

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
February 9, 2017**

On February 9, 2017 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 - none**

**APPROVAL OF MINUTES**

Commissioner Sabol asked for a motion to approve the January 12, 2017 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Keller. 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, 2017 was presented to the Board for their approval. A motion to accept the January 2017 Treasurer's Report as received was made by Commissioner Buccigrossi and seconded by Commissioner Miller. 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	\$ 25,249.30
Invoices due	\$ 18,523.23
Estimated payroll for February	\$ 38,000.00
Highway Fund for street lights	\$ 3,521.86
The total estimated bills for February	\$ 85,294.39

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

**CORRESPONDENCE**

Mrs. Crago stated the office received the following correspondence in the month of January the office received: an invitation to the ALOM Spring conference, notice from Duquesne Light regarding the right

of way updates starting in 2017, updates to the COG directory updates from LSSE regarding the Comesi-Zubic subdivision plan and Verizon's Stormwater Management plan, the PSATS News Bulletin, the MRM Trustnotes, the PLGIT monthly market review, notice from Verizon regarding TV programming changes, MTMA's meeting minutes, notice from our insurance company regarding renewal, and notice from the Local Government Academy regarding Patty Christian winning the crossword puzzle contest where she won free lunch for the office.

## **MANAGER'S REPORT**

Mrs. Crago reported for the month of January the office completed the following: In the month of January the office completed the following: the yearly Municipal DCED forms, the MS 965 and floodplain document, completed year -end tax documents, webinars on the Economic forecast and CoStars purchasing, met with PennDOT regarding the agility program, attended the monthly Managers meeting and attended a Round table discussion with Senator Reschenthaler, met with Duquesne Light regarding future repair work within their utility ROW, attended a meeting regarding the conversion of Dashields Dam in the near future, completed the annual inspection of all township buildings and properties with our insurance agent MRM, followed up on property maintenance violations with the code enforcer, completed documents regarding the TAN loan, reviewed applications for the PW laborer position, worked on a letter to residents on Glenhayes, worked with PNC to update a new township credit card, contacted our COG regarding the CDBG Automatic door openers, updated MS4 policies and Good Housekeeping, updated the emergency Management manual. Help prepare for the annual fiscal audit. Plus we completed all other day to day operations of the office.

Commissioner Gagat requested a Schedule of Values for the Township property.

Commissioner Keller noted there was an email sent out to the Commissioners regarding a LERTA and wanted to know the status. Ms. Crago indicated she sent an email out to the board asking if she should move forward with setting up a LERTA and only one board member responded. Commissioner Miller noted he responded and was fine with moving forward. Commissioner Sabol responded there was no land. Solicitor Start noted according to the email chain, he understood there was concern about financial expense on establishing a LERTA and this would be the responsibility of the Township as opposed to sharing it with Moon School Board, who would benefit from this the most. He felt the matter was still being discussed. Commissioner Keller stated he understood the School Board approved joining Crescent in forming a LERTA. Solicitor Start stated that was also a concern, as the approval may have been a representation of the Board and not a Board approval. He would recommend a formal approval. Mrs. Crago stated she sent the email and only had 2 Board members in favor of moving forward into establishing a LERTA. Discussion continued on if the approval was for actually establishing a LERTA or looking into the necessary steps needed to establish a LERTA. It was further discussed School board members Mr. Testa indicated in an email the School Board was on board with Crescent's plans. Solicitor Start reminded three board members in Crescent are a majority to take action and that has not happened on this matter, as the School Board needs a majority to take action also. He has not seen a formal action from the School board. The board asked Mrs. Crago to follow up with the School Board if their approval was formal and if not to obtain one.

## **SOLICITOR'S REPORT**

Solicitor Start reported that his office reviewed the Township Ordinance and various correspondence regarding parking on Glenhayes Drive, reviewed documents pertaining to the Zubic/Comesi proposed subdivision. Before the meeting there was a discussion with the property owner regarding a minor change in the plans that have been submitted. The engineer will need to approve these changes. The motion this evening will need to be changed this evening stating approval "contingent on the Township

engineers approval.” Their office has continued dialogue with Attorney Perotti and the Township engineer regarding revisions to the Developer’s Agreement regarding Stormwater Management for the Verizon Communication tower and reviewed and approved the proposed Resolution regarding the use of a credit card and limited Township purchases.

## **ENGINEER’S REPORT**

Ms. Crago reported for LSSE. LSSE is to schedule a meeting with the Township staff to review 2017 tasks for the MS4 program sometime in February or March. They are awaiting notification from the Char-West COG to proceed with the pre-construction meeting. Moon will be placing the 2017 Road package out to bid, and provided documents regarding the Telecommunication towers stormwater Management plan and the Camesi-Zubic subdivision plan.

## **PUBLIC SAFETY**

Commissioner Miller reported the following for January:

- Calls for service 181
- Assist other Police Depts. 10
- Medical assistance 5
- Total citations/warnings 55
- Arrests 10 (DUI, disorderly conduct, warrant arrest, public drunkenness)
- Miles traveled 4,226

Repairs and maintenance completed: Car 106- received an oil change and brakes checked

## **PUBLIC WORKS**

Commissioner Gagat reported the department completed the following for January: maintained the roads during winter storms, took down and stored the holiday decorations, finished moving furniture back after the carpet was installed, worked on the 10 ton and 2014 salt truck, washed the trucks and backhoe, picked up liter on McGovern Blvd, and filled in potholes. MS4 work completed: cleaned up leaves and mud on Prospect, cleaned inlets and worked on updating MS4 paperwork.

## **FINANCE**

Commissioner Keller reported for the Township has received 15.55% of the budgeted revenue and spent 7% of the budgeted expenses for the 2017 year.

## **PARKS AND RECREATION**

Commissioner Buccigrossi reported the Recreation board will be meeting soon to organize the annual Easter egg hunt. The Parks board will be holding the annual Family Game Night on February 18<sup>th</sup> from 6-8 PM in the Multi-purpose room. The Board will provide refreshments and games. Look on the Township website for a list of all the events planned for the year. Both Boards are looking for volunteers.

## **FIRE DEPARTMENT**

Denny Lewis reported for the Fire Department. He spoke with Kevin and there were a couple minor calls. MS4 training has been completed and turned into the township. Commissioner Keller stated for

general knowledge the fire department is working on a new web-based callout system. This will be in conjunction with the 911 system.

## **VALLEY AMBULANCE**

Wendy Schulenburg stated the annual subscriptions have been mailed out and the rates have not changed. These funds are used to purchase equipment. They have also passed a Resolution to approve the request of Findlay Township to withdraw from the Authority.

## **EMERGENCY MANAGEMENT**

Denny Lewis stated the quarterly update has been completed.

## **OLD BUSINESS- NONE**

## **NEW BUSINESS**

The first item under new business was the Motion to approve Service Order No. 0250-017 which authorizes LSSE to provide support to Municipal staff in preparation of the Notice of Intent, Pollutant Reduction Plans, and other requirements in support of the 2018 application for NPDES MS4 Permit (Permits #3) due in September 2017. Commissioner Gagat made a motion to approve the Resolution and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

The second item was the motion to exonerate Judy Withee of the unpaid 2016 tax balance that will be turned over the Weiss, Burkhardt, Kramer LLC, in the amount of \$45,216.67. Commissioner Miller made the motion to approve the exoneration and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

The third item was the motion to approve Resolution R-3-2017 which updates the Minimum Control Measures plan and Good Housekeeping guidelines for the Township Stormwater Management. Commissioner Gagat made a motion to approve the Resolution and was seconded by Commissioner Keller. A roll call was taken and found all commissioners in favor of the motion.

The fourth item under new business was the motion to approve Resolution R-4-2017 which recognizes March 5-11, 2017 as MS Awareness Week. Commissioner Miller made a motion to approve the resolution was seconded by Commissioner Keller. 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 approve electronic payment via ACH for the following vendors: Comcast and Reed Oil Company. Commissioner Gagat asked how much the Reed Oil bill was. Ms. Crago noted it was around \$240 and that was to fill the whole tank. Commissioner Keller made a motion to approve the new vendors 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 sixth item was the discussion and motion to approve the Comesi-Zubic Subdivision Plan as submitted and revised on February 9, 2017 pending the approval of the Township engineer. Commissioner Keller made a motion to approve the subdivision 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 Resolution R-5-2017, which if approved will allow the Township of Crescent to open a new credit card through PNC Bank and the current established credit card through PNC Bank will be closed. Commissioner Gagat made a motion to approve the resolution and was seconded by Commissioner Keller. 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 the engagement letter from the Board appointed Auditor, Mark Turnley, to move forward with the 2016 Annual Financial Audit. Commissioner Gagat wanted to table this motion until next meeting unless there is a need to have the auditor's report to be released earlier. Commissioner Keller wanted to know if there was a time constraint. Ms. Crago stated the audit must be completed and turned in to the DCED by March 31. Discussion continued on when the next Board meeting would be in correlation to the March 31<sup>st</sup> deadline. Commissioner Gagat wanted to obtain a quote to change the township over to an accrual basis but there is not enough time and he was out of town with an emergency. Commissioner Keller made a motion to approve the engagement letter and was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

## **PUBLIC COMMENTS**

## **COMMISSIONERS COMMENTS**

Commissioner Miller reminded residents to bring pets inside during the cold weather and watch any flooding due to the rain.

Commissioner Buccigrossi wanted to remind residents of the event next Saturday and hopes to see everyone there.

Commissioner Keller thanked everyone for coming to the meeting.

Commissioner Sabol wanted to praise the Public Works on the snow removal last night.

## **ADJOURNMENT**

A motion to adjourn the meeting was made by Commissioner Miller and was seconded by Commissioner Gagat. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 7:32 PM.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Secretary / Manager