

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

Commissioner Sabol announced the Board was in Executive Session from 6:46 P.M.–6:53 P.M.

On December 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 November 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.

APPROVAL OF WORKSHOP MEETING MINUTES

Commissioner Sabol asked for a motion to approve the November 16, 2016 workshop meeting minutes. Commissioner Gagat made a motion and was seconded by Commissioner Buccigrossi. 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 November 30, 2016 was presented to the Board for their approval. A motion to accept the November, 2016 Treasurer's Report as received was made by Commissioner Buccigrossi and seconded by Commissioner Keller. 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	\$ 2,615.38
Invoices due	\$ 19,692.27
Estimated payroll for December	\$ 38,000.00
Highway Fund for street lights	\$ 3,518.78
The total estimated bills for December	\$ 63,826.43

A motion to pay the bills was made by Commissioner Keller and seconded by Commissioner Gagat. 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 November: Meeting minutes from MTMA, fuel adjustments for salt from ShaCOG, Comcast price and channel changes, the Legislative Locator, and MRM Trustnotes.

MANAGER'S REPORT

Mrs. Crago reported for the month of November the office completed the following: handled delinquent garbage issues, did the required advertisements for the TAN Loan and budget, submitted the community Banner application, worked with the engineer regarding the proposed Stauton Heights plan and discussed the 2017 road program, completed Right to Know requests, attended a DCNR meeting, worked on a workers comp injury claim, completed the open enrollment for health insurance, completed webinars on Employment Laws and Personnel Management and Human Resources, finalized the budget document, worked with the Solicitor on a driveway easement, handled resident concerns and every other day to day operations of the township.

SOLICITOR'S REPORT

Solicitor Start reported that his office Reviewed multiple correspondence and reports from Allegheny County regarding Spring Run Road. Reviewed correspondence from the Township Engineer for a property proposed easement, reviewed testing summary from the Township Engineer for MS4 permit, conducted reviews and legal research in the regarding the Stauton Heights Project and reviewed Right to Know requests and assisted in the responses.

ENGINEER'S REPORT

Ms Crago reported for LSSE. The CDBG Year 42 ADA automatic door opener bids were opened at the Char-West COG, CDBG Year 43 application was transmitted to the COG as required, 2017 road bid specifications for Sautter and Cambon Drive were prepared into a bid package for a joint bid with Moon Township. They reviewed the Camesi-Zubic Subdivision Plan and issued a letter dated December 1, 2016 to the township.

PUBLIC SAFETY

Commissioner Miller reported the following for November:

- Calls for service 133
- Total citations/warnings 15
- Arrests 5 (DUI, disorderly conduct, warrant arrests, simple assault)
- Miles traveled 3,131

Repairs and maintenance completed: Car 105; heater was repaired by Grady's Auto

The report was submitted by Sgt. Krithinithis III due to Chief Longerman off on a Workers Comp injury.

PUBLIC WORKS

Commissioner Gagat reported their department completed the following in November:

- Prepared and setup for election November 8, 2016
- Completed preparing trucks for plowing
- Organized and insulated upper storage building for installation of heater for winter.
- Cleaned gutters and installed spot lights on municipal building
- Picked up litter
- Cleaned up leaves throughout township including parks
- Filled in potholes
- Closed and winterized Shouse Park bathrooms
- Decorate for holidays
- Winterized equipment

MS-4 Work

- Installed new headwall and rip rap on Prospect Street
- Performed outfall maintenance
- Reviewed and updated plans and logs

FINANCE

Commissioner Keller reported that we are 97% completed on this year's budget. We are 91.5% thru the year. We have spent 85% of our expenses. The cut-off date of expenses will be Friday December 9th unless there is an emergency. A couple line items were over but were out of the township's control.

PARKS AND RECREATION

Commissioner Buccigrossi stated the Parks Board had a meeting to set the 2017 schedule of events. The Recreation Board will have the Children's Christmas Party at the Fire Hall at 1:00 PM on Saturday December 10. There will be goody bags for all.

FIRE DEPARTMENT

Denny Lewis reported for the Fire Department. There were no calls last month. The contractor renovating the Fire Department will start in January 2017.

VALLEY AMBULANCE

Wendy Schulenburg noted Cranberry EMS accidently mailed their donation requests to Crescent Township. Any donations they received will be forwarded to Valley ambulance. There will be no December meeting.

EMERGENCY MANAGEMENT

Denny Lewis reported that in case of an emergency situation there will be a warming station set up at the Fire Department. People will be notified door to door or a SWIF reach call will go out.

OLD BUSINESS

A motion to approve Ordinance 564; which if adopted would set the 2017 tax rate at 6.4 mill; 5.9 mills for general expenses and .5 mills for the Fire Department. Commissioner Keller made a motion to approve Ordinance 564 and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

A motion to approve Ordinance 565; which if adopted would appropriate the fund equities, revenues and other financing sources available for the year 2017. Commissioner Keller made a motion to adopt Ordinance 565, the motion was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

Discussion and motion on the bids received for the 2017 TAN loan in the amount of \$250,000.00. After a brief discussion the commissioners went with PNC Bank. Commissioner Keller made a motion to accept the terms from PNC Bank and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

Commissioner Keller made a motion to adopt the 2017 budget and was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

NEW BUSINESS

The first item under new business was to advertise the regularly scheduled Business Meetings of the Crescent Township Boards and Committees for the 2017 year. Commissioner Keller made a motion to advertise for the 2017 meetings 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 discussion the motion the the CDBG ADA entrance bid that has been received. The Board discussed the bids that was received for \$28,968. The amount was over the allotted funds allocated for the doors. A decision was made to only install 2 doors. Commissioner Keller made a motion to install 2 doors for the cost of \$9,656.00 each (public meeting room and senior center) 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 on the termination of a Nathan Beam a probationary employee. Commissioner Gagat made a motion to terminate Nathan Beam 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 to advertise for a new Public Works employee. Commissioner Gagat made a motion to advertise for a new Public Works Laborer 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

Dave Mitchell Riverview Road is the representative for the MTMA. He wanted to bring to the townships attention MTMA is doing a significant amount of sewer pipe renewal during the 2017 year. They will be replacing about 20 runs. Several trucks will be needed. The MTMA engineer would like to send a letter to the residents when the schedule is set. This is not set because it is still out to bid. They are looking for 4 -10 hour days.

COMMISSIONER COMMENTS

Commissioner Miller reminded residents to bring in their pets during the winter months and check on the elderly.

Commissioner Keller wanted to wish everyone a safe and happy holiday.

Commissioner Gagat wanted to note the passing of John Glenn. The first American to orbit around the Earth, United States Marine, served in the Senate and took a ride on the Challenger and passed away at the age of 95. He would like to wish the residents and the commissioners a happy and safe holiday season.

Commissioner Sabol wanted to wish everyone a fortunate New Year. Plus he would like to thank Dave Mitchell for bringing the information to the Board regarding MTMA.

ADJOURNMENT

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 7:28 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Secretary / Manager