLEY AMBULANCE AUHORITY**

No Report

## **OLD BUSINESS**

Commissioner Cook stated the first item under Old Business was the motion to approve 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 Sabol and seconded by Commissioner Cvengros. A roll call vote was taken and found all Commissioners in favor of the motion.

The second item under old business was the motion to approve 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 Sabol and seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners in favor of the motion.

The third item under old business was the discussion and motion on the bids received for the garbage contract which is set to expire December 31, 2013. The bids were opened and read aloud. Commissioner Cook made a comment after the bids were opened. He indicated that one thing that was not included in the bid was Hazardous Waste removal services. He feels that this is a more important part than recycling because of the damage that this does. He did not think this was included in any of the bids. Commissioner Cook made a motion to table the garbage bids so the Solicitor can review them to make sure the bidding process was proper and the contracts were written the way they were supposed to be written. Commissioner Cvengros stated the contract did not include hazardous waste collection. Commissioner Cook stated the Board has an option to add this and re-bid the contract. He feels the Board needs to talk about this option. Commissioner Patton seconded the motion to table the garbage bids. A roll call vote was taken and found all Commissioners were in favor of the motion.

Commissioner Cook made a motion to add an item to the agenda under Old Business. Commissioner Cvengros seconded the motion. A voice call vote was taken and found all the Commissioners in favor of the motion.

Commissioner Cook made a motion to approve an EEOC Settlement Title Agreement. Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion. William Rodgers then stated the settlement prohibits further comment with the exception of the following agreed upon language: "Pursuant to the Township's harassment policy, the investigator hired by the Board of Commissioners conducted an investigation. After review of the gathered evidence the investigator deemed that the claim had not been substantiated. Further comment on the settlement is prohibited."

## **NEW BUSINESS**

The first item under new business is the motion to ratify the authorization for electrical repair work relative to Shouse Park to Divito Electrical LLC in the amount \$2765.00. Commissioner Cook explained the park was inspected and items needed to be repaired in order to provide lighting to the renters that were scheduled in July and August. Commissioner Cook made a motion and Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The second item under new business was the motion to accept the audit for year ending December 31, 2012 as received by the Township appointed auditor, Mark C. Turnley. Commissioner Sabol made a motion and Commissioner Cvengros seconded it. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item under new business was the discussion and motion to approve Resolution R-8-2013 whereas the Township will adopt certain policies and procedures as a condition of the standard binding requirements of the current insurance carrier. Commissioner Keller made a motion and seconded by Commissioner Cvengros. A roll call vote was taken and found all Commissioners in favor of the motion.

The fourth item under new business was the discussion and motion to appoint the Authorized Contact Person (ACP) for the Southwest Allegheny County Tax Collection District. Commissioner Patton made a

motion to appoint Kellie Crago to the ACP contact position. This was seconded by Commissioner Cvangros. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item under new business was the discussion and motion to designate PSD representatives according to the Southwest Allegheny County Tax Collection District agreement. Commissioner Patton made a motion to designate all five (5) Commissioners, the Tax Collector and Kellie Crago. This was seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners in favor of the motion.

The sixth item under new business was the discussion and motion to purchase a video surveillance camera system at Shouse Park. Commissioner Cook stated this was on the agenda due to vandalism that occurred at the park the past week. There was discussion on the purchase of a camera system, how many cameras were needed, how to house the cameras, the cost, possible motion detectors and a possible reward. The park hours were also discussed and if they needed to be changed. Commissioner Patton made a motion to purchase a video camera system up to \$1500 with the minimum of 8 cameras positioned at the discretion of the Chief of Police. Commissioner Cvangros seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item on the agenda was the discussion and motion to approve rental equipment and necessary materials from Air-Vac Equipment Company to crack seal streets throughout the Township in the amount \$5,550.00. Commissioner Patton made a motion to approve the rental equipment and materials providing the Engineer would review the road list with his recommendation. Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The eighth item under new business was the motion to approve the Partial payment Request No. 2 from Mountain Top Excavation, LCC in the amount of \$70,143.79 for the work completed on the McCutcheon Way Slide Repair. Commissioner Cvangros made a motion to make the partial payment and Commissioner Patton seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The final item under new business was the discussion and motion to purchase a new police vehicle. Commissioner Cvangros wanted to know if the gas tank recall on the proposed vehicle would be taken care of before the purchase. Chief Zimmel indicated the tank repairs would be taken care of before delivery. Commissioner Patton made a comment that Day Ford was going to include a trade in value of \$1800 for our 2007 Crown Victoria. Commissioner Cook noted for the record that this is the cruiser that has all the electrical problems. Commissioner Sabol made a motion to purchase a 2013 Ford Interceptor utility model K8A-AWD fully equipped for a purchase price of \$30,982.00. Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

## **PUBLIC COMMENT**

Judy Withee of 500 Cresnet Blvd Ext. questioned the amount that was budgeted for the roads given in the Engineer report and the road amount that was stated in the financial report that was given by Commissioner Patton. Clarification between the \$124,000 that was budgeted and the \$110,000 that was actually spent for road repairs was discussed. The actual bid from Youngblood and engineer costs made up the \$110,000 that was previously mentioned by Commissioner Patton. Mrs. Withee also commented on the garbage. According to her rough calculations, Waste Management came in as the lowest bidder for the three(3) years. For pickup and disposal, it would be about \$142.00 per year per resident based on 1078 residents. To do recycling it would be \$203 per year. She commented that it was quite a jump to do recycling. Commissioner Cook stated it was because of all the containers need to be bought for the recycling and the

separate pickups. He said he did some research on the option he spoke about earlier in the meeting and he felt that it was not supposed to be as costly. Her other comment was for the Attorney and the report he read on the EEOC. She asked him if the report he read was strictly the findings of the person that this Township hired to investigate. Mr. Rodgers agreed. Mrs. Withee felt that would be expected from someone that was hired to say the way things worked. Her last comment was that she felt the office has a revolving door. To her knowledge, in the last 10 years there have been at least 8 Secretary/Managers. There was discussion of how many Secretary/Managers there were farther back than 10 years. She felt that with the fact there was a settlement gave an appearance there was impropriety.

Karen Kosela of 1030 Chanticleer Drive wanted to follow up with Mrs. Withee's comment on how the recycling price was higher. She wanted everyone to be aware of that with Recycle Bank, the residents get points for their recycling. Waste Management would weigh all the recycling from all the 1078 residents and we all would get points. Residents would go to their website and pick out what they would want. Based on numbers she gathered she believed what we pay for garbage, we could end up getting more by using Recycle Bank. When she went to the website it was very user friendly. She thought besides paying her garbage bill, this gives incentive to be green and gives you a little bit more back. She indicated she was not a fan of bringing her recycling down to the Township bin. She would really like to see recycling curbside. Regarding the comments from Commissioner Cook and hazardous waste collection, she wanted others to know, there are neighboring townships that have collection events for used computer monitors and toxins that are free or ask for a small donation.

## **COMMISSIONER COMMENTS**

Commissioner Keller wanted to comment on a neighbor that has passed away, Peter Stritzinger. He worked with the Salvation Army for many years. He was a real hard worker. Also for those who have dogs that they like to get out and exercise, there is a benefit on August 24 called Paws for a Cause. This is to benefit the Western Pennsylvania Police Benevolent Foundation. He had flyers to pass out.

Commissioner Cvengros wanted to make note the Ohio River Trail was holding their annual fundraiser on Sunday September 8 at Brady's Run. There will be biking, racing, canoeing, bands, and vendors for everyone to do. There was going to be different fees for different events one wanted to participate in. The fundraiser will benefit the ORTC and last year there were about 2000 people that attended.

There was a motion to adjourn the meeting by Commissioner Patton and seconded by Commissioner Sabol. A voice vote was taken and all Commissioners were in favor of the motion. The meeting adjourned at 8:37 PM.

Certified as a true and correct copy.

Respectfully Submitted,

Kellie L. Crago  
Assistant Secretary