

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
August 13, 2015**

On August 13, 2015 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 7:00 P.M. in the Crescent Township Municipal Building 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

U.S. Congressman, Tim Murphy led the Pledge of Allegiance

**ROLL CALL**

Those present - Commissioners: President Jerry Keller, Joe Sabol, and James Meredith

Secretary/Manager: Kellie Crago

Solicitor: Richard Start

**PUBLIC COMMENT ON AGENDA ITEMS**

Anita Lasek 1361 Front Street wanted to know in more detail what the Intergovernmental Agreement entailed.

Karen Patton of 576 Sautter Dr. wanted to comment on the placing of a vending machine at Riverview Park. She was concerned about vandalism and if the township would be responsible. She felt if machines were placed at the municipal building there would be less chance of vandalism and would offer more opportunity for employees and visitors to use them.

**APPROVAL OF MINUTES**

Commissioner Keller asked for a motion to approve the July 9, 2015 business meeting minutes. Commissioner Meredith made a motion and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion carried.

**TREASURER'S REPORT**

The Treasurer's report dated July 31, 2015 was presented to the Board for their approval. A motion to accept the July 2015 Treasurer's Report as received was made by Commissioner Sabol and seconded by Commissioner Meredith. A roll call vote was taken and found Commissioners in favor of the motion.

**LIST OF BILLS**

The list of bills was presented

The funds removed prior to the monthly meeting	\$	8,371.80
Invoices due	\$	26,102.65
Estimated payroll for July	\$	42,000.00
Highway Fund for street lights	\$	3,485.46
The total estimated bills for July	\$	79,959.91

A motion to pay the bills was made by Commissioner Meredith and seconded by Commissioner Sabol. A roll call vote was taken and found all Commissioners in favor of the motion.

## **CORRESPONDENCE**

Ms. Crago reported the office received the following correspondence for July: Borough News, a letter from Allegheny County Health Department regarding raccoons and rabies, the Municipal Spending and Taxation in Allegheny County; 2013 Update, The Portnoff reporter, the June 2015 meeting minutes from Moon Township Municipal Authority and Creswell Heights Joint Authority, MRM Trustnotes, and a letter from the Allegheny County Conservation District.

## **MANAGER'S REPORT**

Ms. Crago reported for the month of July the office completed the following: worked on the PMRS pension letter, purged old township files according to the Municipal records management document, mailed the 2015-2016 salt contract to Cargill, handled property violations, mailed the updated Emergency Operations plan to the county, requested certificated of insurance for the Fire Department, obtained quotes for the CDBG grant project, worked on the PENN Dot agility program, attended the pre-construction meeting for the 2015 road program, updated the township website to include a Stormwater Management tab, completed the Public participation MS4 requirement by working with the local boy scout troop to mark storm drains with markers, obtained insurance renewal quotes, updated the insurance limits for the Fire department, handled the requirements for the zoning hearing, worked on Stormwater Management policies, contacted Coca Cola regarding the possible contract at the hockey deck, followed up on property maintenance issues, worked on containing the garbage receptacle at the municipal building, U-Comp rewarded the township with a \$250 bonus after the Assistant Secretary completed an online course regarding unemployment compensation, handled all the accounts payable, receivable, payroll and other day to day operations of the township.

## **SOLICITOR'S REPORT**

Solicitor Start reported his office reviewed, revised and approved various proposed agreements that are on tonight's agenda, they continue to monitor the development regarding Riverview Road and the McCutcheon Way Slide, they are reviewing an Open Records request and will be rendering advice to the Township, reviewed the Variance decision and exhibits regarding a communication tower.

## **ENGINEER'S REPORT**

Mr. Meredith reported for the Township engineer. LSSE transmitted the updated MS4 public works map book in their letter dated July 21, 2015. The 2015 outfall testing has started and is approximately 75% complete. The pre-construction meeting was held on July 17, 2015. The Contractor has started work and is scheduled to have paving completed the week of August 10. Mr. Meredith noted paving is about 95% complete. Lastly, a meeting was held with the Township and GBBE on July 9, 2015 to review options for remediation on Riverview Road.

## **PUBLIC SAFETY**

Commissioner Meredith reported for Public Safety.

- Calls for service 131
- Assist other police departments 9

- Medical calls 5
- Total citations/warnings issued 42
- Arrests 4 (Bench warrant- Allegheny County, theft, receiving stolen property, simple assault, harassment, aggravated/simple assault, terroristic threats, disorderly conduct, public intoxication)
- Police cars traveled 3855 miles

The following repairs or maintenance were made:

- Car 105- air filter replaced, air conditioner refrigerant added- Grady's, left front headlight replaced -DPW
- Car 106- Ford recall 15S11- installed reinforcement plugs to door handles- Falconi; annual inspection, rear brakes and rotors replaced, oil filter replaced- Grady's
- Car 107- taken out of service on 7/28/2015

The police department will be conducting written and physical tests for part time applicants on Wednesday August 12, 2015 at 10AM at the police academy. The department received a thank you card from a resident for conducting a check of their residence while they were away on vacation.

## **PUBLIC WORKS**

Commissioner Meredith reported Public Works. For the month of July the department completed the following:

- maintained the parks throughout the month
- filled in potholes, mowed the right-of-ways
- inspected and cut grass on nuisance properties
- set up and re-assembled the multi-purpose room for the zoning hearing
- trimmed hedges at the monument
- prepared for and supplied mulch at Sautter Park
- responded to several PA One Calls
- responded to several resident complaints
- established work to be completed for state agility program

MS4/ Stormwater related activities were completed:

- Replaced dilapidated inlet on Keim Street
- Repaired inlet and replaced grate on Mill Street
- Placed asphalt around new inlet on Main Street
- Installed new inlet and repaired old inlet at the municipal building
- Assisted the Boy Scouts and volunteers with marking the storm drain inlets throughout the township
- Worked on MS4 mapping revision with LSSE

Commissioner Keller thanked Commissioner Meredith for the donation of the improved sound system.

## **FINANCE**

Commissioner Keller reported the township is approximately 58% through the year. 81% of the budgeted revenue has been received and 62% of the budgeted expenses have been spent. The police department came under budget at only 54% so far this year. He asked all departments to watch their spending.

### **PARKS AND RECREATION**

Commissioner Sabol reported the Recreation board did not meet in July. Their next meeting will be September 21 to discuss the Halloween party. The Parks Board met on August 6. The board has \$8536.86 in their bank account. A letter to lower the pavilion rental rates will be presented to the Board of Commissioners. They feel lower rates will encourage more rentals. Dawn contacted the Moon Lacrosse team to help spread mulch and clean the parks. The team will volunteer their time on August 22. The board also wanted to ask the permission to borrow tools from Public Works if needed. Commissioners Keller and Meredith did not see a problem with this as long as the items were used appropriately and returned after the work was completed. Commissioner Sabol noted that Shawn Collins would also be there and would keep track of the tools. A banner fundraiser letter was completed to distribute to businesses surrounding the area. Finally the board wanted to thank Denny Lewis for organizing volunteers to help spread mulch at Sautter Park.

Denny Lewis noted there were a couple other volunteers that helped out; Commissioner Sabol, Bob Johnson and two moon teenagers that were visiting a neighbor.

### **CRESCENT TOWNSHIP FIRE DEPARTMENT**

Denny Lewis reported there are two upcoming events for the department. On August 18 there will be training with Duquesne Light and August 20 there will be a FAA Emergency requirement drill at the Pittsburgh International Airport. While they are at the airport, the township will be covered by neighboring municipalities.

### **VALLEY AMBULANCE**

No report

### **EMERGENCY MANAGEMENT**

Denny Lewis reported there is a training meeting in September. The new Hazardous Mitigation plan from Allegheny County will hopefully be available in December or January. Once they adopt the new plan, Crescent will need to adopt the same their new one.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

The first item under new business was the discussion and motion to approve the 5-year Winter Service Agreement with Penn-DOT for maintaining state roads within the township. Commissioner Meredith noted he has reviewed the agreement extensively and found it to be the same agreement which has been accepted in the past by previous boards. He made a motion to approve the Five (5) year winter service agreement and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The second item was the discussion on approving the placement of a vending machine at Riverview Rd from Coca-Cola. Commissioner Sabol responded to Ms. Patton's earlier question and stated the Township would be responsible for any vandalism on the machine. Ms. Crago noted according to the Coca Cola representative, there was not a defined period for the contract. The vending machine could be removed at any time at the request of the Township. Also, the machine could be insured through the insurance policy and would cost an additional \$7.00/year. The full replacement cost of the machine would be \$2191. Commissioner Meredith discussed with Shawn Collins, the Parks Board president, regarding the vandalism. Mr. Collins was told verbally by the representative that they would take care of any vandalism at no cost. He did not receive this promise in writing. Also the machine would not be there all year round. Commissioner Keller noted the Parks Board was looking at this option to provide beverages to individuals using the hockey deck. Ms. Crago asked how much profit the Parks Board would make from each sale. Commissioner Sabol stated they would make 35% of the total sales. Commissioner Sabol made a motion to table this item and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The third item was the discussion on the renewal of employee health insurance. Ms. Crago discussed about the spreadsheet which was included in the packets. She noted that if the township chose the MBS Highmark option, the policy would only run from November 1-December 31. The township would need to sign a new policy come 2016 due to their benefit year running January-December. After the New Year, UPMC would be an additional option. The 2016 UPMC quotes were not available at the time of the meeting. A renewal option with UPMC needs to be signed by September 30. Plus if the township would change providers, the unions would need a 30 day notice. There was further discussion on the different plans available to the township. Commissioner Keller noted the union contracts would be opening up next year to contribution to the premium. He asked to bring all additional questions to the scheduled workshop next week and more details could be discussed.

The fourth item was the discussion and motion to approve entering into an Intergovernmental Agreement with neighboring municipalities. Commissioner Keller stated this agreement gives Crescent Township the ability to purchase bulk items and obtain a discount on pricing. Ms. Crago noted the other municipalities included on this agreement include; North Fayette, Robinson, Collier, Sewickley, and Carnegie. Commissioner Meredith made a motion to accept the Intergovernmental agreement and was seconded by Commissioner Sabol. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

The fifth item was the motion to close the Premier Pan Escrow account and issue a refund. Ms. Crago stated the Premier Pan permit has been closed and is requesting the Board refund the remaining balance of \$384.08 to Premier Pan. Commissioner Sabol made a motion to close the account and issue a refund and was seconded by Commissioner Meredith. A roll call vote was taken and found all commissioners in favor of the motion. The motion was granted.

## **PUBLIC COMMENTS**

Jeff Gaget 1638 Aster Lane wanted to thank the police department, Chief Zimmel, Board of Commissioners and public works for working with the Parkwood Estates and their block party the past weekend. After the party they brought down the glass, plastic and aluminum to the dumpsters. The recycle dumpster was not clearly marked. He would like to see more organization. Lastly on Laurel Ridge, there is a vacant lot on the right hand side where the power tower sits. He is asking the township to clean a strip near the road because weeds are leaning into the roadway.

Judy Cook 1409 Riverview Road wanted to know who was responsible for maintaining the field at Shouse park.

Karen Patton 576 Sautter Drive wanted to discuss the dumpster issue. She wanted to know if a camera was purchased and if so, why the dumpsters were being locked. She noticed the other day somebody was dumping items over the hill on Spring Run Road and would like the township to do something about it.

Denny Lewis 492 Crescent Blvd Extension wanted to talk about the Public Safety vs. Eat-n-Park softball game. The township lost 9-0 and will have spring training next year. A good time was had by all.

### **COMMISSIONERS COMMENTS**

Commissioner Sabol responded to Mrs. Cook's comment regarding grass on the baseball field. The issue is currently being discussed and will be addressed. He also wanted to thank Congressman Tim Murphy for speaking this evening and talking about the bill he is supporting.

Commissioner Meredith wanted to say the softball game was also very enjoyable. He reminded residents that school will be starting soon be careful with all the kids on the street. He also talked briefly about tar and chipping for next year and would like the input from the residents.

Commissioner Keller expanded on the tar and chip comment. The new tar and chip method is reclaimed asphalt and it swept right after the surface is laid down. This will allow our dollars go a lot further. This will be discussed further at the workshop meeting. A reminder on the 20<sup>th</sup>, there will be an emergency drill at the airport and not to be alarmed. Lastly, there is a workshop scheduled for the 19<sup>th</sup> and all residents are welcome to attend.

A motion to adjourn the meeting was made by Commissioner Meredith and was seconded by Commissioner Sabol. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 7:55 PM

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Township Manager / Secretary