

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
October 13, 2016**

Commissioner Sabol stated the Board of Commissioners was in Executive Session from 6:00 PM - 6:55 PM to discuss personnel issues

On October 13, 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

Denny Lewis 492 Crescent Blvd Ext. wanted to comment on the item #4 under new business. He feels the Fire Department moving to the Allegheny County 911 system is good for the community and is no reflection on the service they have received from Moon Township.

APPROVAL OF MINUTES

Commissioner Sabol asked for a motion to approve the September 8, 2016 business meeting minutes. Commissioner Buccigrossi 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 September 30, 2016 was presented to the Board for their approval. A motion to accept the September 30, 2016 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	\$ 98,358.55
Invoices due	\$ 170.50
Estimated payroll for October	\$ 44,000.00
Highway Fund for street lights	\$ 3,520.78
The total estimated bills for October	\$ 146,049.83

A motion to pay the bills 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.

CORRESPONDENCE

Mrs. Crago stated the office received the following for the month of September: The MRM Trustnotes, notice regarding PA withholding requirements, the renewal for the Township's Worker's Comp insurance, notice from the Times regarding publications, notice from PNC regarding the credit card terms, minutes from MTMA and Creswell Heights Joint Authority, a thank you from Mars VFW Auxiliary regarding a Random Act of Patriotism by flying American flags along McGovern, notice from Creswell Heights Joint Authority regarding a tank improvement project, channel changes from Verizon, a draft copy of Allegheny County's Stormwater management plan phase 2, notice from the DCNR regarding the grant applications for 2017, notice from the PennDOT noting the township is estimated to receive approximately \$79,000 in Liquid Fuel funds for 2017, and from the Commonwealth of PA the Township received a little over \$46,000 toward Pension Aid for the uniform and Non-uniform employees. This amount covered the Township MMO at 100% and no taxpayer funds were used.

MANAGER'S REPORT

For the month of September the office completed the following:

Completed documents regarding health insurance coverage for the employees, worked on the 2017 budget, was in contact with Allegheny County regarding 911 numbering and tax exempt parcels, submitted a preliminary CDBG grant to the COG, contacted the insurance company regarding renewal rates, worked on the township newsletter which should be mailed within the next week or two, handled resident complaints, contacted various companies regarding the replacement of the monument along McGovern, advertised for a zoning hearing, reviewed the 2017 financial audit, met with the engineer regarding MS4 requirements, provided documents necessary for hauling and road opening permits and handled all other day to day operations of the township.

SOLICITOR'S REPORT

Solicitor Start noted his office has numerous discussions with the Developer's attorney and the Township engineer regarding the Verizon Communication tower. A Developer's agreement has been reviewed and revised and are awaiting further revisions.

ENGINEER'S REPORT

Mrs. Crago reported for the engineer. For the month of September their office completed the annual required MS4 employee training (October 7, 2016), regarding the 2016 Road program only restoration remains, they have reviewed the Developers Agreement for the Verizon Communication tower and submitted to the CharWest COG the pre-application for Shouse Park improvements for the CDBG Year 43 project.

PUBLIC SAFETY

Commissioner Miller reported the following for September:

- Calls for service 208
- Total citations/warnings 97
- Arrests 4 (DUI, resisting arrest/disorderly conduct, warrant arrest)
- Miles traveled 4,346

Repairs and maintenance completed:

Car 105- no maintenance; Car 106- oil change, tires rotated, breaks changed and annual inspection. A tire had a large piece of metal stuck in it and was changed by Grady's; Car 107- remove and plug a hole in the driver's side tire two times

Schooling and Seminar: Office Hartman attended Female Enforcers training in Richfield Ohio.

Community Correspondence: Residents are reminded school is in session and use caution when traveling the roadways during pick up and drop off bus times. A small change purse was turned into the department after it was found in the fire department parking lot. It is believed to belong to someone attending the sportsman bash at the fire department. Contact the department and describe your property to have it returned. All first responders and Township employees did an outstanding job involving a crash along McGovern Blvd. The incident was handled very professionally.

Commissioner Miller commended the Fire Department for a fine job they did on the Sportsman Bash. He is looking forward to the next one.

PUBLIC WORKS

Commissioner Gagat reported for the month the department prepared and cleaned the pavilions for September rentals, cut high grass violations, finished painting cross walks on McGovern Blvd, picked up litter, kept the parks and bathrooms clean. MS4 worked completed: completed installation of storm pipe for Sautter Drive, completed restoration work for Sautter pipe project, and cleaned inlets before and after storms.

FINANCE

Commissioner Keller stated the township is 75% through the fiscal year. Collection percentage is 90.5% of the budgeted revenue and spent 70.4% of the expenses. He urges everyone to be cautious with their spending. The police overtime budget is at 50%. Their overall budget for the year so far is at 68% and Public Works is at 66%. He has a very preliminary 2017 budget yet cannot submit it to the Board since there are some line items numbers that are lacking. He will email it to the Board once the figures have been obtained. He asks all questions be relayed to him before the next meeting so it can be presented to the Board and the advertising of the budget stays on track.

PARKS AND RECREATION

The annual Halloween parade and party will be held on Saturday October 22 at 1 PM and will be meeting on Main Street and proceeding to the fire department. Following the party the Parks Board will be holding a Fall Festival at Shouse Park from 1-7 PM. There will be vendors, a chili cook off, food, car cruise, games and raffles.

CRESCENT TOWNSHIP FIRE DEPARTMENT

Chief Scott said the sportsman bash was a success and much needed revenue was received. New gear racks were received from the State and will be delivered shortly. They are still recruiting.

VALLEY AMBULANCE

Wendy Schulenburg stated Valley has started their fund drive and every little amount is appreciated. She noted a personal issue occurred when her dad's garage burnt down. The fire department was fabulous and Crescent residents are fortunate to have the public safety offered to them. She was concerned because 911 relayed to the fire department there was a car fire. She is interested in hearing why the Fire Department was changing dispatchers.

EMERGENCY MANAGEMENT

Denny Lewis indicated he attended a training class on pipeline safety. There is complete cooperation between police, fire and EMS within this township as was seen during the car accident on McGovern. There was one complaint regarding the road being shut down. He would like residents to know a road is shut down for very good reasons. Workers are cleaning up accidents while walking along the road. These individuals would be in danger if cars were still driving by. MS4 requirements now dictate cleaning up accidents must be done properly and will cause roads to be shut down until they have been cleaned in their entirety. Please be patient with situations like this.

OLD BUSINESS – none

NEW BUSINESS

The first item was the motion to accept the Crescent Township financial audit for year ending December 31, 2015 as received by appointed Auditor, Mark C. Turnely, CPA. Commissioner Keller made a motion to approve the audit and was seconded by Commissioner Gagat. Commissioner Gagat stated the Township auditor has issued an adverse opinion on the financial statements due to the fact that the Townships financial statements were prepared on a cash basis, which is not recognized as Generally Accepted Accounting Principal (GAAP) instead of an accrual basis which GAAP requires. He wanted to know why the Township used the cash basis instead of the accrual basis which would present a more accurate picture of the financial health of the Township and would be more favorably accepted in the financial markets. Commissioner Gagat also stated that the adverse opinion by our auditor is only due to the cash basis presentation and does not imply that there is anything improper in the Townships financial statements. Commissioner Keller stated it was easier in his opinion to come up with an end of year analysis versus accrual. He asked for Mrs. Crago's opinion on the matter. Mrs. Crago stated it had been set up that way since she started. She could only speculate it was because the township commonly practiced moving any extra funds into the Capital Reserve at the end of the year and to start off with a zero balance in the General Fund. Commissioner Gagat would like to see the Township move to preparing financial statements on an accrual basis for the future. Commissioner Keller did not see an issue of changing. A roll call vote was taken and all commissioners were in favor of the opinion.

The second item was the motion to approve the purchase a propane heater from AP Cipriani Heating and Cooling for the Public Works storage garage in Shouse Park, total price \$2900. Commissioner Gagat stated the heater is going to be used to keep the storage garage warm during the winter months and the department can store the backhoe there during the winter months and avoid the unnecessary road conditions it has experienced in the past when bringing it from the main garage over to the salt shed located at Shouse Park. Commissioner Keller felt this purchase will save time for the workers and their driving safety. The heater up there is completely outdated. Commissioner Gagat made a motion to approve the purchase and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

The third motion was the discussion and motion to approve the Civil Service commission to advertise and start the hiring process for one Part-time police officer. Commissioner Miller stated the eligibility list has been depleted and a new one needs to be established. Commissioner Miller made a motion to approve the advertising and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

The fourth item was the discussion and motion to approve the volunteer Crescent Township Fire Department to pursue 911 services through Allegheny County. Commissioner Keller was concerned about the garage fire that was called in as car fire. He could see an advantage of going to Allegheny's 911. Allegheny County 911 dispatchers can provide a ton of information to the responders. Commissioner Miller had concerns about the radios. Chief Scott noted Allegheny County has come out already and found the signal is very good as has driven every road in the township, better than Moon Township. They have no issues with Moon Township. They feel they a low on the communication chain. Discussion continued about concerns about not being dispatched during accidents. The Chief explained their department will tell Allegheny County when they should be dispatched. There are 196 departments in the County and less than 10 are still on the ring down system. Their department would have moved forward years ago if the infrastructure was in place. Now it is available and this will hopefully give the residents a better response time. Commissioner Miller made a motion to approve the change and was seconded by Commissioner Keller. Discussion continued about getting a receiver on the new Verizon tower. A roll call vote was taken and found all commissioners in favor of the motion.

PUBLIC COMMENTS

Cora Minech 572 Sautter Drive wanted to express her disappointment with the way families were treated during the Sautter Drive project. The balance of the street has not been paved and she fears the road will get worse in the winter.

Denny Lewis 492 Crescent Blvd Extension wanted to remind everyone Halloween will be on October 31 from 6:30-8 PM. The Fire department and police will be out in full force and drive carefully.

COMMISSIONERS COMMENTS

Commissioner Miller wanted to thank the Fire Department for the outstanding gun bash they hosted. He also thanked all the departments in the township for the good job they are doing.

Commissioner Buccigrossi wanted to thank the Parks and Recreation Boards for everything they do. More volunteers are needed to help out each of these Boards.

Commissioner Gagat stated the Riverview Road project has begun and should be completed this week or next week.

Commissioner Keller thanked the fire department for the gun bash. He wanted everyone to be careful over Halloween. He also thanked public works for their job on Sautter Drive and did an excellent job of saving the township money.

Commissioner Sabol thanked the fire department for explaining the 911 system. He thanked the residents, Boards, employees and the commissioners.

A motion to adjourn the meeting was made by Commissioner Sabol and was seconded by Commissioner Keller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 7:47 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Secretary / Manager