

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

On December 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.

Commissioners Patton announced she would be recording the meeting.

ROLL CALL

Those present: Commissioners: President Bill Cook, Vice President Karen Patton, Commissioners 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 November 14, 2013 business meeting minutes. A motion to accept the minutes was made by Commissioner Schofield. A second was made by Commissioner Patton. A roll call vote was taken and found all Commissioners were in favor of the motion.

TREASURER'S REPORT

The Treasurer's report dated November 30, 2013 was presented to the Board for their approval. A motion to accept the November 30, 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 \$17,461.90. Invoices due are \$12,335.68 and the estimated payroll for December \$51,000.00. The Highway Fund for street lights is \$3,791.96. The total estimated bills for December are \$84,589.54. A motion to pay the bills was made by Commissioner Patton and seconded by Commissioner Schofield. A roll call was taken and found all Commissioners in favor of the paying the list of bills.

CORRESPONDENCE

The Municipal office had received the following correspondence for the month of November: The Legislator Locator, PLGIT monthly market review, the CoStars Connection, meetings minutes from Moon Township Municipal Authority, the MRM Trustnotes, and a welcome letter from Valley Waste Service which will be the Townships new garbage collector effective January 2014

SECRETARY/MANAGER'S REPORT

In the Month of November the Secretary/Managers office completed the following items: worked on the bond for the new Tax Collector, completed 2012 audit adjustments , completed an updated garbage register for Valley Waste, reviewed pole replacements for Duquesne Light Company, participated in a Municipal Statistics E-Filing Webinar, started a course on Intermediate Accounting through the PA Local Government, worked with the Building inspector regarding permit applications, completed TAN loans applications and Right To Know requests, handled employee unemployment and workers compensation claims, completed lien letters, handled the accounts payable and receivable, payroll, resident complaints, and all other day to day operations of the office.

SOLICITOR'S REPORT

Solicitor Start reported that their office has continued to engage in dialogue with the Teamsters attorney regarding Township policies and procedures. They prepared and filed four (4) Municipal lien claims in the Court of Common Plea regarding the Property Maintenance Code and reviewed the 2014 budget and tax ordinance. Finally they reviewed various Township contracts and agreements, and file materials involving the Construction Code. Solicitor Start wished everyone a Merry Christmas and a Happy New Year.

ENGINEER'S REPORT

Commissioner Cook reported for Lennon, Smith, Souleret Engineering. Year 1 sampling is complete. Regarding the CD year 39 project, the doors were delivered to the contractor on November 20, 2013. He is painting them now and the hardware is due the week of December 9, 2013. Installation will occur the week of December 23 or 30, depending on weather. The contractor will contact LSSE and the Township in advance of the installation.

COMMITTEE REPORTS

PUBLIC SAFETY

Interim Secretary/Manger Kellie Crago reported for Public Safety. During the month of November there were 154 calls for service, 155 total complaints for the month, 7 calls to assist other police departments and 2 medical calls. They issued 10 warnings for traffic offenses, 1 non-traffic citations was issued, 25 traffic citations, and 2 parking citations/warnings were issued. This brought the total citations/warnings issued for the month of November to 38. She reported there were 4 arrests for the month: a 47 year old White male, a 51 year old White male, a 29 year old White male, and a 52 year old White female. The arrests were for unlawful restraint, recklessly endangering another person, criminal mischief, harassment, DUI, simple possession, resisting arrest, fleeing and eluding police, unauthorized use of a motor vehicle, driving under suspension, 2 bench warrants, simple assault, and disorderly conduct. The Police vehicles

traveled a total of 3,573 miles for the month. The following repairs were made: Car 105-snow tires installed by Public Works, Car 106- laptop air card and cable replaced by Response Computers, and Car 107- rebuilt transmission installed twice, transmission cooler replaced by Grady's and the Ford dealer, throttle bottle cleaned at Grady's and snow tires installed by Public Works. All three vehicle laptops received updated anti-virus software by Response Computers.

On November 20th Chief Zimmel attended a one day training course in Castle Shannon titles, "Management's Right and Employee's Responsibilities". This course treats the employment relationship as an enforceable contract wherein management has inherent and enforceable rights that become employee's fundamental responsibilities to observe and protect.

The Enradd speed timing device was repaired and 2 portable battery packs were replaced by YIS Cowden Co. On November 11 a physical and written test was administered for part time police applicants. Thirteen applications were turned in and eleven individuals participated in the testing. Nine individuals passed both tests. Interviews will be scheduled at a later date. On November 1 from 11PM-4AM, Officer Lenhart participated in a DUI checkpoint in Sewickley Borough as part of the West Hills DUI Task Force.

PUBLIC WORKS

Commissioner Cook reported for the month of November Public works prepped the building and set up for Elections Day, restored the building to normal after Election Day, cleaned the shop and put all tools and tables back after the election, brought down the plows for the 550 and 10 ton to inspect and made repairs that were needed. They also brought down the tailgate spreader to replace bad O ring in the pump motor and replaced hydraulic hoses. Cleaned up fallen tree in Parkwood, cleaned all catch basins in the Township after the storm, replaced bad spot lights on the 550 and ground wires. Three days out of the month of November they did winter maintenance by salting the roads throughout the township, replaced bad fuel filters on the 10 ton and turn signal switch, took down the American flags and replaced them with the Holiday flags on McGovern Blvd, went around the township with the sewer vacuum and cleaned out clogged catch basins, cleaned up leaves from School Street, Crescent Blvd and Prospect St. They also fabricated extra supports for the new A frame and old A frame for the 10 ton, cleaned up the hockey deck, parks, put up Christmas party flyers and decorations at the Township building.

FINANCE

Commissioner Patton reported that the end of 2013 is very near and she is very pleased to report that the Township is in good financial shape and will end the year in line with our budget. For the month of November we received 96% of our current Real Estate Taxes. 175% has been collected from our Delinquent tax provider. She believes this is contributed to the township making a change last year with collection companies. The expected revenues received are 103% and the expenditures are 92% of our projected budget. Barring any major emergency, the Township will end our year with a slight surplus that will be transferred into our Capital Reserve Fund.

Following are the ending balances as of Thursday, December 12, 2013:

General Fund-Citizens: \$1,181.54

General Fund- PNC: \$178,693.12

PNC – Payroll: \$1,735.77

Capital Reserve PLGIT: \$0.11

Capital Reserve Fund- Citizens: \$104,007.15

Highway Account – PLGIT: \$33,909.92

Fire Department Referendum Account – PLGIT: \$29,343.51

Fire Dept. Reserve Fund: \$15,004.52
Parks Board –Citizens: \$8,541.86
Premier Pan Escrow Acct – PNC: \$384.08
Taxpayer's Acct – PNC: \$114,800.17
Police Vehicle Fund: \$8,499.50
Public Works Vehicle Fund: \$20,000.00
McCutcheon Way Slide Repair Fund: \$16,375.40
Grand total of \$428,469.50

PARKS AND RECREATION

The Christmas Party will be Dec. 14th at 1 PM at the Fire hall. Santa will be there to visit with the children and hear their Christmas wishes. Also, Mikky the Clown and face painter, a Glitter Tattoo artist, crafts, refreshments, stockings and gifts. We will not have a meeting on December 16th, the next meeting will be on January 20, 2014 in the Multi-Purpose Room at 7:30 PM. The meeting on Jan 20th will be the reorganization meeting. We want to thank all the Commissioners, Township Secretary/Manager, Police, Road Dept., Firemen and volunteers who have helped us make this a very good year for the children.

CRESCENT TOWNSHIP VOLUNTEER FIRE DEPARTMENT

Denny Lewis indicated there was no report but just a reminder to water your Christmas trees and there is BINGO every Sunday night. Starting in January they are starting a campaign to get more members in the fire department since their numbers are getting low. This is not just in Crescent but also in Moon Township and across the board. He is the second oldest member in the department and he got the most calls this year.

VALLEY AMBULANCE AUHORITY

Wendy Schulenburg reported the Board did not meet in November due to weather and lack of quorum. There is never a scheduled meeting for December. The next meeting will be scheduled for January 2014.

EMERGENCY MANAGEMENT

Denny Lewis purchased emergency bags for himself and his two deputies. Items included in the bag are radios, flash lights and manuals. He wanted to thank the Board for their support this year.

OLD BUSINESS

The first item under old business was the discussion and Motion to approve Ordinance 547 which, if adopted would set the tax revenue for 2014 at 6.4 mils to receive an anticipated \$754,445 in Real Estate revenue. Commissioner Patton wanted to talk about some of the line items on the 2014 Budget. Due to the reassessment the Township lost approximately 1.4 million dollars in tax valuation this year due to appeals. This decrease is a loss of tax revenue for the Township. She noted there was not going to be a tax increase but in order to do that the Township had to borrow money from the Taxpayers account for next year's budget. Our health insurance has an increase of 15%. Our office budget went up 9% due to the increase in Managers wages and the Law line item was increased by 9%. The Police budget has an additional line item, 410.163, for a fourth Patrolman. This was added at the request of the Chief of Police and his proposal substantiating the reasons why an additional patrolman is needed. Adding this

line item would give the Board the option to allow an additional officer if they so wished. Scheduling, overtime and the Affordable Care Act are reasons for the additional patrolman. The Police department budget went up 10% and the Public Works department went up 9%. In the Public Works budget is a \$135,000 Capital Construction Road project. The Parks budget went up 8% due to electrical repair work that is needed. Commissioner Cook asked if there was money in the budget for the trees that needed to be removed from the park. Commissioner Patton commented that nobody had ever communicated to her that the trees actually needed to come down and so nothing was added to the 2014 budget for that project. Commissioner Patton made a motion to accept Ordinance 547, which will set the tax revenue for 2014 to receive \$754,445 in Real Estate revenue. Commissioner Schofield 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 discussion and motion to approve Ordinance 548 which if adopted would appropriate fund equities, revenues and other financing sources available for the year 2014. A motion was made by Commissioner Patton to approve Ordinance 548 and seconded by Commissioner Keller. A roll call vote was taken and found all Commissioners in favor of the motion.

The last item under new business was the discussion and motion on the 2014 TAN loan bids. The bids were opened and read aloud from PNC Bank, First National Bank and First Commonwealth; PNC Bank offered an interest rate of 1.61%, First National Bank offered an interest rate of 1.98% if there was a deposit relationship and 2.21% without a deposit relationship, and First Commonwealth offered a fixed rate of 1.40% along with a \$300.00 commitment fee and a \$97.00 UCC filing fee payable at closing. There was discussion on if the Township was obligated to choose the lowest bidder. Solicitor Start responded the Township was not obligated. Commissioner Schofield asked if there were a lot of fees with First National Bank. Commissioner Cook indicated they offered the highest interest rate of all the banks. Commissioner Patton indicated the office recently ordered checks for the PNC General Fund and new ones would have to be ordered if another bank was chosen. Commissioner Patton made a motion to accept PNC's bid of 1.61% for the 2014 TAN loan in the amount of \$300,000. Commissioner Schofield seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

NEW BUSINESS

The first item under new business was the motion to accept the resignation of Parks Board member Andrea Wolfe. Commissioner Patton made a motion to accept the resignation and was seconded by Commissioner Schofield. A roll call vote was taken and found all Commissioners in favor of the motion.

The second item was the discussion and motion to approve the 2014 Multi-Municipal Police training fund invoice for \$600. Commissioner Keller made a motion to approve the payment of the invoice and was seconded by Commissioner Patton. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item was the discussion and motion to approve payment of the 2014 Solvency Fee for \$1,132.27. Commissioner Cook indicated this fee allows the Township to request relief on any unemployment claims that may be filed against the Township. Without the payment of the fee, the Township would not be able to request relief. Commissioner Keller made a motion to pay the Solvency Fee and it was seconded by Commissioner Patton. A roll call vote was taken and found all Commissioners in favor of the motion.

The fourth item on the agenda was to approve the advertisement of the re-organizational meeting that will be held by the Board of Commissioners on January 6, 2014 as set forth by the First Class Township Code. Commissioner Keller made a motion to approve the advertisement of the re-organizational meeting for

January 6, 2014 and was seconded by Commissioner Schofield. A roll call vote was taken and found all Commissioners in favor of the motion.

The next item on the agenda was the motion to approve the advertisement of the Board of Commissioners monthly meeting that will be held on Thursday January 9, 2014. Commissioner Keller made a motion to accept the motion to approve the advertisement of the January 9, 2014 monthly business meeting and was seconded by Commissioner Schofield. A roll call vote was taken and found all Commissioners in favor of the motion.

The sixth item on the agenda was the motion to ratify the purchase of a new computer for the business office in the amount of \$1,147.00 from Bennett PC WorX. Commissioner Schofield made a motion to ratify the purchase of the new computer and it was seconded by Commissioner Patton. A roll call vote was taken and found all Commissioners in favor of the motion.

The seventh item under new business was the discussion and motion to determine the last business day for Debbie Garuccio the Township's current Tax Collector/Treasurer. Commissioner Patton asked the Interim Secretary/Manger when the Board usually would exonerate the Tax Collector. Ms. Crago replied for the past three years, the exoneration occurred at the March meeting. Commissioner Cook stated he would like to keep her on until the December financials and funds balances are presented at the January 9th meeting. Then maybe keep her on until the end of the month if there are any questions. Commissioner Schofield made a motion to exonerate Debbie Garuccio as of February 1, 2014. Commissioner Patton seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion

The last item under New Business was the discussion and motion to transfer the Power of Attorney regarding the Pennsylvania Unemployment Compensation from Paychex, Inc. to TALX. Commissioner Schofield asked why the Township was changing. Commissioner Cook had stated transferring it to Equifax would allow them to work directly with UComp. Ms. Crago added that the transfer would eliminate the office of being the "middle man" regarding the payment of the quarterly unemployment bills. Equifax can be used, no matter which company is processing payroll. Commissioner Patton remarked that the office had used Equifax whenever they did payroll in-house. Whenever the Township started using Paychex, the paperwork that was signed allowed them to handle unemployment claims. Commissioner Schofield asked if it would be a good move and Commissioner Patton stated it was just brought to her attention, she did not realize it had been changed. Commissioner Patton made a motion to transfer the Power of Attorney for Unemployment matters from Paychex, Inc. to TALX. Commissioner Keller seconded the motion. A roll call vote was taken and found all Commissioners in favor of the motion.

Commissioner Cook took a moment to talk about Commissioner Patton since it would be her last meeting. He remarked that she has been on the Board for eight years, has done a lot of good things, and is one of the few Commissioners that had not collected a check from the Township. She has done a great job with the parks and finance since 2010 and saved the taxpayers a lot of money. He then presented her with a plaque of appreciation for her service to the Township of Crescent.

PUBLIC COMMENT

Harriet Lewis of 222 Jackson Street wanted to thank the Road Department for putting up the holiday flags and their help with the purchase of the new Manger. The Civic Club had purchased and painted the Mangers in the past and the current one was beyond just paint. The Civic Club purchased a new one that the Road department had found. She also added that the Civic Club will no longer be selling shirts and that they had a hard time trying to find the large amount pre-paid international phone cards this year.

They purchased \$1000 worth of cards that will be distributed next Wednesday to the soldiers that will be leaving to Afghanistan and Iraq. The Civic Club rose over \$17,000 from the shirts and every penny went to purchase phone home cards for the soldiers.

Lauren Schukart, 962 Harper Road, had a question regarding a motion that was made a month or two ago to have Hazlett Tree Service provide the Township a bid on the trees. Commissioner Cook remarked that the motion was tabled and was presented to the Board that the Parks Board was going to pay for the trees to be removed but it was never done. He stated the Township will need to do whatever it takes before the park opens up. There was damage to a pavilion due to the wind storm that came through a couple of weeks ago. The roof needs to be replaced and the problem with the trees needs to be resolved. He also stated that the playground equipment purchased by the Parks Board for approximately \$14,000 is being stored and will not be installed until after the trees are removed. He indicated the tree quote came from Bartlett Tree Service, not Hazlett.

COMMISSIONER COMMENTS

Commissioner Keller wanted to thank Harriett for all the shirts and cards they have sent to the servicemen over the years. He wished everyone a Merry Christmas and a Happy New Year.

Commissioner Patton wanted to thank Crescent Township for allowing her to serve these past years. She considers the position a job because it is more than just coming to a meeting or two a month. She has taken this position on like a dedicated job because she works for the residents. She ran because she was a concerned citizen and is proud of her accomplishments over the last year. She congratulated Todd and Mark for their winnings and hope they serve the residents very well in Crescent Township. She thanked everyone again and wished them a happy holiday.

Commissioner Cook wished everyone a safe holiday.

A motion to adjourn was made by Commissioner Keller and seconded by Commissioner Patton. A voice vote was taken and found all Commissioners in favor. The meeting was adjourned at 8:20 PM.

Certified as a true and correct copy.

Respectfully Submitted,

Kellie L. Crago
Interim Secretary/Manager
