

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
September 8, 2016**

Commissioner Sabol stated the Board of Commissioners was in Executive Session from 6:45 PM - 6:51 PM.

On September 8, 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 - none

APPROVAL OF MINUTES

Commissioner Sabol asked for a motion to approve the August 11, 2016 business meeting minutes. Commissioner Gagat 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.

Commissioner Sabol asked for a motion to approve the August 24, 2016 workshop meeting minutes. Commissioner Keller 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.

TREASURER'S REPORT

The Treasurer's report dated August 31, 2016 was presented to the Board for their approval. A motion to accept the August 31, 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	\$ 7,556.18
Invoices due	\$ 23,205.88
Estimated payroll for September	\$ 42,500.00
Highway Fund for street lights	\$ 3,512.07
The total estimated bills for September	\$ 76,774.13

A motion to pay the bills was made by Commissioner Buccigrossi and seconded by Commissioner Miller. 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 August: Notice from the State of PA regarding withholding changes, received renewal rates from our Workers Compensation company, received a road list from PA DOT pertaining to liquid fuels, letter from Sewickley United Methodist Church, notice from MRM Insurance regarding Wcomp claims, the MRM Trustnotes, received a recall notice for one of the Public Works trucks, received a refund check from our unemployment pooled insurance in the amount of \$1419, the Allegheny League of Municipalities annual report, the MTMA meeting minutes, notice from Penn DOT regarding the winter maintenance reimbursement amounts for the 2016-2017 season, the Legislator Locator, notice from Allegheny County regarding Phase 11 of their stormwater management plan and notice regarding a community tire collection that will occur during the months of September and October.

MANAGER'S REPORT

Mrs. Crago reported the office completed the following: contacted Allegheny county regarding a possible winter maintenance agreement, handled Right to Know requests, worked with the County regarding the 911 system, attended monthly managers meeting, filed sheriff sale papers, handled delinquent trash issues, met with Peoples Gas regarding street opening permits, completed the FHWA 536 form, attended a meeting with the engineer regarding a GIS system, sent a letter to the unions regarding the reopening of both contracts, completed legal advertisements, submitted a rough draft for the township newsletter, handled all resident concerns and the normal day to day operations of the administrative office

SOLICITOR'S REPORT

Solicitor Start noted it was a short month and his office worked on the Conditional Use application which was on the agenda this evening for discussion.

ENGINEER'S REPORT

Mrs. Crago reported for the engineer. For the month of August their office completed Year 4 sampling (20% of the outfalls). They will issue the memo on the maintenance and positive test results and follow-up requirements by October. Regarding Riverview Road they met with the Public Works Foreman, Commissioner Gagat and GBBE to review potential remedial options. For the 2016 Road project only remediations remain. They also met with the Township in August to discuss an option for employees to use their GIS software for streamlining paperwork and documentation.

PUBLIC SAFETY

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

- Calls for service 277
- Total citations/ warnings issued 94
- Persons arrested 19

The following repairs were completed: Car 105- preventative maintenance completed, oil/filter changed, tires rotated along with new brakes and rotors. Car 106 was taken to Crivelli Ford for air conditioning issues and the

ambient temperature sensor was replaced under warranty. Car 107- received its annual inspection and emissions. The vehicle was detailed inside and out by Officer Bitts.

The department handled a wide variety of calls this past month. Some calls they responded to do not happen on a frequent basis. They spent many man hours seaching for a missing female and after six days she was successfully located unharmed. They dealt with an undocumented alien who was found sleeping in Shouse Park, with the assistance of ICE, the Department of Homeland Security, Allegheny County Police and Moon Township Police, the situation was resolved. They also investigated the arson of a vehicle and are being assisted by the Allegheny County Fire Marshall's office on the case. The Chief of Police asks members of the community to remain vigilant and report incidents to the department expeditiously.

PUBLIC WORKS

Commissioner Gagat reported their department completed the following in August:

- Trimmed hedges at the monument area
- Prepared and cleaned the pavilions for August rentals
- Cut high grass violations
- Patched potholes
- Continued mowing the Rights of Way
- Replaced street signs in Prospect Street area
- Painted cross walks on McGovern Blvd.
- Picked up litter
- MS-4 work- installed storm pipe on Sautter Drive and cleaned inlets after storms
- Administrative work- facilitated the painting of lines on Purdy and Laurel ridge and responded to resident complaints and concerns
- Met with Moon Township regarding the guide rail that needed to be replaced on Purdy Road

FINANCE

Commissioner Keller noted the township is 66% of the way through the budget year. 85% of the budgeted revenue has been collected and the expenses are sitting at about 64%. If this keeps up there should be some overage. He is working on the 2017 budget and a few items have increased: life and health insurance, MS4 man hours and supplies, vehicles for both the Police and Public Works and pension contributions. He is working with the Township Manager next week on the revenue side. Each year the township ends up with less left over or the township takes more out of the Capital Reserve money. He feels a .25 millage raise will be needed in the near future or the township will need to cut back on expenses to balance the budget. The Township needs to find ways to bring more revenue in to fund the expenses. It is easy to cut expenses but when you cut them you cut the level of service to the residents.

PARKS AND RECREATION

Commissioner Buccigrossi stated the next Recreation board meeting is September 19 to discuss the Halloween Party and parade that will be held on October 22. The Parks Board purchased ten new picnic tables for the parks. Family Fun movie night will be held on Saturday September 17 starting at 5 PM at Shouse Park rain or shine. The Fall Festival will take place on Saturday October 22.

FIRE DEPARTMENT

Denny Lewis stated their Sportsman Bash is scheduled for October 1. There were a couple calls last month and one river call from a tragic accident in Ambridge. Training continues every Monday.

VALLEY AMBULANCE

Mrs. Crago reported for Wendy since she was unable to make the meeting. Their audit is still ongoing. An ambulance was remounted on a new gas chassis and saved the department around \$30,000. They have applied for a \$6,000 grant from the PA Fire Company, Emergency Medical service grant.

EMERGENCY MANAGEMENT

Denny Lewis reported there are some training sessions coming up next week that he will be attending. He submitted his budget for 2017.

OLD BUSINESS- none

NEW BUSINESS

The first item was the motion to approve the transfer of \$10,000 from the General Fund to the Police Vehicle Fund. Commissioner Miller made a motion to approve the transfer 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 second item was the motion to approve the transfer of \$10,000 from the General fund to the Public Works vehicle fund. Commissioner Gagat made a motion to approve the transfer 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 third item was the discussion and motion on the purchase of three new desktop computers for the Police station in the amount of \$2697.00 from Response Computer Service, Inc. Commissioner Sabol reminded the commissioners a copy was included in the packets. Commissioner Miller reminded everyone of the discussion in past months regarding a new server for the department. The gentlemen reviewing the computers felt the desktops were old and should be replaced in the near future. Included in the packet was a quote. The price that was given was better than one for the office almost 3 years ago and these have more RAM. Commissioner Miller made a motion to approve the purchase 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 fourth item was the discussion and motion to approve the 2017 Minimum Municipal Obligation (MMO) for the Non-uniform and Uniform pensions. Commissioner Keller made a motion to approve the MMO 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 set Crescent Township Trick or Treat for Monday October 31, 2016 from 6:30-8:00 PM. Commissioner Buccigrossi made a motion to set the date 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 sixth item was the discussion to renovate the Davis pavilion. Commissioner Buccigrossi indicated the Parks Board would like to completely renovate this pavilion in the future and replace the concrete that has been cracked. Preliminary costs from the engineer indicate it could cost over \$40,000. Possibly grants will be researched for this project. They are also looking for possible sponsorship to fund the project.

The next item was the discussion on the replacement of Sautter Park sign. Commissioner Buccigrossi noted the Parks Board would like to replace this sign in the near future due to its deterioration. Commissioner Gagat said public works will help install the sign once it has been purchased. The board is reaching out to the gentleman who made the new picnic tables.

The eight item was the motion to approve/deny the Conditional Use application from SBA Towers V, LLC & Pittsburgh SMSA Limited Partnership DBA Verizon Wireless. Commissioner Miller made a motion to approve the application 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 last item on the agenda was the motion to approve the resignation of part-time police officer Joseph Shutka. Commissioner Keller made a motion to approve the resignation and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

PUBLIC COMMENTS

Denny Lewis of 492 Crescent Blvd Ext. He suggested looking at the boy scouts for a possible Eagle Scout project. He also looked into a generator for the township through the Senator. They provided sites for the office to review. The generators were too small for the building and were diesel. He is going to check at the Emergency Management meeting next week for more options. Mrs. Crago noted a representative from a generator company came in earlier in the week to review the building and give an estimate on the size and price of a generator for the municipal building.

COMMISSIONER COMMENTS

Commissioner Buccigrossi is really excited about the next couple of months and the activities that have been planned, from the Fall Festival, Halloween parade and party with Santa Claus. All meetings are open to the public and encourage residents to attend.

Commissioner Keller indicated all the department budgets were turned in on time. On September 15 the township will be receiving the health care renewal rates.

Commissioner Gagat stated the workers are on Sautter installing the storm drains and should be finishing up within the next 2-3 weeks. The Riverview Drive project will be started after the completion of Sautter.

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 7:34 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Secretary / Manager

