

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
March 9, 2017**

On March 9, 2017 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 (via telephone) 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 February 9, 2017 business meeting minutes. Commissioner Miller 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 February 28, 2017 was presented to the Board for their approval. A motion to accept the February 2017 Treasurer's Report as received was made by Commissioner Buccigrossi and seconded by Commissioner Gagat . 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	\$ 21,989.89
Invoices due	\$ 13,879.34
Estimated payroll for March	\$ 38,000.00
Highway Fund for street lights	\$ 3,521.86
The total estimated bills for March	\$ 77,391.03

A motion to pay the bills was made by Commissioner Miller 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 correspondence in the month of February: the MRM Trust notes, notice from Verizon regarding price and channel changes, an Open House invitation to

Senator Reschenthaler new office, meeting minutes from MTMA, the PAMA conference invitation, and notice Crescent Township has received the 2017 Banner Community for two years in a row. Last year was the first year the township has ever received the award.

MANAGER'S REPORT

Mrs. Crago reported for the month of February the office completed the following: contacted PNC regarding a new township credit card, completed the quarterly emergency Management review, worked with the auditor regarding the 2016 financial report, met with Mosites regarding a possible parking lease, distributed required health insurance forms to employees, conducted interviews for the PW laborer position, completed the following webinars: Basic Municipal Planning, Marijuana in the workplace, and Municipal conflicts, also attended an Ethics Minefield class, a Pittsburgh Airport Area Chamber of Commerce meeting regarding the State of the County address, and Senator Reschenthaler's Open House. Placed a legal ad for the Police officer position, worked with the Solicitor regarding the FD loan with FNB bank, updated the township website, attended the open house with Duquesne Light regarding the replacement of electrical transmission lines through Crescent and surrounding areas, updated the township census worksheet, participated in an employee MS4 meeting, worked with the Code enforcer regarding property violations, sent a letter to the residents on Glen Hays regarding parking concerns in the winter months, handled a Right to Know request, forwarded delinquent tax bills to Weiss, Burkhardt and Kramer, worked with Jordan Tax Service regarding the delinquent 2016 garbage bills and current 2017 garbage bills.

The yearly 2017 Garbage bills have been mailed. If you did not receive a bill, contact Jordan Tax Service for one. Not receiving the yearly garbage bill, does not relieve you from payment or delinquent charges. Their number is located on our Township website, www.crescenttownship.com. The cost has remained the same at \$180 for the year. Ms. Crago reminded residents if they have a vacant property in the township and are requesting a relief, contact the township office regarding guidelines. Please do not wait until your account becomes delinquent. All vacant property requests must be updated yearly.

SOLICITOR'S REPORT

Solicitor Start reported that his office had reviewed multiple correspondence and documents from the Township and Fire Department regarding the Fire Departments loan with First National Bank. Their office has conducted legal research and proposed revised language to the Township's IRS Section 147f Acknowledgment letter which is on the agenda this evening. They have continued dialogue with Attorney Perotti and the Township engineer regarding the Verizon Communication stormwater plan and Developer's Agreement. He is hoping to have a completed document at the next meeting. They also reviewed invoices and Referendum documents regarding the Fire Department and conducted legal research regarding the Building Code and Inspection requirements. Finally they have reviewed multiple correspondences from the Township and conducted legal research regarding the Property Maintenance Code and procedure for Administrative search Warrants. He cautions the residents to make sure building permits are obtained before working on their property.

ENGINEER'S REPORT

Ms. Crago reported for LSSE. LSSE is awaiting notification from the COG to proceed with the CDBG Year 42- ADA Automatic Door openers. Regarding the 2017 roads, Moon Township has placed the bids. The bid opening will be March 22 at 11 AM. They also released to reviews to the Township: Telecommunication tower- Stormwater review dated 2/7/2017 and the Camesi-Zubic Subdivision dated

3/13/2017. This follows up on last meetings preliminary approval of the changes request by the applicant. The engineer approved the changes.

PUBLIC SAFETY

Commissioner Miller reported the following for February:

- Calls for service 157
- Assist other Police Depts. 9
- Medical assistance 7
- Total citations/warnings 55
- Arrests 6 (DUI, drug arrest, small amount of marijuana, public drunkenness)
- Miles traveled 4,219

Repairs and maintenance completed: Car 105- spark plugs replaced
Car 107- oil change

Chief Longerman and Officer Hartman both completed mandatory In-service training.

PUBLIC WORKS

Commissioner Gagat reported the department completed the following for February: maintained the roads during winter storm, changed light bulbs at the hockey rink area, painted the multi-purpose room, washed trucks and backhoe, picked up litter, and filled in potholes. MS4 work completed: reviewed all MS4 records, attended a MS4 mock inspection and cleaned inlets. Commissioner Gagat stated he has seen the documents and sees the Township has a strong set of records. Also Mr. Cain presented the binders to the inspector during the mock inspection and was given very good grades. The department has held two rounds of interviews for the public works laborer position. They narrowed it down to 3 qualified candidates. On the agenda this evening is the candidate that was chosen to fill the vacant spot

FINANCE

Commissioner Keller reported for the Township is about 17% the way through the year and has collected about 19.5% of the projected revenue and spent around 12% of the projected expenses. Next week the office is meeting with our PLGIT representative to see if there are ways the township can see a greater return on the reserve money through CD's or a higher interest rate checking account. Commissioner Keller announced he will be stepping down from the Finance chair. Commissioner Sabol asked Commissioner Gagat to fill the open position. Commissioner Gagat agreed to the new chair.

PARKS AND RECREATION

Commissioner Buccigrossi reported the Recreation board met February 24 for their re-organization meeting and planned the Easter egg party. The party will take place on Saturday April 15 at 1PM at Shouse Park. The Parks Board will be having their annual Kids Carnival on March 25 from noon-3PM in the multi-purpose room. There will be games and prizes. Both boards are looking for volunteers to help with these events and others throughout the year.

FIRE DEPARTMENT

JD Kriger the Fire Department's President introduced himself to everyone. He would like to invite all the commissioners down to the department on a Monday evening to see what kind of training their volunteers go through. All firefighters are required to complete 240 hours of training. He would like to have this sometime in May and he is looking forward to working with the township in the future.

VALLEY AMBULANCE

Wendy Schulenburg was unable to attend the meeting but gave a reported to Mrs. Crago to read. The fund drive is still active and residents are encouraged to donate. They have a number of items that are still needed or in the process: 5 new stretchers that cost approximately \$19,239 each, they are remounting an old box on a new chassis that costs around \$85,000 and they need to purchase mobile routers at a cost of \$5000 each for the ambulances to communicate information to the hospitals.

EMERGENCY MANAGEMENT

Denny Lewis stated quarterly training is next Tuesday. There is a training class in later in the year in either Erie or Hershey that pertains to Psychological first Aid. He would like to see all deputies attend this training. Lastly he would like to remind all residents to keep their house number visible so EMS or police can responded in a timely manner. There was a resent incident where a resident placed their garbage in front of the house number in Parkwood Estates and EMS was not able to find the resident in a timely manner. The resident was OK but EMS wished they could have seen the house number earlier.

OLD BUSINESS- NONE

NEW BUSINESS

The first item was the discussion on the request for Moon Township Little League to use Shouse Park for their summer and fall T-Ball. Commissioner Miller said he read over the request and asked for this to be placed on the agenda. He would like to to limit their use of the field from 8 am – 12 noon on any given day. He felt that since this is the townships only field, he would like our residents to have the opportunity to use the field during the summer afternoon and evening months. Commissioner Buccigrossi agreed with this request and stated if they needed the field in the evening to contact the office and things can be worked out. Mrs. Crago asked if there were any restrictions during the fall months. Commissioner Miller stated there was no problem with the request to use the field only Tuesday-Thursday during the fall at no charge. Commissioner Miller made a motion to restrict the use from 8-12 during the summer months 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 discussion on the possible rental of Township property to Mosites Construction Company for a Dashields Dam project that would start in April. Commissioner Sabol noted Mosites and the Township have reviewed the proposed parcel of land that sits in between the public works salt shed and the Dashields dam. Mr. Cain reviewed that land request and felt it can be used for parking rental. Discussion continued on the agreed amount of \$300/month. It was requested Mosites to draw up a rental agreement for review by the township. Commissioner Miller made a motion to approve Mosites to use the parking are for an amount of \$300/month 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 third item was the motion on the approval of the Section 147f Acknowledgment letter regarding the prospective Volunteer Fire Departments building expansion loan with First National Bank. Commissioner Gagat stated this was requested by the Fire department and the solicitor has put together an acknowledgment acceptable by the township. Commissioner Gagat made a motion to approve the Acknowledgment letter 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 fourth item was the motion to accept the resignation of Patrolman Steven Smith from the Crescent Township Police Department effective immediately. Commissioner Miller state Officer Smith was offered a full time position with another township and wished him luck. Commissioner Miller made a motion to accept the resignation 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 next item was the discussion and motion to approve the hiring of Jesse Castelveter for the Public Works laborer position. Wage and benefits as per the collective bargaining agreement and a start date of April 1. Commissioner Gagat stated a group of applicants had been interviewed and was narrowed down to three. A three were well qualified and Jesse was felt to be the best pick for the department. It was noted all background testing was done and was favorable besides minor traffic concerns. Commissioner Keller wanted to make sure he was updated on the union contract and wages. Mrs. Crago noted he was. Commissioner Gagat made a motion to hire Jesse Castelveter to the public works laborer position with a start date of April 1 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 seventh item was the discussion and motion to approve an addendum to the elected Tax Collector's Agreement regarding delayed compensation, allowing two disbursements instead of one. Commissioner Sabol noted a previous agreement was signed and approved by the Board a number of years ago. Ms. Withee is requesting this disbursement to be taken in two lump sums, one this year on April 1 and one on January 1, 2018. Commissioner Miller made a motion to accept the addendum 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 eighth item was the reorganization of Robert Allen Morrison on Boy Scout Troop 198 for reaching the highest rank of Eagle Scout. Commissioner Sabol noted this was a great achievement by this young man and he should be proud of what he has accomplished. A certificate will be given to the troop to read during the ceremony as Commissioner Sabol will be unable to attend since he will be out of town. Commissioner Gagat made a motion to recognize Robert Morrison 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 ninth item on the agenda was the motion to approve Resolution R-6-2017 which restates the Township's Administrative policy. Solicitor Start indicated the previous resolution which was passed in 2013 was not being changed but it is the Boards wish to restate the township position regarding this policy. Commissioner Miller made a motion to accept Resolution R-6-2017 and was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

Commissioner Sabol asked for approval to add an item to the agenda. Commissioner Miller made a motion to allow an item and was seconded by Commissioner Buccigrossi. A voice vote was taken and all the commissioners approved the request.

Approval of an invoice from the Fire Department for a new garage door using Fire Department referendum money was added to the agenda as the last item under New Business by Commissioner Sabol. Commissioner Sabol stated all the commissioners had a copy of the bill and asked for a motion or payment. Commissioner Miller made a motion to pay the bill and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

PUBLIC COMMENTS - none

COMMISSIONERS COMMENTS

Commissioner Miller would like the Board to include Mrs. Christian to all the emails when address the office. This way she will be aware of all the happenings in the absence of Mrs. Crago. Also on March 18, Findlay Township will be holding a recycling event at their municipal building. This will include TV's, laptops, and washer/dryers plus lots more. Items with Freon will be charged \$15 per item to get rid of the Freon. Only 1 TV per vehicle will be accepted. He received this information from the COG and was relaying it on to all the residents.

Commissioner Keller wanted to remind everyone to come out to the Parks Carnival event on March 25 as it will be a good time.

Commissioner Gagat was thankful for normal business as he has been depositions the last few days in Florida.

Commissioner Sabol wanted to thank JD Kriger for coming out to the meeting.

ADJOURNMENT

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 7:40 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Secretary / Manager