

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
September 12, 2013**

On September 12, 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 Cvangros, Joe Sabol and Jerry Keller

Assistant Secretary: Kellie Crago

Solicitor: Richard Start

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

PUBLIC COMMENT ON AGENDA ITEMS

None

APPROVAL OF MINUTES

Commissioner Cook asked for a motion to approve the August 8, 2013 business meeting minutes. A motion to accept the minutes was made by Commissioner Sabol. A second was made by Commissioner Cvangros. A voice call vote found all Commissioners were in favor of the motion.

TREASURER'S REPORT

The Treasurer's report dated August 31, 2013 was presented to the Board for their approval. A motion to accept the August 31, 2013 Treasurer's Report as received was made by Commissioner Sabol and seconded by Commissioner Keller. 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 August were \$103,004.35. The funds removed from the General fund prior to the monthly meeting were \$16,777.60. Invoices due are \$9,169.66 and with an estimated payroll of \$36,800.00. The Highway Fund for street lights is \$3,791.99. The total estimated bills for September are 66,539.25. Commissioner Cook asked if there were any questions or comments. Commissioner Keller questioned the total estimated amount due because it was different in the report he had in his packet. Commissioner Patton responded that she had contacted the office regarding the balance due and asked for it to be corrected showing the new balance

and a new adjusted Estimated Bills Report be distributed to the Commissioners prior to the meeting. A motion to pay the bills as presented was made by Commissioner Patton and seconded by Commissioner Keller. A roll call vote was taken and all Commissioners were in favor of the motion.

CORRESPONDENCE

During the month of August, the Secretary/Manager's office received the following correspondence: Creswell Heights Joint Authority meeting minutes from June and July, the Legislator Locator, meeting minutes from Moon Twp. Municipal Authority, MRM Trustnotes, The League of Municipalities newsletter, and letters from the Pennsylvania Dept. of Transportation and Allegheny County Economic Development.

SECRETARY/MANAGER'S REPORT

During the month of August the Secretary/Manager's office completed the following work: handled correspondence and payments regarding McCutcheon Way Slide, worked with the insurance company regarding a Fire Dept. claim, completed lien requests, worked with the Building inspector regarding nuisance properties, handled resident complaints, help overlook the paving project on Sautter and Huntsridge Dr., help correct issues with garbage service, handled Park and mutli-purpose room rentals, updated the Township website, and dealt with all payroll, accounts payable, employee relations and day to day activities of the Township Office.

SOLICITOR'S REPORT

Solicitor Start indicated he attended a Collective Bargaining Session with the Police Union representative today relative to the agreement which expires on December 31, 2013. Another session is scheduled for October. Regarding the Garbage contract they reviewed and tabulated the Bid Packages from three (3) bidders. A formal action to award that contract is scheduled this evening. They also conducted research on the issue of dangerous dogs and sent the Township an opinion letter. They also had dialogue with an Attorney who issued a subpoena for Township records regarding snow removal. The documents which were provided were efficient and the Township does not need to appear in court. They reviewed the contract bid documents regarding the ADA Door project. And lastly, they reviewed documents relevant to an accident involving a Crescent Township Fire Department truck.

ENGINEER'S REPORT

Commissioner Cook read the Engineer report. Relative to the MS4 project, the Year 10 Annual report forms were submitted on June 7, 2013. McCutcheon Way slide work has been completed along with the punchlist. Once the contractor submits his final payment the contract will be closed out. All work is complete on the 2013 Roads. A final walkthrough was held on September 3, 2013. A preliminary punchlist letter was issued the same date. The CD Year 39 project bids were opened at the Char-West COG office on August 21, 2013. Custom Door Systems, Inc. was the low bidder in the amount of \$10,225.00. Per Char-West the CD funding available is \$10,225.00 or 100% of the project amount. Char-West COG requires authorization from the Township to award the contract. Finally a recommended roadway crack sealing list was provided to Mr. Palko and Kellie Crago via email as requested by the Township.

Commissioner Patton had a comment regarding the 2013 Road project. Her concern is still the area in front of her neighbor's mailbox. Youngblood did make some corrections on Sautter yet after the last rain

it looked like the corrections did not take in the area. With the water laying up there when winter comes and turns to ice, she does not want anyone to fall and get hurt. She would like the area to be looked at before winter. Commissioner Cook stated Youngblood has to stand behind their work for one year and he will forward the pictures he received from Commissioner Patton on to the engineer.

PUBLIC SAFETY

Commissioner Sabol reported that during the month of August there were 153 calls for service, 153 total complaints for the month, 6 calls to assist other police departments and 3 medical calls. They issued 4 warnings for traffic offenses, 1 non-traffic citations was issued, 12 traffic citations, and 0 parking citations/warnings were issued. This brought the total citations/warnings issued for the month of August to 17. He reported there were 9 arrests for the month. The arrests were for burglary, theft, receiving stolen property, DUI, tampering with physical evidence, criminal conspiracy, disorderly conduct, possession of marijuana, bench warrant, criminal mischief, simple assault and harassment. Police cars miles traveled a total of 2,744 miles for the month. Repairs were made on the following cars : #105 – spotlight bulb replaced, laptop computer checked, dashcam computer repaired, rifle lock/timer repaired, #106-taken out of service on 8/13/2013 and #107-left front bumper repaired, left front side marker lens replaced, Freon with dye added to check for leak, and laptop computer VPN setting reset.

He also reported there were three (3) antique firearms recovered in August from an ongoing burglary investigation from May 2013. There were no schooling or seminars. Lastly, Officer Lopata participated in a DUI checkpoint in Carnegie Borough on August 30th from 11:00PM-4:00AM.

PUBLIC WORKS

Commissioner Cook reported the following work from Public Works for the month of August. They completed a drainage ditch on Bocktown Rd and Sugargrove as well as clearing the line of sites on Bocktown and Harper Roads as per our Agility agreement with Penn DOT. Line stripping and speed enforcement lines were painted utilizing two (2) Public works employees and Stepling Line Stripping service. All rights of way were maintained along nuisance properties at 111 McGovern Blvd and 479 Crescent Blvd Ext. was cut. The hanging branches were cut around the tunnel along with cleaning the sidewalk and road. The shrubs and bushes were cut at the Municipal building and Monument area. The dumpster and recycling bin areas were routinely cleaned up. A dead deer was removed from the Parkwood plan at the request of Chief Zimmel. Walters, Huwar, and Sautter pavilions were repainted. The restrooms at Shouse that were vandalized with graffiti inside and out were repainted and cleaned. Rabies vaccination notices were placed throughout the Township on the information boards. Fourteen (14) PA One calls were responded to; 5- emergency and 9-routine. The bi-annual inspection of our storm sewer system was performed in the 300 (Huntsridge) and 400 sections (Harper Village). Routine vehicle maintenance and cleaning was continued on all trucks and equipment. Public works also replaced the tail light on Car #107 and replaced the lamp in the spot light on Car #105. Finally the “No Parking” sign at 183 McGovern Blvd was reinstalled in the concrete.

Commissioner Cook stated he received a letter from Grady’s Auto Body regarding the 1997 Ford F-350. It is un-inspectable and needs to be replaced according to the letter. He presented a quote from Saber Equipment that he had obtained in January 29 of this year. He had requested a recommendation from Public Works since January and he has yet to receive one. The budgeted bid was for \$38,500-39,500. Commissioner Cook read off all the items included in the quote. The only thing he did not like was the electric controls because they have had problems with this in the past. He urges to move ahead with this due to winter coming and we only have two trucks. Commissioner Cvengros asked how he got the bid.

Commissioner Cook stated the only reason he got the quote because nobody else did. He has not bid anything, he got a quote bid to buy. He feels that once we get to New Business they need to open the floor and talk about purchasing a new truck. He asked if anyone had a questions or comments. Commissioner Patton stated she had reviewed her report from Public Works and it stated the 97 F-350 was inspected and no repairs at this time, yet according to the letter from Grady's Auto Body dated today stating different. Commissioner Cook stated if they wanted to talk about this, to do it in executive session because this is a personnel matter. Commissioner Patton made a motion to step into executive session. Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor. The Commissioners exited the room at 7:48PM to commence an executive session in the adjoining room. The Commissioners returned from executive session at 7:56PM.

FINANCE

Commissioner Patton reported that at the end of August we are 2/3 the ways through the year. We have a very healthy fund balance but we need to stay on track and urge Commissioners and Department heads to spend cautiously. We have received 91% of our anticipated revenues and have spent 68% of our anticipated expenditures. As a reminder all department heads must have their 2014 preliminary budgets submitted to the office this week to remain on schedule. She noted that she and the Assistant Secretary have already begun working on the preliminary budget.

PARKS AND RECREATION

Commissioner Cvengros reported that the Recreation Board will meet next Monday September 16th at 7:30. There will nothing else to report for the Recreation Board.

Commissioner Cvengros reported that the Parks Board met on Tuesday September 10th. The Board decided to place the new picnic table they purchased from the Boy Scout troop in Huntsridge Park.

Also during the meeting, Tim Palko was asked regarding the installation of the new playground structure and spring toys that were purchased for Shouse Park and Riverview Park. Tim advised that there are 5 dead trees that need to be removed from Shouse Park and he suggested we wait until this is completed before we install anything so as not to impede this work. Commissioner Cvengros stated this bid was on the agenda this evening,

It is with deep regret that the Parks Board received and accepted the resignations of Vice President, Judy Cook and board member Mary Anne Lineberry, effective immediately. Enough cannot be said about these women and what they have contributed to our board. Judy has been a member since our inception and has gone above and beyond anything asked of her. The board would never have been as successful as it has been were it not for her dedication and hard work. Before becoming a voting member of the board, Mary Anne was always ready and willing to volunteer to help in any way she could.

The Parks Board is looking for some new members. Anyone who thinks they might be interested in helping us, or if you know of someone else who might be interested, is asked to contact any board member. Please give our request some serious consideration. They also discussed the preparation for their annual pancake breakfast that will be held on Saturday, December 8 at the Crescent Township Volunteer Fire Hall. The Parks Board is currently seeking donations for our Basket of Cheer. Anyone wishing to donate a bottle or anything else is asked to contact any board member. Any help would be greatly appreciated.

Our next regular meeting will be held on Tuesday, October 8, 2013, at 7:00 p.m. in the Multi-Purpose Room. All are welcome to attend.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

Denny Lewis reported that in July and August the Fire Department responded to eight (8) active rescues, not here, but in Oakdale and other flooded areas due to the heavy storms. Regarding the fire truck accident, this was the first accident in forty two (42) years. They were responding to a call in Ambridge. The Fire Department still has their Bingo's on Sunday night. Another fundraiser the Department is holding right now is the sale of holiday candles. Please contact any fireman if you are interested in purchasing one for \$10. Commissioner Sabol suggested the Department should sell tickets for a gun bash. Commissioner Patton asked if there was a way the Department could put an answering machine on the Fire Department's phone number. This would eliminate residents contacting the office and Commissioners whenever they had questions for the Fire Department. Mr. Lewis thought there was one on 724-457-4730 line, but will look into it this week.

A motion to add Emergency Management to the agenda was made by Commissioner Cook and seconded by Commissioner Sabol. A voice vote was taken and found all in favor of the motion.

EMERGENCY MANAGEMENT REPORT

Denny Lewis reported they are updating the manuals and should be finished by the end of the year. They will also be purchasing "Go Bags" for all three members. These bags will contain items needed if there is an Emergency. The members will keep them in their own vehicles.

Mr. Lewis had a comment regarding trees along Spring Run Rd. He felt there were a lot of trees that looked like they were ready to come over. Commissioner Cook suggested as the Emergency Management Coordinator to contact the County, since the road is a County road, and voice his concerns. Mr. Lewis stated the trees were on private property. Solicitor Start indicated the owner of the property is ultimately responsible for the trees but until it would fall, it is a difficult situation. Sam Tranter then commented that the Township cuts yards because they are nuisances, why can't they cut trees because they are a nuisance and a safety hazard. Solicitor Start indicated in order for the Township to go in and cut down a tree, an arborist would need to evaluate the tree and state the tree is going to slide. Todd Miller commented that an engineer could also indicate it would slide. Mr. Lewis stated he would be in contact with the Township office next week to get the number and call Allegheny County.

Commissioner Cook suggested the "Go Bags" to be kept in the Police Department. Mr. Lewis stated they will be keeping them in their personal vehicles because the police will most likely not be at the station if there is an emergency.

VALLEY AMBULANCE AUHORITY

Denny Lewis asked if the Township was receiving the monthly minutes from Valley Ambulance. The Assistant Secretary answered that no minutes had been received by the Office. He indicated they were going to start sending them.

OLD BUSINESS

This first item under New Business was the discussion on the bids received for the 2014 garbage contract and a motion to accept a garbage bid for a specific amount of years. Commissioner Cook indicated Valley Waste was the low bidder. Commissioner Patton commented that the Township would not know what the collection day would be until the bid is actually accepted and concurred that with the Assistant Secretary. She then made a motion to accept Bid #1 for one year of collection and disposal of refuse. Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The seconded item under new business was the motion to make partial payment No. 1 to Youngblood Paving, Inc. in the amount of \$85,414.28 for the 2013 Roadway Improvement Program. Commissioner Sabol made a motion to make partial payment No. 1 was made by Commissioner Sabol and seconded by Commissioner Keller. A roll call vote found all Commissioners in favor of the motion.

NEW BUSINESS

The first item under new business was the discussion and motion to award CD 39 7.5 Crescent Township Municipal Building ADA doorways, to Custom Door Systems, Inc. Commissioner Cook stated this project is being completely funded by a grant from the COG and was discussed earlier in the meeting. A motion to award the CD 39 7.5 and bid to Custom Door Systems, Inc. was made by Commissioner Patton and seconded by Commissioner Cvengros. A roll call vote found all Commissioners in favor of the motion.

The second item under the agenda was the discussion and motion to purchase (5) new garage doors for the Municipal Building. Commissioner Cook indicated there was only \$7100 left in the Capital Project account for the garage doors. He also stated when they first started talking about this there was discussion to replace two doors at a time. The bids range from \$6600 to almost \$11,000 from three (3) different garage door companies. He felt the bids that were received and the information that came with them did not match up. Some companies gave guarantees and some did not. He did not feel there was enough information to make a selection at this time. He also thought Hunt Garage Doors should have the opportunity to bid. Commissioner Cook made a motion to table this motion until there is more information and to see what money is left budgeted to see if two doors or all the doors could be replaced. Commissioner Patton 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 purchase additional street and stop signs as proposed under our Sign Management Plan. The total amount that is being requested is \$2700. Commissioner Cook questioned the amount that had already been spent and if the signs had already been put up. Commissioner Patton stated \$3200 had already been spent and the Assistant Secretary stated that the signs have not yet been put up yet. Ms. Crago stated the signs that were being requested were the remainder of stop signs throughout the Township and street signs needed to complete Crescent Blvd Ext. and the whole neighborhood. Commissioner Cook stated he was concerned about all the money that was on the agenda for Public Works. Commissioner Patton was asked if there was enough money to purchase these additional signs by Commissioner Cook. Commissioner Patton replied that due to the light a new truck needed to be purchased, there was only \$20,000 in the vehicle fund, and she would not like to make any payments, the remaining balance would have to come out of the budget. Commissioner Cook stated he did not think we would pay cash for this truck. He would like to put \$20,000 down and make payments for 2-3 years like it was done in the past. He did not feel we would have to take any money out of the Capital Reserve. Commissioner Cvengros and Patton both responded that the new signs should be

able to be purchased if that was the plan. Commissioner Cook felt that until a hard number is given for the purchase of a new truck the township sign purchase should be tabled. Commissioner Cvengros asked if there was a deadline regarding the replacement of the new guidelines. The Assistant Secretary responded that there was a deadline that has been extended but she did not know the exact date. Commissioner Sabol made a motion to table the purchase of the additional street signs and was seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners were in favor.

The fourth item on the agenda is the motion to approve the hiring of one part time police officer, Emily Bielewicz, as recommended by the Civil Service Commission. 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.

The fifth item on the agenda was the motion to accept the resignations of Parks Board members Judy Cook and Mary Anne Lineberry. A motion to accept the resignations was made by Commissioner Sabol and seconded by Commissioner Cvengros. A roll call vote was taken and found all Commissioners were in favor.

The next item on the agenda was the discussion and motion to approve repairs of electrical worked needed at Shouse Park relevant to the estimate from Divito Electric LLC. Commissioner Cook noted that the current estimate is around \$9100 and this is above the items from the previous work that was needed. He was concerned where the money was coming from to cover these repairs. Commissioner Cvengros wanted to know if these were emergency items and if they could be split up. Commissioner Cook noted that these items were recommended by the Electrical inspector on the original inspection. Although today he spoke with the Assistant Secretary and told her these didn't need to be done immediately. Commissioner Cvengros wanted to know if bids should be prepared for the extra work. Commissioner Cook stated it was not extra work, but was originally requested by the inspector Joe Luff. A list of items that needed to be replaced was read out loud along with the costs. The total cost added up to \$7800. Commissioner Sabol made a suggestion to fix things on the list that look like emergency service. Commissioner Patton remarked a total of \$875 was already paid and another \$1700 invoice has been received for work on the three (3) pavilions. The repairs on the agenda are additional items. Commissioner Patton stated she spoke to Joe Luff this afternoon and he indicated these do not need to be done right now but have to be completed in the near future. She had asked him if this could be budgeted for next year due to the cost and he felt that would be fine since the items were not immediate repairs. Commissioner Cvengros wanted to know what he had thought about the cost. Commissioner Patton stated Mr. Luff thought the quote was high from Divito Electric. Discussion was made on using services provided through the COG. Commissioner Cvengros made a motion to table repairs on Shouse Park and Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The seventh item on the agenda was the discussion and motion to remove five (5) trees at Shouse Park. Commissioner Cvengros stated the Parks Board will need to discuss this a little further even though they received a good bid from Bartlett Tree. Commissioner Cvengros made a motion to table the tree removal per discussion with the Park Board and was seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners in favor of the motion.

The last item on the agenda is the motion to approve the final payment for the McCutcheon Way Slide repair in the amount of \$20,638.08. Commissioner Cook indicated this item should have been under Old Business. Commissioner Patton made motion to make the final payment and Commissioner Cvengros seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

Commissioner Sabol made a motion to add an item to the agenda and Commissioner Cvengros seconded the motion. A voice vote was taken and found all in favor of the motion.

Commissioner Cook made a motion to add discussion and motion to purchase new video cameras for the Police Department not to exceed \$1500. Commissioner Patton made a motion and Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

Commissioner Cook made another motion to add to the agenda authorizing him to acquire bids for a new Public Works truck. He would like Saber Equipment to refresh their bid to see what it currently would cost. Sam Tranter commented that prices were also listed on the COG website along with all the State contracts. Commissioner Cook stated he received COG pricing but everything was listed individually. Commissioner Cook made a motion and was seconded by Commissioner Sabol to acquire bids for a new Public Works truck. A roll call vote was taken and found all Commissioners in favor of the motion.

PUBLIC COMMENTS

Lynda Jones 563 Sautter Drive wanted to thank Judy Cook and Mary Anne Lineberry for all their service and work.

Denny Lewis 492 Crescent Blvd Ext. wanted to thank the Commissioners for the work that was done on McCutcheon Way. Also, he questioned why the park needed lights if it was closed from dawn to dusk. Commissioner Cook stated they are needed for vandalism and for rentals on the weekdays and weekends. He wanted to know why Public Works couldn't take care of the trees at the Shouse Park. Commissioner Cook stated the trees were too big to take down and there is not enough room to just drop them.

COMMISSIONERS COMMENTS

Commissioner Cvengros presented a Certificate of Appreciation to Judy Cook for her hard work and volunteering her time with the Parks Board, including the Pancake Breakfast, selling tickets, and organizing the Basket of Cheer. Judy Cook thanked her for the Certificate.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Sabol and seconded by Commissioner Cook. 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,

Kellie L. Crago
Assistant Secretary

