

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
July 13, 2017**

On July 13, 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: Joe Sabol, Todd Miller, Jerry Keller, Arthur Buccigrossi and Jeffrey Gagat via telephone

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 June 8, 2017 business meeting minutes. Commissioner Bucigrossi made a motion and was seconded by Commissioner Miller. A roll call vote was taken. Commissioners Keller, Buccigrossi and Miller were in favor of the vote with Commissioners Sabol and Gagat abstaining because they were not present at the meeting. The motion carried.

TREASURER'S REPORT

The Treasurer's report dated June 30, 2017 was presented to the Board for their approval. A motion to accept the June 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	\$ 6,128.04
Invoices due	\$ 29,062.60
Estimated payroll for June	\$ 48,000.00
Highway Fund for street lights	\$ 3,535.26
The total estimated bills for July	\$ 86,725.90

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 reports the office received the following correspondence for the month of June: The MRM Trustnotes, notice from the PA Municipal League regarding updates in statewide legislation, the PLGIT Perspective, notice from the COG regarding a 2018 joint paving program, The Responder newsletter, notice from the SPC regarding the regions active transportation plan, notice from Verizon regarding TV program changes, notice from Comcast regarding a new store opening in North Fayette and channel changes, notice from HIBU stating the Yellowbook will be distributed between September and October of this year and a copy of the PA Borough News.

MANAGER'S REPORT

Mrs. Crago reported the office completed the following in June: handled Sheriff sale information, added additional emails for the Police department, mailed the salt extension letter to Cargill, handled property maintenance complaints, completed right to know requests, completed a transportation and PSATS survey, mailed the yearly amusement tax invoices, followed up on the overweight bond issuance to SBA Towers, completed the ALOM wage/benefit survey, contacted both Creswell Heights and MTMA regarding garbage billing, received the Liquid Fuels Audit, finalized the repayment of the 2017 TAN Loan with PNC Bank and completed all other day to day operational duties.

SOLICITOR'S REPORT

Solicitor Start stated his report was delivered in the packet and if the commissioners had any questions he would answer them. No questions were asked.

ENGINEER'S REPORT

Mrs. Crago reported LSSE will be scheduling a meeting with the Township in July to review the PRP Plan regarding the MS4 permit. Advertisement of the Public Comment period for the PRP's will be issued in July 2017. The plan implementation will require annual budgeting for construction and maintenance of the BMP's. Regarding the CDBG Year 42-ADA Automatic door openers LSSE recommended final payment in the amount of \$19,312. The project has been completed. Lastly, the 2017 road program has been delayed to the end of July 2017.

PUBLIC SAFETY

Commissioner Miller reported the following for:

- Calls for service 208
- Total citations/warnings 92
- Arrests 10
 - Possession of marijuana, public drunkenness, receiving stolen property, disorderly conduct, possession with the intent to distribute (6 oz), carrying a concealed firearm, receiving stolen property, warrant for carrying a concealed firearm, criminal mischief, underage drinking and a harassment charge handled within the department

Maintenance was completed: Car 106- oil and filter change and repaired a tire with a nail

Officer Hartman attended Females in Command, a class she was paid to attend but paid for the schooling herself.

Residents are reminded the police department does conduct vacation home checks and should take advantage of the free service. The Chief also wanted to remind residents there is NO CHARGE to file a fraud report for a credit card. There is a \$15 charge only if you request a copy of the report that has been filed for any incident.

Finally, the department does fingerprint residents at no charge for job applications or background checks. The department does not complete background checks for residents.

PUBLIC WORKS

Commissioner Gagat reported Public works completed the following in June: repaired a street sign on Division, trimmed hedges at municipal building and monument, washed and maintained equipment, filled in potholes, cleaned and maintained parks, tiger mowed and cut grass on Township right of ways, repaired the 2005 dump truck, worked on the State agility work plan-tiger mowed right of ways, cleaned inlets, ditching along the roadways, sweeping of Harper and Bocktown Rd. MS4 work completed: repaired inlet on Crest Drive, inspected and cleaned inlets, repaired inlet on Crescent Blvd.

FINANCE

Commissioner Gagat did not have a finance report for the month was but was happy to see there are no longer pre-signed checks from the Treasurer in the office. He felt this was a security risk.

PARKS AND RECREATION

Commissioner Buccigrossi stated the 4th of July celebration at Shouse Park was a huge success. He wanted to thank the board members, fire department and police who helped that evening. The next event will be Family Movie night in the Park which will be held September 9th at Shouse. The recreation board did not meet last month.

FIRE DEPARTMENT- none

VALLEY AMBULANCE- none

EMERGENCY MANAGEMENT- none

OLD BUSINESS- none

NEW BUSINESS

The first item was the motion to accept the resignation of part-time officer Alexander Bitts. Commissioner Gagat wanted to say what a fine officer he was and wished him luck at him luck. Commissioner Miller made a motion to accept the resignation 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 second item was the discussion on the garbage contract. Commissioner Gagat stated the township reached out to Creswell Heights Water Authority regarding possible billing. This was not accepted as this was not part of their charter. The Township reached out to MTMA and they are willing to bundle the billing as long as Crescent is part of their garbage contract. Their current contract ends at the end of 2018. MTMA's Board and Solicitor will also need to approve the billing. Crescent residents pay \$15/month for garbage only pick and Moon resident pay \$16.50/month for refuse, weekly recycling and at the door pick up on certain items. Discussion amongst the commissioners continued on how the Char-West COG was also trying to go in on a COG wide contract starting in 2019 and the benefits of billing through MTMA versus the current setup which allows residents to become delinquent on their bill. The board further discussed having only a 1 year garbage bid go out with an option for an extension to keep avenues open in case MTMA or the Char-West COG plan do not come through. Solicitor Start will start a draft for advertisement.

The third item was the discussion and motion to assign the wages and duties for the Township appointed Treasurer and deputy treasurer as set forth by the First Class Township code. Commissioner Gagat noted this started to be discussed at the last workshop meeting when the Auditor Mark Turnely was present. Concerns about the pre-signed checks and other duties of the Treasurer took place. Commissioner Sabol noted a resolution was passed out to each of the commissioners for review and asked if there were any questions regarding the reimbursement amount of \$125/month for the duties that were to be performed. Mrs. Crago stated she still would like to sit down with Commissioner Gagat to discuss the clear lines of accounting within the office and Treasurer and set up a policy that would be acceptable to the Board. Commissioner Miller made a motion to accept Resolution R-11-2017 stating the duties and wage of the Treasurer 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 motion to accept the 2016 Financial Audit was prepared by the Township Auditor, Mark Turnely. Commissioner Gagat made a motion to accept the audit 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 fifth item was the motion to accept Resolution R-10-2017, which opposed the elimination of the Community Development Block Grant (CDBG) program from the Federal Fiscal 2017-2018 budget. Commissioner Miller stated this has been used in the past for Township projects. Commissioner Keller also stated the government is passing unfunded mandates and now wants to take away what little funding that is being passed down to municipalities. Commissioner Miller made a motion to accept the Resolution 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 sixth item was the discussion and motion to approve the purchase of four new portable and two mobile radios for the department. Commissioner Miller stated the Chief budgeted for new computers in the vehicles but noted these are needed more at this time. Two quotes were presented to the board for review. Commissioner Miller made a motion to allow the purchase of the radios not exceed \$3,500 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 last item was the discussion on a storage cabinet for the Parks Board. Commissioner Buccigrossi requested the use of an area of the Huwar pavilion to store items that are scattered around the municipal building. Discussion continued on where it would stand and how much

room was needed. The Board agreed a cabinet and even a larger area would be acceptable. The price of a cabinet would clearly be under \$1,000 so Commissioner Buccigrossi would be able to decide that appropriate one without Board approval.

PUBLIC COMMENTS – none

COMMISSIONERS COMMENTS

Commissioner Miller wanted to thank the police officers involved in the drug and gun arrest last month. He also asked residents to buy a fire department gun bash ticket. He wished Jeff's wife a speedy recovery and safe travels home. Finally he asked residents to check on their elderly neighbors and pets during the summer months due to the heat.

Commissioner Buccigrossi wanted to thank again the police and fire department for helping out at the 4th of July event at Shouse Park. Plus both boards are looking for new members.

Commissioner Keller stated how nice the 4th of July event that was held by the Parks Board. He also wanted to remind resident to buy a gun bash ticket as this will help with the purchase of the new addition to the fire house.

Commissioner Gagat wanted to thank everyone for coming out and buy a ticket also.

Commissioner Sabol wanted to thank the Park and Recreation Board for everything they do for the township.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Gagat and was seconded by Commissioner Miller. 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