

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

On April 14, 2016 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 7:04 P.M. in the Crescent Township Municipal Building 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

Commissioner Sabol announced the Board was in executive session from 6:40 to 7:03 PM discussing personnel issues.

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 March 10, 2016 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 March 31, 2016 was presented to the Board for their approval. A motion to accept the March 2016 Treasurer’s Report as received was made by Commissioner Keller and seconded by Commissioner Buccigrossi. A roll call vote was taken and found all Commissioners in favor of the motion.

LIST OF BILLS

The list of bills was presented

The funds removed prior to the monthly meeting	\$ 42,577.32
Invoices due	\$ 1,477.09
Estimated payroll for April	\$ 48,000.00
Highway Fund for street lights	\$ 3,485.11
The total estimated bills for April	\$ 95,539.52

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

CORRESPONDENCE

Ms. Crago reported the office received the following for the month of March: a notice from Cargill Salt regarding a price decrease in salt and our minimum obligation amounts, notice from Comcast and Verizon about channel changes, notice from PLGIT regarding investments, letter from the PA State association of Township Commissioners, newsletter from the Allegheny League of Municipalities, meeting minutes from MTMA, correspondence from Moon Top regarding a possible firing range along Purdy Rd., The Spotlight from PMRS, a thank you note from the Zampogna family, and the Costars Connection. The township also received dividend checks totaling approximately \$25,000 from MRM our insurance company.

MANAGER'S REPORT

Ms. Crago stated for the month of March, the office met with a consulting firm regarding possible grants, attended MS4 meetings, hosted the monthly COG meeting, worked with Allegheny County regarding 911 addressing, met with a company regarding a township newsletter, handled garbage billing issues and concerns, received a sub-division application, handled Right to Know requests, worked with the Township auditor regarding the yearly report, worked with Moon Township regarding the 2016 Road program, completed the 2017 census of government units survey, met with Penn DOT regarding the agility agreement, attended the Allegheny League of Municipalities news conference acknowledging Crescent Township as a Banner Community.

SOLICITOR'S REPORT

Solicitor Start stated his office reviewed various correspondence from the township regarding a sub-division application, reviewed and approved the multi-municipal enterprise zone resolution, reviewed proposals for Employment Agreements for the and Chief of Police and Township Manager and reviewed various correspondence, file material and the Township ordinance regarding the Township's paving project.

ENGINEER'S REPORT

Ms. Crago read the engineer report from Lennon Smith. The road bids were opened on March 22, 2016 at Moon Township. Youngblood came in as the lowest bidder. Chanticleer Drive came in at \$38,149.16

PUBLIC SAFETY

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

- Calls for Service 177
- Complaints 177
- Total citations for the month 57
- Persons arrested 3
(theft of motor vehicle, cited for allowing dogs to run at large, theft of movable property)
- Police cars traveled 4,267

Repairs were completed on Car 105- replaced the fuse for the brake lights and the state inspection was completed. Officers Tice, Shutka and Bitts attended Mandatory training at Scott Township. Officer Hartman was shadowed by Moon Area High School senior, Teresa Husvar, for her senior project. She submitted a story about law enforcement. Officer bitts and Chief Longerman attended the Crescent

Township children's Easter egg hunt and party. It was very enjoyable to interact with residents and the children.

The police department was commended by a resident in the Parkwood Villas newsletter. The resident appreciated the response and service from the department while she was traveling and her wallet was stolen. The department was put on her home on the vacation watch list and checked her house daily to ensure someone did not break into her home.

Commissioner Miller wanted to inform the residents the Fire Department is having a Sportsman Bash on October 1. Tickets can be purchased from any firefighter.

PUBLIC WORKS

Commissioner Gagat reported for the month of March Public Works completed the following:

- Cold patched pot holes throughout township.
- Cut back brush on Henngi Drive
- MS-4 work performed:
 - Completed inlet inspections.
 - Started annual inlet maintenance.
 - Continued work on Operations and Maintenance Program.
 - Clean up storage site on Riverview Rd
 - Load out street sweepings into approved Valley Waste dumpster
- Building maintenance performed:
 - Remodeled men's bathroom in multipurpose room
 - New ceiling tile in men's and women's bathrooms.
 - Installed LED lights in front of municipal building
 - Kept garage bays clean
 - Pressure washed Municipal Building roof
- Fleet Maintenance:
 - Installed new plow on the 10 Ton Peterbuilt
 - Removed and stored plows and salt spreaders
- Administrative

- Attended MS4 workshops
- Meeting with Penn DOT about Agility Program

FINANCE

Commissioner Keller reported the township is 25% through the fiscal year. We have received 32% of the projected revenue and the expenses are sitting at 19.25%. The Police department's expenses are 23.6% through the end of March and Public Works is at 20%. He noted it looks like the overtime in the police department is under control at this time. He asks all departments to remain vigilant on their expenses.

PARKS AND RECREATION

Commissioner Buccigrossi indicated the Parks Board did not meet in March. They are still selling banners ad for Shouse Park and are doing very well. The Recreation Board had an Easter party. Approximately 50 children participated in the event. The Easter bunny was present to hand out candy and take pictures with the kids. He wanted to thank the fire and police departments and all the recreation board members. Without their help the event would not have been a huge success.

CRESCENT TOWNSHIP FIRE DEPARTMENT

Chief Scott reported there has been a low call volume this year with only 11 incidents. They had 5 calls since last month's meeting. The Chief noted their department is a designated decontamination station for the emergency workers at the Beaver Valley Nuclear Power Station. They have been in constant training with their next drill will be Tuesday May 10. The NRC, PEMA and FEMA will be evaluating them at that time. Several members have been attending R.I.T. training and SWIF flood response team.

Denny Lewis stated their department participated in a mock crash at the High School to make students aware of the effects of drinking and driving. Moon and State police, Valley Ambulance and Life Flight all help stage the scene. He also noted there are approximately 1.2 million fire fighters in the United States with 69% of them as volunteers. Of the volunteers, 25% of them are 50 years or older. Having volunteers saves \$140 billion dollars in salaries and benefits for local governments. New younger members are needed.

VALLEY AMBULANCE

Ms. Schulenburg noted Valley Ambulance received their largest dividend check from the insurance company this year. Reminder notices went out for the annual membership. This membership will help residents save a ton of money if the service is ever needed.

EMERGENCY MANAGEMENT

Denny Lewis thanked Valley Ambulance for the excellent services they provide to the township. Next week some of the deputies and himself will be attending training at the E.O.C. A reminder Spring brings severe weather. If there is a tornado watch there is a possibility of one and a tornado warning means get into a basement or take shelter as soon as possible.

OLD BUSINESS

The only item under old business was the discussion and motion pertaining to a Criminal Justice internship program between Crescent Township and Pittsburgh Technical Institute. Commissioner Miller stated this was tabled last meeting due to language in the contract. This has been updated and approved by the solicitor. Commissioner Gagat made a motion to accept the updated contract and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

NEW BUSINESS

The first item under new business was the motion to accept the resignation of part-time officer Michael Scheers. Commissioner Miller made a motion and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

The second item was the discussion and motion to accept the proposed agreement between the Township Manager, Kellie Crago and Crescent Township. Commissioner Gagat stated Ms. Crago is doing a very good job on everything he has learned at the government academy classes. Commissioner Keller noted some grammatical errors on in the contract and would like to see them changed. Commissioner Miller made a motion to accept the contract with the grammatical changes and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

Chief Scott wanted to comment about Ms. Crago. He feels she has been the best manager the township has ever had. She has helped the department out when needed.

The third item was the motion to ratify and amend the approval of Add alternate #1 on Moon Township's road bid from Youngblood, Inc. in the amount of \$38,149.12 to pave Chanticleer Drive for the 2016 road program. Commissioner Keller made a motion to amend the approval and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

The fourth item was the motion to ratify and amend the approval to fix police cruiser #107 at Grady's Auto in the amount of \$1,163.55. Commissioner Keller made a motion to amend the approval and was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The next item was the motion to approve Resolution R-18-2016; noting Crescent Township supports Beaver County's strategy to obtain designation as a Keystone Community Enterprise Zone. Ms. Crago was asked to explain the resolution. She stated the township received correspondence from Beaver County Commissioners. They participated in the Keystone Community Enterprise Zone for over 25 years. The Enterprise Zone provides important incentives for job creating private sector business such as eligibility for PA tax credits for real estate investment, priority treatment for financing programs and brownfield remediation as well as competitive advantage for small businesses when bidding for Commonwealth contracts. Approving this resolution will include Crescent Township in the Enterprise Zone. 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 sixth next item was the motion to approve items for the Sautter Drive stormwater improvement project. Commissioner Gagat presented to the board a list of items needed to complete the storm drain project on Sautter. The approximate cost for all the items is \$27,339. Commissioner Gagat requested the Board approve \$29,000 in case there is a slight miscalculation or error in the footages. Ms. Crago wanted it to be known the total bid was comprised of a number of vendors due to the different items needed. Three telephonic bids were received for over the seven items needed. Commissioner Gagat made a motion to approve \$29,000 for the project and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

The seventh item was the discussion and motion to approve the proposed tar/chip program with PennDOT. Commissioner Miller noted this has been discussed a number of times last year. Every year the township receives money from the State for maintaining their highways during the winter months. We also participate in an agility agreement with the State where services are exchanged between the two entities. This new tar/chip application is not the same as the tar/chip from years ago. Four roads are being asked to be tarred and chipped; Purdy (McGovern to Laurelridge), Crescent Blvd. Ext., Main Street (tunnel to Work Street) and Old Harper Rd. Commissioner Miller feels this is a good program and it will help save and elongate the life of some of the roads. Commissioner Keller said he was a proponent of the program until he heard there were some issues with bleeding. Commissioner Miller stated at the COG meeting they talked about going together to do something like that and the engineer had nothing but good things to say about the program. Ms. Crago talked to Bob Firek about and his recommendation is to wait one more year due to bleeding issues. She told the Board PennDOT is chipping this year and will not be back out for a couple more years. Commissioner Keller noted we would be losing our contact this year due to his retirement. Commissioner Miller made a motion to go with the chipping and monitor the road because some are in bad shape like Old Harper. Commissioner Buccigrossi agrees we should monitor the roads. Commissioner Gagat asked if there was any thought to use asphalt and use bonding to cover the cost to pave the roads that are in need of repair and pay the amount back over twenty years. Discussion briefly occurred between commissioners about bonding. Commissioner Miller stated the COG indicated PennDOT chips every three years so if this is not approve now, the township would have to wait three more years. Commissioner Keller seconded the motion by Commissioner Miller but would like to see some type of agreement for PennDOT to fix the road if there is any bleeding if possible. Ms. Crago asked if this program would be exchanged with the Winter Service agreement money for 2016. Commissioner Sabol agreed those funds would be used in addition to the agility program. A roll call vote was taken and found all commissioners in favor of the motion.

The last item was the discussion on a Public Works employee/firefighter responding to a fire within the township. Commissioner Miller started with if an employee would be allowed to leave his job at the township during the day to go and fight a fire. The office found out from the insurance company, once the employee leaves his/her post to go to the fire the insurance changes from the township's workers comp to the fire departments workers comp. He did not have an issue with the employee leaving to fight a fire during the day because it was harder to get fire fighters during that time of day. The concern of paying him would also need to be addressed. He would not approve the employee to leave the township to fight a fire. Commissioner Gagat agreed with Commissioner Miller. There was discussion on the employee punching out when they came back to get their car to eliminate any discrepancy of whose insurance would be liable. Solicitor Start there are liability issues as well. Commissioner Keller feels he would need permission from Brian before leaving a job site. There was discussion on actually punching out or just arriving at the fire scene. The solicitor feels the employee needs to be reminded to punch out and not forget that step due to liability concerns. Commissioner Miller made a motion to table the discussion and was seconded by Commissioner Keller. A roll call vote taken and found all commissioners in favor of the motion.

PUBLIC COMMENTS

Denny Lewis 492 Crescent Blvd. Ext. suggest the township try a shorter road for the chip program instead of Crescent Blvd. Ext. since it one of the largest road.

Kevin Scott Fire Chief asked the township to look into how Moon Township handles their fire fighter employees.

COMMISSIONER COMMENTS

Commissioner Miller forgot to mention part of the Chief's report. He read the department was taking an approach to remove abandoned vehicles from the township. He asked Commissioner Gagat if he passed the speeding information on to the homeowners at Parkwood. Commissioner Gagat said he did. He responded to Mr. Lewis's comment regarding the chipping. He feels this program will extend the life of the road and it is the longest and will be the most expensive to asphalt.

Commissioner Keller stated he, Ms. Crago and Commissioner Sabol attended a meeting with Moon Township and the School board. He was not sure if he should discuss this right now. Commissioner Sabol said the agenda was set and it would be on next months for discussion. He also is requesting the commissioners look ahead and come up with a ten year plan financially instead of year to year like it has been done. Also look at vacant real estate within the township and see if it can be developed.

Commissioner Buccigrossi noted he and Commissioner Miller attended the Spring Allegheny League of Municipalities meeting at Seven Springs. It was very resourceful and met with vendors and other supervisors and commissioners.

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 8:53 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Manager/ Secretary

