

**Township of Crescent
Board of Commissioners
Workshop Meeting
February 24, 2016**

On February 24, 2016 the workshop meeting of the Crescent Township Board of Commissioners was called to order at 6:00 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, and Arthur Buccigrossi

Secretary/Manager: Kellie Crago

PARKS AND RECREATION REPORT

Commissioner Buccigrossi commented the Parks Board had a kids winter carnival this past Saturday. They raised over \$700 for the Parks and Cystic Fibrosis. The event was very well received by the residents. He thanked the police officers for stopping down and participating with the kids. Commissioner Keller thanked Jeff and Debbie Helterbran for the effort they put in to the carnival and the nice selection of games. He continued a discussion about cleaning up after events at the Fire Hall. Commissioner Buccigrossi discussed how they plan on advertising more for next year.

Ms. Crago asked about the Egg Hunt on March 26. Since this is early in the year, they are looking to move the event to the Fire Hall. Commissioner Buccigrossi also indicated he spoke with Linda about the change and was waiting for her response. She also asked if the Parks Board realized their Family Fun Night was the night before Easter and the same day as the Egg hunt. Commissioner Buccigrossi said he would reach out to the board and see if they wanted to change the date for the week before.

PUBLIC SAFETY

Commissioner Miller would like to move forward and look to hire a Chief of Police. He mentioned that if they hire Interim Chief Longerman, then his position would need to be replaced. His wish list would to cut down on overtime this year, get productivity up from the officers, get a better relationship between the Chief and the officers, and start performance evaluations on all the officers to determine if they are contributing to the department or just collecting a paycheck. He would like to see the department moving along.

Interim Chief Longerman discussed how he has high aspirations to where the police department can go. Although any type of change cannot take place until there is a Chief. The Board would also need to be in agreement with how the Chief would turn the department around. He knows there are part-time officers that would like to see the department change. His vision for the department this year includes:

Encouraging his officers to participate in community activities/events, holding a bowling event between the police officers and kids and install a FTO program. There was discussion on different types of events the department could hold to interact with the residents. He noted two officers had submitted resignations

within the last week. One officer was offered a full time position elsewhere and the other worked minimally over the last three years. The commissioners agreed some employee changes need to be made in order for change to occur in the department and the board should back the Chief's vision. There was discussion on the type of police performance evaluations, how often they should be done and to make sure this would not interfere with the contract. Interim Chief stated certain actions have taken place in the past and these actions need to change. The department needs to become more professional, focused and have accountability. Regarding a FTO program, he feels this would be beneficial within the department and would like to have a number of officers certified at Penn State. Discussion continued from Interim Chief Longerman what the benefits would be by adding a fourth full time police officer and how new scheduling will fall in with the vision of change. There was talk about hosting an unpaid criminal justice internship from P.T.I. which would run 11 weeks. The internship would not start until April and how PTI indicated there would

be no liability for the township, no obligation to keep the student or to do future internships. The Board asked if he could forward the documents to each member and also have Rick review them for liability purposes. The last couple things needed for the department would to be purchase one computer a year since they are four years old , have a stand-alone server for security reasons, review the replacement of Car 105 at the end of the year and finally to have the department accredited by the Pennsylvania Chiefs of Police Association.

PUBLIC WORKS – no report

FINANCE

Commissioner Keller wanted the Board to starting looking for revenue generating options for the township; MS4 fee or millage rate increase, due to the decreasing surplus at the end of the past years. He recognizes building maintenance is needed. He noted the COG is looking to put together a garbage contract for all the municipalities to participate in and it could hopefully decrease the garbage overhead. He continued noting there is a bill in front of the Senate allowing townships to assess a fee pertaining to MS4 and a bill regarding legal advertising. Lastly he stated the Parks board is selling banners for Shouse Park for this baseball season and the Fire Department is looking to hold a gun bash this fall.

MANAGER'S REPORT

Ms. Crago reminded commissioners of upcoming events and to let her know if they would like to attend any of them: ALOM Spring conference in April, the COG meeting held here on March 17 and the annual COG meeting which will be held on April 21. She updated the commissioners on the food truck application for vending on the Fire Department property. A zoning permit will be issued once the applicant provides the necessary items.

She wanted to inform the Board she made an error on a question that was asked at the February 10th meeting. Commissioner Keller asked what the term of the delinquent collection contract between the township and Jordan Tax and Goehring, Rutter and Boehm. She noted her response was that it would expire at the end of this year. The correct answer should have been three years from the date signed and renewals yearly. All terms were listed in the contract that was in their packets for the February 10th meeting. She had informed the solicitor of the error and he suggested presenting it to the Board again to see if the answer would sway their decision and would like a re-vote. All four commissioners agreed this would not change their decision and no re-vote would be needed.

Ms. Crago informed the Board regarding a building permit that was issued for 1065 Crest Drive and a sewer lateral line that needed to be replaced according to MTMA. They sent a letter to our building inspector asking not to issue an occupancy permit until the line is fixed. She explained in detailed the

situation regarding the lack of communication to the resident regarding the replacement of lateral lines when a house is completely being rebuilt. The current Crescent Township employees and Building Inspector were not aware of MTMA's lateral line replacement requirement and were following the International Property Maintenance Code as required by our Township code when issuing a building permit. MTMA is requesting to review all permits before issuance. The Board is willing to work with MTMA but needs to run this by the solicitor for any legal ramifications before responding.

Ms. Crago informed the board the Township received an insurance check totaling \$ 6550 for the damaged plow. She also updated the garbage collection results for 2015 as thru the middle of February. Approximately 10.5% of residents were still delinquent on the garbage. There was discussion on suspending garbage service to residents when there is an account not paid. She also discussed the three claims that have been filed with the insurance company already this year; two personal injury claims at the fire department during bingo and the damaged snow plow. Lastly, she noted Ms. Christian did some research regarding blight within the community. Each commissioner received a packet on the different type of ordinances needed to hopefully fight blight within the community. They included registration of: Rental property, vacant property and foreclosed properties. The board was open to all the types of registration and asked the office to proceed with looking into establishing Ordinances for each of the three registrations.

Ms. Crago then discussed the design of the Crescent Township flag that was done by John Muller. The eleven stars were in honor of the Crescent residents that died for their country since WW1.

Commissioner Sabol wanted to discuss the policy in the employee handbook regarding the use of the time clock for salaried employees. He does not feel a salaried employee should have to abide by this stipulation. The board continued to discuss that a salaried employee's working schedule should be detailed in their job description and/or contract. There was discussion on who is eligible for flex time and how it can be accumulated. A Police Chief may acquire flex time only when they would have to cover an open shift above the normal working schedule and meetings. Board meetings should be included in the Manager's job description. It was established under the old Police Chief's contract, flex time was allowed for Board meetings. The board discussed with this update, they will need to trust those employees not using a time clock. Salaried employees may have to work extended hours one week but can adjust their work schedule the following week as long as all the work was being completed.

NEW BUSINESS

An item added to the agenda was the motion to update the employee time clock policy. Commissioner Miller made a motion to update the employee policy to indicate only "hourly employees" are subject to the time clock policy. This was seconded by Commissioner Keller. 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 appoint Toni Kessler to the Recreation Board with a term ending in 2020 (5 year term). Commissioner Keller made the motion 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

COMMISSIONER COMMENTS

Commissioner Keller noted he wants to meet with the Manager and discuss how the township can allocate funds in the Capital Reserve specifically for certain projects. Ms. Crago noted there

are ways to assign funds to certain projects. She can discuss them with the Finance Commissioner at a later date.

A motion to adjourn the meeting was made by Commissioner Miller and was seconded by Commissioner Keller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 8:32 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Manager/ Secretary