

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
January 14, 2016**

On January 14, 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 Buiccigrossi

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 December 10, 2015 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Keller. A roll call vote was taken. Commissioner Gagat abstained from the vote. The remaining commissioners were all in favor of the motion. The motion carried.

**TREASURER’S REPORT**

The Treasurer’s report dated December 31, 2015 was presented to the Board for their approval. A motion to accept the December 2015 Treasurer’s Report as received was made by Commissioner Keller 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	\$ 54,113.50
Invoices due	\$ 28,634.10
Estimated payroll for November	\$ 50,000.00
Highway Fund for street lights	\$ 3,485.11
The total estimated bills for November	\$ 136,232.71

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

**CORRESPONDENCE**

Ms. Crago reported for the month of December the office received the following items: meeting minutes from Creswell Heights Joint Authority and Moon Township Municipal Authority, The Spotlight from

PMRS, the Legislator Locator, FirstNET from the PA Public Safety Network, notice from Verizon, letter from PennDOT, a letter from the Char-West COG and a notice from ShaCOG indicating a decrease in salt prices for December.

## **MANAGER'S REPORT**

Ms. Crago reported the office completed the following in the month of December: received TAN loan bids, attended the monthly managers meeting, worked with the solicitor and Mr. DeLuca regarding the zoning board, reviewed the garbage register for vacant properties and inaccurate billing, completed Right to Know requests, contacted Allegheny County regarding the Spring Run Rd slide area, updated insurance information regarding township personnel, sent correspondence to Parkwood Estates regarding their stormwater ponds, completed paperwork to change Professional and Police Liability Insurance carrier, completed documents pertaining to a Fire Department claim, spoke with the Township Auditor regarding the Capital Reserve and General Fund accounts, handled personnel issues, attended meetings held by the Pittsburgh Airport Area Chamber of Commerce, Lennon Smith Solouret, Allegheny County Conservation District, Senior Citizens, Airport Corridor Transportation Association, Civic Club and Western PA Municipal Managers, placed legal advertisements as required, prepared for year-end filing, prepared for reorganization meeting, handled resident concerns, and all the financial obligations on a day to day basis.

## **SOLICITOR'S REPORT**

Solicitor Start reported their office reviewed and approved documents pertaining to the 2016 TAN loan, reviewed documents regarding the 2016 Road program, continued dialogue regarding the Verizon communications tower, reviewed documents and continued discussions with township employees regarding personnel matters and reviewed proposed agreements an ordinance regarding Jordan Tax Service.

## **ENGINEER'S REPORT**

Ms. Crago reported all punch list work has been completed regarding the 2015 road program. LSSE transmitted Charge Order No. 1 (final) to the contractor on December 15, 2015 for execution by the Township. This Change Order is an overall decrease of \$15,851.86. A. Folino Construction, Inc. to submit partial payment No. 2 (final) in the amount of \$11,673.31. Ms. Crago reported all the paperwork was received and the final payment was issued the last week of December,

## **PUBLIC SAFETY**

Commissioner Miller reported for the month of December the following:

Calls for service	131
Assist other police departments	5
Medical calls	11
Total citations/warnings for the month	12
Arrests for the month	8

(Driving under the influence, criminal mischief in Parkwood-restitution ordered, aggravated assault, aggravated assault on Police officers, fleeing and attempting to elude police, driving under the influence after being involved in a serious motor vehicle crash, burglary/theft, and theft/access device fraud)

Police cruisers total miles	3,382
Car repairs/maintenance:	

#105- AC compressor, metal AC line, serpentine belt, battery installed and snow tires were put on and tiers rotated.

#106- the canister purge valve was replaced (under warranty), the oil/filter was changed and the cabin filter was replaced.

#107- the oil/filter was changed

A message from Captain Longerman was read: As the snow begins to fall later this month, be mindful where you park your vehicle so as not to interfere with the snow/plow trucks. Be especially cautious in cul-de-sacs. They also continue to see fraud cases where someone calls claiming to be from the IRS. They insist the victim owes back taxes and if they are not paid immediately, the police will be sent to arrest them. The IRS does not call to collect back taxes and police do not arrest citizens in such cases.

## **PUBLIC WORKS**

Commissioner Gagat reported for the month of December their department completed the following:

- Cleaned up leaves in several areas
- Cut right of ways
- Picked up trash throughout the township
- Cold patch potholes
- Repaired rust spots on the 2005 dump truck
- Buff out scratches on the 2005 and Peterbuilt trucks
- MS4 work performed:
  - Responded to petroleum spill on Margaret Drive
  - Worked on revising Operation and Maintenance program
  - Cleaned and inspected inlets
- Responded to PA one calls
- Decorated for the holidays
- Performed work for the tower located at the end of Rodney St: cut brush and trees and backfilled ditch line for power transmitter
- Replaced tile floor and painted walls in the bathroom with existing materials
- Organized and inventoried tool room

## **FINANCE**

Commissioner Keller reported through the end of December 100% of the projected budget was collected and through the hard work of the employees 97.4% of budgeted expenses were used. The end of the year surplus was \$65,000.

## **PARKS AND RECREATION**

Commissioner Buccigrossi reported the Parks Board did not meet in December. They did meet on January 7. There is a carnival planned for February 20 in the multi-purpose room. They will have games, prizes, snacks, drinks and cotton candy. They also have a Family Fun Night scheduled for March 26. Details will follow next meeting.

The Recreation Board had the annual Christmas party in December. 119 children showed up for the event. The Board wanted to thank Commissioners Sabol and Meredith, the Fire Department, Road

Department and Police for making their party a success. They will not be meeting in January due to a lack of a quorum.

## **CRESCENT TOWNSHIP FIRE DEPARTMENT REPORT**

Chief Scott reported in 2015 there were 68 incidents. This number is down from 101 in 2014 and 74 in 2013. He would like to remind everyone to urge caution when using axillary heating. Do not place combustibles near these heating devices. Also make sure places are properly ventilated and all carbon monoxide and smoke detectors devices have batteries in them.

## **VALLEY AMBULANCE AUTHORITY REPORT**

Wendy Schullenburg noted Valley does not schedule a December meeting. She would like to remind everyone to donate to the fund drive because they are in need of a new ambulance.

## **EMERGENCY MANAGEMENT REPORT**

Denny Lewis reported the only major event in 2015 was the chemical fire over in Leetsdale. Some updates in the manuals were also completed. Allegheny County has adopted their new Hazardous Mitigation Plan. This means the Township's plan is outdated and will need to adopt the new one in February.

## **OLD BUSINESS – none**

## **NEW BUSINESS**

The first item under new business was the motion to approve resolution R-13-2016 which authorizes a Tax Anticipation Note through PNC Bank. Commissioner Miller made a motion to pass R-13-2016 and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

The second item was to motion to approve Resolution R-14-2016 which waves the 5% contribution of the full time police officers to the Pennsylvania Municipal Retirement System for the year 2016. Commissioner Keller made a motion to approve the resolution and was seconded by Commissioner Miller. 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-15-2016 which waves the 3% contribution of the full time non-uniform employees to the Pennsylvania Municipal Retirement System for the year 2016. Commissioner Gagat made the motion to approve the resolution and was seconded by Commissioner Miller. 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 advertise the regularly scheduled business meetings of the Crescent Township Boards and Committees for the year 2016. Commissioner Miller made a motion to advertise the meetings and was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The fifth item was the motion to approve the hiring of part-time officers as recommended by the Civil Service Commission: Steven Smith and Brandon Fedorka. Commissioner Miller made a motion to hire the two officers and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

The next item was the motion to advertise 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 Buccigrossi made a motion to advertise Ordinance 563 and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

The seventh item on the agenda was the discussion and motion to enter into a 60 month lease for a new Xerox workstation in the administrative office. Commissioner Keller made a motion to enter into the lease and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

The eight items on the agenda was the motion to approve Shawn Collins to the Parks Board to serve a 5 year term. Commissioner Buccigrossi made a motion to appoint Mr. Collins and was 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 motion to appoint Kenneth Longerman to the position of Interim Chief of Police at the rate established in the Police collective bargaining agreement. Commissioner Gagat made a motion to appoint Kenneth Longerman to the position on Interim Chief of Police and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

## **PUBLIC COMMENTS**

Natalie Shoop 1272 Needham Street indicated her street did not have snow removal yesterday. She wanted to remind public works they have a two lane road and to plow it appropriately.

Tim Palko 577 Sautter Drive commented on the communication tower variance hearing. He feels there was a gross misinterpretation by the Zoning Hearing Board and ultimately the public was denied due process of the entire matter. They were issued a court order to conduct a public hearing on the variance. They scheduled a hearing and it was recessed for discovery purposes because a new ordinance was found. When the meeting reconvened there was not a hearing. The attorney for the Zoning Board decided a hearing was not needed and it was simply a meeting issuing a statement. The one attorney at the meeting even indicated he was not prepare for a hearing and was informed it was just a meeting. He felt there was a gross misinterpretation of the code. At first everyone felt a variance was needed and ultimately a variance was not needed. With this project being a conditional use there are additional safe guards added to the project. He felt the board streamlined this application and ignored these safeguards. He feels this was embarrassing and now will go before the Board of Commissioners. He did not agree with the Zoning Board's decision.

Karen Patton 576 Sautter Drive wanted to say she attended every Zoning hearing. She agrees with what Mr. Palko said about the court order and there was no hearing. Her question was if it was a meeting why a stenographer was hired because they are not there for regular meetings. She wants to know if there is ever a reason why a solicitor has empowerment over a court order to have a hearing and not have one. She obtained information under the Right to Know that the township has spent over \$4000 so far on this tower application. She understands some of this will be reimbursed but feels the township has wasted over 5 months of everyone's time and money and it is an embarrassment to go right back to the beginning of a conditional use. Secondly, was surprised the township no longer has Marty Zimmel as the Chief of Police. She wanted to thank him for his services and will be sadly missed in the community.

Denny Lewis 492 Crescent Blvd Ext. wanted to add two items. This Saturday between 4-9 PM, the fire department will be having a BBQ dinner. This is open to the public and is a fundraiser. He also wanted

to remind everyone to clean the fire hydrant in or near their yards. This will make it easier for the firefighters to find the hydrants in the night.

## **COMMISSIONER COMMENTS**

Commissioner Keller welcomed the two new commissioners to the Board to help serve the community.

Commissioner Gagat wanted to thank Ms. Crago for her help and assistance. He is looking forward to working with his fellow commissioners over the next four years. He met with the public works foremen prior to the meeting. He has learned a lot about the township and will relay on to him the message regarding the roads.

Commissioner Buccigrossi wanted to thank Ms. Crago with her help so far and is also looking forward to working with his fellow commissioners, Ms. Crago and the other departments.

Commissioner Miller also looks forward working with the new commissioners. He thanked the outgoing commissioners and the wonderful job they did while they were here. He thanked everyone for coming out to the meeting and to be active in the community. If there are any concerns to contact them because they are there to listen.

Commissioner Sabol thanked everyone for coming out to the meeting and the comments. They will be address at the next meeting. He noted he is sorry people are upset about things but we will do our best and learn from any mistakes.

A motion to adjourn the meeting was made by Commissioner Keller and was seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 7:31 PM.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Manager/ Secretary