

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
November 14, 2013**

On November 14, 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 Patton announced she would be recording the meeting.

**ROLL CALL**

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

Interim Secretary/Manager: Kellie Crago

Solicitor: Richard Start

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**APPROVAL OF MINUTES**

Commissioner Cook asked for a motion to approve the October 10, 2013 business meeting minutes. A motion to accept the minutes was made by Commissioner Keller. A second was made by Commissioner Sabol. A voice vote was taken and found all Commissioners were in favor of the motion.

**TREASURER'S REPORT**

The Treasurer's report dated October 31, 2013 was presented to the Board for their approval. A motion to accept the October 31, 2013 Treasurer's Report as received was made by Commissioner Patton and seconded by Commissioner Schofield. 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 prior to the monthly meeting were \$32,903.15. Invoices due are \$5,173.72 and the estimated payroll for November \$36,000.00. The Highway Fund for street lights is \$3,791.99. The total estimated bills for November are \$77,868.86. A motion to pay the bills was made by Commissioner Sabol and seconded by Commissioner Keller. A roll call was taken and found all Commissioners in favor of the paying the list of bills.

## **CORRESPONDENCE**

The following correspondence was received in the Secretary/Managers office for the month of October: The League Newsletter, the Legislator Locator, meeting minutes from the Moon Township Municipal Authority, and a letter from the U.S. Census Bureau.

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

For the month of October the Secretary/ Managers office completed the following: finalize the purchase of the new Police SUV, completed the Workers Compensation audit, updated the employer list for the Township, completed and filed the necessary returns for quarterly taxes, updated the Township website, completed the financing agreement for the new Public Works truck, distributed employee handbooks, worked on the resident list for Valley Waste and met with them regarding the 2014 contract, handled employee matters, attended the COG meeting for Secretary/Managers, met with our insurance agent regarding the renewal of insurance for 2014, helped with the 2014 budget. The office also handled the accounts payable and receivable, completed payroll and lien letter requests along with other day to day operations of the Township.

## **SOLICITOR'S REPORT**

Solicitor Start reported the Police contract bargaining session that was for November 13, 2013 was cancelled due to scheduling conflicts and will be rescheduled. Concerning the Crescent Township vs. Minarek case on property maintenance that went to Common Pleas Court, the home owners have corrected the violations and the case has been terminated. They also have reviewed state law pertaining to the appointment of Civil Service Commission members. Lastly, they continued to work with the Township on a number of personnel issues.

## **ENGINEER'S REPORT**

Commissioner Cook reported for Lennon, Smith, Souleret Engineering. The Year 10 annual report forms were submitted on June 7, 2013. Year 1 sampling (20% of outfalls) was completed. Regarding the 2013 Roads all work is complete. LSSE transmitted change order No. 1 (final) which is an overall decrease of \$5,160.00 based on in-place quantities for review and approval noted in our October 7, 2013 letter. Also, LSSE transmitted partial payment NO. 2 (final) in the amount of \$9,490.47 as noted in our letter dated October 7, 2013. This closed out the contract. The CD Year 39 project doors should be in the week of November 18, 2013 according to the contractor. Installation will occur shortly thereafter.

## **COMMITTEE REPORTS**

### **PUBLIC SAFETY**

Commissioner Sabol reported that during the month of October there were 145 calls for service, 145 total complaints for the month, 8 calls to assist other police departments and 3 medical calls. They issued 12 warnings for traffic offenses, 0 non-traffic citations was issued, 11 traffic citations, and 0 parking citations/warnings were issued. This brought the total citations/warnings issued for the month of October to 23. He reported there were 4 arrests for the month: a 24 year old White male, a 24 year old White female, a 24 year old White male, and a 19 year old White male. The arrests were for a bench warrant-

Beaver county, possession of small amount of marijuana, simple assault, criminal mischief, and a bench warrant – Allegheny County.

The police cars traveled for the month of October 2,912 miles. Repairs were made to the following cars: #105 – lower intermediate steering shaft replaced (Ford recall); oil, filter and rear tire repaired at Grady's. #106 – oil and filter replaced at Grady's. #107 – lower intermediate steering shaft replaced (Ford recall), new wiper blades installed by the Department of Public Works.

Miscellaneous information: Car 106 was placed in service on 10/1/2013 with 741 miles and is assigned to 3-11 shifts. The police department assisted the Department of Homeland Security Investigations with the execution of a search warrant at a residence in the Township relating to internet child pornography. The police department assisted the FBI with the execution of a search and arrest warrant for a resident in the Township for federal narcotics violations. Officers also completed their annual firearms qualifications at the Allegheny County Police Academy.

## **PUBLIC WORKS**

Commissioner Cook reported the public works employees performed in house work on the Ford F550: Front axle U joint, change engine oil and filter, and also cleaned the catch basins before and after the storms, cleaned the parks and bathrooms weekly, plus winterized the park bathrooms and kitchen. On Anderson St replaced 140 ft. of drain pipe, replaced a catch basin, replaced a top of an existing catch basin, repaired the road with asphalt, and landscaped any yards affected by the repair. They also put up the Halloween flyers throughout the Township, repainted the Municipal doors, and installed video system in the Police Department. They transferred approximately 100 tons of cinders to the loading area, trash was cleaned around the dumpsters, the berm of several locations on Riverview Rd. were rebuilt to prevent water runoff, the retention pond at the end of Crescent Blvd. was manicured, the Sautter park fence line was weed wacked and potholes were patched down in Wireton, Moxon St and Crescent Blvd. Finally they started to prepare the building for the election, fall clean- up was done on Main St and around the tunnel in preparation of the Halloween parade and fall clean- up was completed on School St., grass was cut throughout the Township and a curb at 349 Hart Dr. was built up to prevent water runoff.

Commissioner Patton wanted to discuss a lot that is on Sautter and is located next to the old Kozak's property. This lot is owned by the Township. There is a No Dumping sign on the property and it seems a resident or a few residents are dumping their grass right on the edge of the property. She wanted to remind residents that we do have an Ordinance; 520.03 Public nuisances affecting health regarding dumping of brush cuttings. There is a penalty under Ordinance 120.07 were a resident can be fined up to \$300 for dumping. She asked if the Township could move the sign or add another one because the pile is getting pretty high. Commissioner Cook asked Public Works to clean up the grass clippings and maybe add more signs. He also asked for the Police Department to patrol the area on the weekends.

## **FINANCE**

Commissioner Patton reported that as of the end of October the township has received 97% of our anticipated revenues for 2013 and spent approximately 86% of our expenditures. The funds that were removed from the General Fund account were \$89,064.11. This is the time of the year that our funds get very limited and we need to watch every penny. She reminded all departments to conclude all purchases by December 1<sup>st</sup> so all invoices can be received and paid before the end of the year. Tonight we will be discussing the need for the townships 2014's Tax Anticipation loan and budget issues.

## **PARKS AND RECREATION**

Commissioner Schofield noted that the Recreation Board met on October 21 to plan the Christmas event. The next meeting is on November 18 at 7:30PM in the multi-purpose room. They will be working on the Christmas event. This event will be held on Saturday December 14 at 1 PM at the Fire Hall. The Board would like to give special thanks to the following Commissioners, Jerry Keller and Peggy Schofield, and police, fireman, and all the volunteers that made the Halloween parade and party safe, special and fun.

## **CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT**

None

## **VALLEY AMBULANCE AUHORITY**

Wendy Schulenburg indicated that October was a break even month for Valley Ambulance. Also, whenever they get rid of vehicles they used to advertise them for sale. They sold an old vehicle on Municibid and got three times the amount they would have ever gotten in the past.

## **EMERGENCY MANAGEMENT**

Denny Lewis reported the Emergent Management team bought 3 portable low grade radios and were distributed to the team. In the next couple of weeks, he will be meeting with the Police Department and Valley Ambulance to discuss this winter in case we would get snow storms like we had a few years ago and have to open the warming center. What he is looking for are volunteers, if the warming center needs to be opened. He can count on the Civic Club but will need more volunteers. If anyone is interested, contact the municipal office or him. He also helped coordinate the patrol for trick or treat. They had 9 vehicles on the road and would like to thank Chief Scott, the fire department, Chief Zimmel and police for all their cooperation. He heard good feedback from residents on his street and they were impressed by how many emergency vehicles were on the road.

Commissioner Schofield asked that if the warming center would be opened could they put it on the flashing sign at the Fire Station. Mr. Lewis indicated they would put it on the sign and also a message on the Township phone system. Although Mr. Lewis was not sure there would power to the sign if there was a loss in power. Commissioner Cook stated that if there was a loss of power, the municipal office would only have one phone since it is on an IP system. The last time it was opened and there was no power, the Fire and Police departments went around with their PA systems notifying residents.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

The first item under new business was the discussion of electrical waste collection at the Municipal refuse containers. Commissioner Cook stated there was information available from Valley Waste regarding the costs for picking up E-waste from the resident's homes. Commissioner Patton indicated the reason this was on the agenda was because the Township is seeing electronic items being left at the municipal dumpsters and we are having to pay for these items to be disposed of properly. As of January 24, 2013, the State passed a no electronic dumping legislation. Starting in January 2014, our new collector, Valley

Waste will give the Township an option to pick up electronic items at the following cost: \$30 for 1<sup>st</sup> non-TV item, \$12.50 for each additional non-TV item. \$40 TV's over 50" and \$30 all TV's under 50". In order to receive this service, the resident would need to pre-pay the fee directly to Valley Waste. All items would be picked up every 4<sup>th</sup> Friday of the month at the resident's home. Commissioner Patton wanted to discuss this because of the holidays coming up. Commissioner Cook stated the Township will be posting no electronic dumping signs at the dumpster and installing cameras outside the building to identify any persons who may be leaving these items and go after them if they do. This may help deter any electronic dumping here at the building. Commissioner Patton wanted to indicate residents do not need to utilize the electronic waste option through Valley Waste but it is available if needed.

The next item on the agenda was the motion to approve the advertisement of the 2014 budget. A motion to approve the advertisement of the 2014 budget was made by Commissioner Sabol and seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners in favor.

The third item on the agenda was the Motion to approve the advertisement to receive bids for the 2014 TAN loan. Commissioner Sabol made a motion to approve the advertisement of the 2014 TAN loan and Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor.

The next item on the agenda was the discussion and motion to approve 2013 nuisance properties to be liened for work completed by the Township due to the failure of maintaining their property according to the Property Maintenance Code adopted by the Township. A motion by Commissioner Keller was made to lien the list of 2013 nuisance properties for failure to maintain their property according to the Property Maintenance Code. Commissioner Sabol seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

The fifth item on the agenda was the motion to approve the advertisement of Ordinance 547, which if adopted, would set the tax rate for the 2014 year at 6.4 mills. Commissioner Cook stated this is also the current millage with 5.9 for the Township and .5 mills to the Fire Department. A motion to approve the advertisement of Ordinance 547 to set the tax rate for 2014 year at 6.4 mills was made by Commissioner Patton and seconded by Commissioner Schofield. A roll call vote was taken and found all Commissioners in favor.

The next item on agenda was the motion to approve the advertisement of Ordinance 548, which if adopted, would appropriate the fund equities, revenues and other financing sources available for the year 2014. Commissioner Patton made a motion to advertisement of Ordinance 548 and was seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners in favor of the motion.

Item seven on the agenda was to accept the resignation of Thomas Brennan from the Civil Service Committee. Commissioner Cook stated Mr. Brennan moved out of the Township and was no longer eligible to serve on the committee. Commissioner Patton made a motion to accept Mr. Brennan's resignation and was seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners in favor of the motion.

Commissioner Cook wanted to recognize members from the Parks Board at this time. He asked that all past and present members to stand. He wanted to note how hard all the members worked. These are the people that help complete the project at Sautter and Huntsridge Park, held numerous car washes, pancake breakfasts, AVON parties, Tupperware bingo, opened a concession stand for 4<sup>th</sup> July one year, brought and assembled a skating rink/hockey deck for the children, and purchased \$12,000 worth of new equipment to be installed at Shouse park next year. He wanted to thank Noreen Brennan for being on the Board since the inception. She served as President for eight (8) years and a member for one year. He presented Mrs.

Brennan with a Certificate of Appreciation. He also thanked Judy Cook, Karen Patton, the first Parks Board president, Mary Anne Lineberry, Tom Brennan, Chris Jacobs, Terri Krahl , George Chereka, Kim Hall, Carla Quinn , and Tim Palko for working very hard and making this Township a better place.

## **PUBLIC COMMENTS**

Tom Brennan, previous resident of Sautter Drive, wanted to comment on Commissioners Patton's discussion on recycling. He had recently moved and contacted Best Buy regarding an old television they had. They would take up to 32" but anything over that they would charge \$129 to come pick it up. They found a place in the South Side, Pittsburgh called Evolution Recycling that would take TV's for free but you would have to drop them off there yourself.

Judy Cook, 1409 Riverview Road, wanted to personally thank Noreen Brennan. She also wanted to thank, Karen Patton and her husband, Bill Cook, for all the work they did for the Parks Board.

Scott Hiemstra, 409 Valley View Drive commented on e-waste. He also uses Evolution. Additionally, he sent an email to the Commissioners regarding issues at the Bon Meade crosswalk and school zone. One of the issues was already addressed. He wanted to thank who ever passed his email onto Mr. Tranter. As he got the crossing guard issue moving. He remarked that Moon Police are maintaining the crosswalk at this current time. Other areas of concern were the school zone markings and crosswalks were faded and the lights were not working. He also noted there were a lot of people that speed and do not respect the crosswalk. He noted this is a crime in Pennsylvania which is a \$50 fine and 2 points. He wanted to know if it was possible to get a sidewalk installed from Hart Drive to Locust Street. Commissioner Cook stated the Township has already looked into a number of his issues. He stated he would have to contact our Township engineer to see what property is actually Crescent Township. Then the subject of sidewalks would have to come before the Board and funds would need to be appropriated. After a sidewalk would be installed, the property owner would have the responsibility to maintain them. He stated he was not sure if it was feasible at the current time. Commissioner Cook asked Mr. Tranter to take it to the School Board the issue regarding the lights. Mr. Tranter indicated they have already been notified. Regarding the painting of the lines, Commissioner Cook felt it would be too cold to paint them at this time and Moon Township should be responsible for the crosswalk since it is their road. He urged Crescent residents to contact Moon Township and voice their concern about that area. There was discussion on was part of Brodhead Road was Crescent Township's and what part was Moon Township's. Commissioner Cook stated the township engineer would need to be contacted regarding the property lines. It was discussed that part of Brodhead Road was Crescent Township's. Commissioner Cook again stated the engineer would need to be contacted regarding the property line.

Natalie Noble Shoop, 172 Needham Street, wanted to thank who ever filled the potholes. She also wanted to say thank you for lighting the blue light outside the municipal building. The blue light represents World Diabetes Day and the need for diabetes education.

Sam Tranter, 340 Hart Drive, wanted the Township to know about E-Loop. It handles recycling of electronics and is totally free.

## **COMMISSIONER COMMENTS**

Commissioner Patton wanted to congratulate Mark Schukart and Todd Miller on their winning of the election. She stated she hopes they take the roll of Commissioner as seriously as she did and urged them to take the newly elected government classes.

Commissioner Keller wanted to thank everyone that came out for the election this year.

Commissioner Cook stated Mark Mustio contacted him indicating our Township will be in his district sometime after the first of the New Year. He did not know the exact date of the transfer. Commissioner Cook welcomed this since Crescent would be in the same district as Moon Township, since we share school taxes and will be better in tune of what our needs are.

A motion to adjourn was made by Commissioner Sabol and seconded by Commissioner Patton. A voice vote was taken and found all Commissioners in favor. The meeting was adjourned at 8:15 PM.

Certified as a true and correct copy.

Respectfully Submitted,

Kellie L. Crago  
Interim Secretary/Manager

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