

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
February 11, 2016**

On February 11, 2016 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.

ROLL CALL

Those present - Commissioners: President Joe Sabol, Vice-President Todd Miller, Jerry Keller, Jeffrey Gagat and Arthur Buccigrossi

Secretary/Manager: Kellie Crago

Solicitor: Richard Start

PUBLIC COMMENT ON AGENDA ITEMS

Denny Lewis wanted to know if the Board would like him to discuss the new Hazardous Mitigation Plan under Public comments or under Emergency Management. Commissioner Sabol asked him to discuss it under Emergency Management.

APPROVAL OF MINUTES

Commissioner Sabol asked for a motion to approve the January 4, 2016 re-organization business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Gagat. A roll call vote was taken. All commissioners were all in favor of the motion. The motion carried.

Commissioner Sabol asked for a motion to approve the January 14, 2016 business meeting minutes. Commissioner Buccigrossi made a motion and was seconded by Commissioner Miller. A roll call vote was taken. All commissioners were all in favor of the motion. The motion carried.

TREASURER'S REPORT

The Treasurer's report dated January 31, 2016 was presented to the Board for their approval. A motion to accept the January 2016 Treasurer's Report as received was made by Commissioner Miller and seconded by Commissioner Buccigrossi. 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	\$ 12,218.20
Invoices due	\$ 13,548.73
Estimated payroll for November	\$ 43,000.00
Highway Fund for street lights	\$ 3,485.11

The total estimated bills for November

\$ 72,252.04

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

CORRESPONDENCE

Ms. Crago reported for the month of January the office received the following items: Notice from Allegheny County regarding the Hazardous Mitigation Plan, MRM Trustnotes, COStars Connection, notice from Comcast and Verizon regarding changes, Academy notes from the Local Government Academy, notice from PA State Association of Boroughs regarding the payroll rates for 2016, notice from the Dept. of Conservation and Natural Resources, correspondence from the Char West COG, the PLGIT Monthly market review and Perspectives, a letter from the Electronics Associations of Pennsylvania, a letter from the Allegheny County Health Dept. regarding recycling, notice from the US Dept. of Commerce regarding the 2017 census, the PA One call rate structure, a letter from Butler Gas, and The Spotlight regarding pensions.

MANAGER'S REPORT

Ms. Crago reported the office completed the following in the month of January: The township administrative office attended the Zoning hearing meeting, completed the US Census questionnaire, completed Right to Know requests, completed the yearly recycling report, verified garbage collection accounts, contacted Moon Twp. regarding the 2016 road program, completed the ACA filing requirement for employees, handled assessment and address errors, updated the signature cards for the bank accounts, worked on EIT reports, completed Lien letters, addressed 2015 assessments with the Moon Area School District, completed a Stormwater Management Fee Webinar, attended a meeting with the Fire Department regarding the referendum monies, submitted the annual 965 report required for Liquid Fuels, and reviewed outfall testing from the township engineer. Ms. Crago reminded residents of the January 24 workshop meeting scheduled for P.M.

She responded to a public comment made a last month's meeting regarding the communication tower court order. She read the complete Court Order from Judge James noting a Zoning Hearing would be needed if a variance was required. She noted the hearing dates that took place with the Zoning Hearing board and dates scheduled for the Conditional Use Hearing.

SOLICITOR'S REPORT

Solicitor Start reported their office reviewed documents pertaining to Garbage fee collections, performed research on an issue that arose regarding solicitation and reviewed and approved the proposed Resolution which updates the Townships Hazardous Mitigation Plan.

ENGINEER'S REPORT

Ms. Crago read the engineers report. Year 3 sampling (20% of the outfalls) has been completed. LSSE has issued a memo indicating the outfalls which need maintenance and the ones which had positive test results and follow-up requirements by the Township as noted in their January 21 and January 26 memos. The Board of Commissioners training will be completed at the March 2016 meeting. Regarding the Telecommunication Tower, Conditional Use, LSSE issued a letter dated January 27, 2016.

PUBLIC SAFETY

Commissioner Miller reported the following stats for the month of January:

- Calls for Service 118
- Assists other departments 9
- Medical assistance calls 5
- Total citations for the month 23
- Persons arrested 6

(Cruelty to animals, failure to register new information with the PA State Police Megan's Law section, DUI after a crash, receiving stolen property, conspiracy and burglary/theft)

- Police cars traveled 3,393

Repairs and Maintenance on police cars:

- Car 105 - oil/filer replaced
- Car 106 - battery replaced by Ford under warranty, driver side head lamp replaced
- Car 107 - vehicle detailed (by Officer Bitts at no cost to the Township other than officer's time)

Commissioner Miller read a message from the Interim Chief. In January 2016, the Police department received information about a Megan's Law Tier 1 offender who was violating the reporting requirements. After several days of investigation involving the US Department of Probation, PA State Police, PA State Police Megan's law section, US Marshall's and the Pittsburgh Police, the Crescent Police department served a search warrant in the Brookline area of Pittsburgh with the US Marshall's and Pittsburgh Police. The offender was found and brought to justice. During the course of investigation, they found the male was videotaping children's football games and also was found to be in an elementary school north of Pittsburgh using a false name to defeat the schools "Raptor" system which identifies sex offenders. The Chief wanted to congratulate all the officers that participated in this case for an outstanding job. Commissioner Miller also wanted to congratulate the department for a job well done.

PUBLIC WORKS

Commissioner Gagat reported Public works completed the following for the month of January:

- Maintained roadways during in climate weather
- Cold patched pot holes
- Removed holiday decorations including flags along McGovern Blvd.
- MS4 work completed
 - Removed debris from inlets and tunnel
 - Inlet inspections
 - Continued on Operation and Maintenance Program
 - Performed outlet maintenance
- Building maintenance performed
 - Replace burnt out lights
 - Set up and tear down for meetings
 - Paint the Police station
 - Insulate Assistant Secretary's office
 - Keep garage bays clean and snow off sidewalks and steps
 - Install blinds in the office windows
 - Spread stone chips in the parking lot
- Completed Fleet maintenance

- Wash trucks and equipment after each road maintenance event
- Install carbide tips on new plow to save plow edge
- Repair light on police car
- Administrative
 - Confirmed tar and chip total with PennDOT
 - Organized sign management program

Commissioner Gagat also reported in January there was damaged to the 10 Ton snow plow. A drain pipe was protruding out of the ground in the right of way on Bocktown Road and tore the carbine blade off the plow. After examination it was determined to be unrepairable. He continued to explain a new plow will be \$6800 and payment of this will be offset by a claim that was being filled with the insurance company. Public Works has removed the pipe in the right of way after it was approved by PennDOT.

FINANCE

Commissioner Keller reported the township is 8.33% through the year and we have collected over 15% of the budgeted revenue and have spent 9.13% of the budgeted expenses and cautions everyone to follow their budgets. He also remark over the past couple of years in November and December there has been an outcry from people that the commissioners are trying to bankrupt the township and the budget is the worst they have ever seen. He would like to contradict those statements stating the budget is sound and we do have the money to back up the budget. He spent time comparing the township budget to other sound local municipalities and even Moon Township. Percentage wise line items were real close to the other municipality's figures. The rumors about how the township is going bankrupt are just that, rumors. He stands behind the budget and feels it is sound. The first year (2014) he did the budget the township saved \$130,000 and the second year (2015) the township saved approximately \$65,000. He further explained you can see a trend and determine either the tax base needs to increase or the township will need to come up with other revenue such as a fee for MS4. He asked the Board to look at how they are going to stop the shortfall in the budgets moving forward. He is hoping to have approximately \$15,000 extra at years end.

PARKS AND RECREATION

Commissioner Buccigrossi reported the Parks Board met last week and finalized the Carnival that will be held on February 20 in the Fire Hall. Games, prizes, craft tables and cotton candy at the event. All kids are welcome. This will benefit the Parks Board and Cystic Fibrosis. On March 26 there will be a family fun night in the multi-purpose room. The next meeting is Thursday March 3. The Recreation board did not meet in January and will meet on March 21 to discuss the Easter egg hunt at Shouse Park. This event will take place on March 26 at 1 PM.

CRESCENT TOWNSHIP FIRE DEPARTMENT

Mr. Lewis reported there were no major calls just a few car accidents on McGovern Blvd. There was one kitchen fire. They continue to hold bingos every Sunday night. They would also like to thank the commissioners for meeting with them regarding the fire referendum money that was past due.

VALLEY AMBULANCE- none

EMERGENCY MANAGEMENT

Denny Lewis reported the updated Allegheny County Hazardous Mitigation Plan was on the agenda for approval. This is revised every 5 years. He was notified by the county regarding the cold temperatures that were anticipated for the weekend. They would open a warming center only if there was a loss of power in the area.

OLD BUSINESS

Commissioner Sabol stated the only item under old business was the motion to approve Ordinance 563; which sets forth interest and penalties and further adopting a schedule of attorney fees in connection with the collection of municipal claims and municipal liens. Commissioner Keller made a motion to approve Ordinance 563 and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

NEW BUSINESS

The first item under new business was the motion to approve Resolution R-16-2016 which adopts the Allegheny County Hazard Mitigation Plan. Commissioner Miller made a motion to approve the Resolution and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

The second item was the discussion of the CDBG Year 42 grant. Ms. Crago indicated the COG informed the township a grant in the amount of \$15,000 would be awarded. The original estimated quote from the engineer for three ADA doors at the municipal building came to \$19,320. She asked the Board if they would like to adjust the bid to indicate a base bid of two doors and an add alternate for the third door or stick with the original bid for all three. Adding a base bid with an add alternate would give the township an advantage to purchase at least some of the doors without using any funds from the General Fund. After continued discussion, Commissioner Miller made a motion to have a base bid of two doors, the meeting and multi-purpose room, and the add alternate bid would be the police station entrance. Commissioner Buccigrossi seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

The third item was the discussion and motion to ratify and amend the purchase of a new snow plow for the 10 Ton Peterbuilt from A&H Equipment at a price of \$6,800. Commissioner Keller made a motion to amend the purchase using Liquid Fuel funds minus the reimbursement from the insurance company and was seconded by commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

The next item was the motion to exonerate Judy Withee of the unpaid 2015 tax balance in the amount of \$39,387.87 which will be turned over to Weiss, Burkhardt and Kramer, LLC. Commissioner Miller made a motion to exonerate the tax amount of \$39,387.87 and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

The fifth item was the motion to lien certain parcels in the township due to property maintenance violations in 2015. Commissioner Sabol noted they were listed in each of the packets. Ms. Crago explained these were properties that received property code violations throughout the year and the residents did not respond to the corrections in a timely manner. Township employees entered onto the property to correct the issues which were primarily grass height violations. Commissioner Keller made a motion to lien the properties and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

The next item was the motion to approve a revised garbage collection contract for current and delinquent garbage with Jordan Tax Service. Commissioner Keller asked for the explanation. Ms. Crago explained the current contract with Jordan was revised deleting the delinquent garbage collection due to the contract the township had with Portnoff Law Associates. He questioned the cost of collection of adding it onto the contract. Ms. Crago noted the current collection fees would not change. The Ordinance that just passed denotes the fee schedule for delinquent collection. Certain fees will be passed on to the residents for collection. Commissioner Keller made a motion to amend the Jordan Tax Service contract and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

The seventh item under new business was the motion to approve the agreement between Crescent Township, Jordan Tax Service and Goehring, Rutter and Boehm for the collection of delinquent garbage assessment. Commissioner Keller made a motion to approve the delinquent garbage collection contract and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

The last item was the motion to approve Resolution R-17-16 which appoints Jordan Tax Service and Goehring, Rutter and Boehm to the position of Delinquent Garbage Assessment collector for Crescent Township effective March 1, 2016. Commissioner Keller asked the period of time and length of the agreement. Ms. Crago noted the township is under a current with Portnoff until end of February this year. She also noted the current contract expires at the end of this year and will automatically renew each year on an annual basis. Commissioner Keller made a motion to second the motion. A roll call vote was taken and found all commissioners in favor of the Resolution. The motion passed.

PUBLIC COMMENTS

Rex Woodward from Evil Swine BBQ wanted to address the board regarding a permit to operate a food truck on the Fire Department property along McGovern. He had applied for a solicitation permit and the code enforcer noted this may fall under the zoning ordinance where Food establishments are only permitted under a conditional use. Solicitor Start noted he would look into the ordinance and see if a solicitation permit or building permit is needed in this incident.

COMMISSIONER COMMENTS

Commissioner Miller wanted to that everyone for coming out on the cold evening, the Police Department for working on the case and the Fire Department for going out in the cold weather.

Commissioner Buccigrossi stated he is looking forward to the carnival next weekend. He wanted to thank the police and fire department.

Commissioner Gagat had a procedural question. On January 4 the re-organizational meeting was held and on the following date he received an email regarding a decision pertaining to Chief Zimmel. He wanted to know how the decision was made without the involvement of the other commissioners. Commissioner Miller noted it was a personnel issue and could not talk about it. Commissioner Gagat wanted to know why the board was not all involved in the decision and why an executive session was not called. Commissioner Sabol called for an executive session. It was suggested to wait until after all commissioner comments so the residents could leave.

Commissioner Keller wanted to thank the Parks Board and the volunteers that will be helping out at the carnival. He wanted to follow-up on what Mr. Lewis stated and would like to remind everyone to be careful with the cold weather.

Commissioner Sabol wanted to thank the Police Department for a job well done.

An executive session was held from 7:45 to 8:00 PM.

A motion to adjourn the meeting was made by Commissioner Keller and was seconded by Commissioner Gagat. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 8:01 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Manager/ Secretary