

**Township of Crescent
Board of Commissioners
Workshop Meeting
May 24, 2017**

On May 11, 2017 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 6:30 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, Jeffrey Gagat and Arthur Buccigrossi

Secretary/ Manager: Kellie Crago

Auditor: Mark Turnley

PUBLIC COMMENT ON AGENDA ITEMS - none

COMMITTEE REPORTS:

PUBLIC WORKS

Commissioner Gagat wanted the Board to know the department received a complaint from a resident on Riverview Road, Mrs. Cook. She complained about the weeds not being cut along the right of way. Commissioner Gagat had relayed to her that the Tiger Mower was out of commission and once back up and running, the weeds would be taken care of. He received an email a few days ago noting everything had been completed.

FINANCE

Commissioner Gagat noted Mrs. Crago has reached out to Creswell Heights regarding bundling of the garbage and water bills. He will attend the next public meeting to ask their Board about bundling the Township garbage bill with their water bill.

OFFICE/MANAGER'S REPORT

Mrs. Crago reported the office is working on updating a number of ordinances that are outdated. The first one is the solicitation ordinance where verification will be completed by the Police department not the administrative office. Another ordinance that is being looked reviewed is the occupancy requirement. This identifies renters living within the township and making sure their EIT tax is being transmitted to Crescent. A Drone Ordinance is under way and is circulation amongst the West Hill Managers. This ordinance is currently being reviewed by Findlay Township's solicitor and will be passed along to everyone else for further review. She informed the board there was a ruling on mini-cell towers and they are not considered a public utility and are not privy to place cell towers in the public utility right of way. She is requesting the Board move forward and purchase a generator as soon as possible. Power was completely lost in the police and administrative office due to a tree pulled down power lines in front of the municipal building. Costars does not seem to have any bids listed. The office received written quotes and depending on the size of the generator, the price could go over the \$19,700 bidding threshold. The automatic door openers have been installed. In order for the doors to work, the push bar needs to be locked into an open position. When this is done, you cannot lock the door. This will be a concern in the

multi-purpose since a renter will need to complete this task if the municipal office is closed. The contractor also gave the Township the name of a contractor who handles metal buildings to help replace the areas in the back that have started to rust.

PARKS/RECREATION

Commissioner Buccigrossi reminded everyone of the Memorial Day reflection at the monument on Sunday May 28 at 1 PM. He has requested public works gather the needed items in case the weather did not cooperate.

NEW BUSINESS

The first item was the discussion on the process of bill payment from the General Fund in accordance with the First Class Township Code. Commissioner Gagat is asking the township to change the long standing procedure of pre-stamping the Treasurers name on the general fund checks. He felt this was a security issue. Discussion started about establishing a pay rate for the Treasurer as listed in the Frist Class Township code and when would the Treasurer need to come in and complete the signing of checks and balancing the monthly books. Ms. Crago recommended the Treasurer have access to Quickbooks in order to complete the monthly reconciliation. The process of entering bills, deposits and payment of the bills was discussed. Remote deposit was suggested by Commissioner Gagat. Mrs. Crago read an email from the PML representative regarding other practices regarding bill payment. Mark Turnley discussed how nice of a job the Township was doing by having three individuals review the bills and checkbook, especially one that was not in the office. He does suggest at least one live signature and a commissioner cross check the actual printed check with the bill for accuracy. This procedure is already done within the office and he felt this was good payment control. He did agree with Commissioner Gagat on the pre-signed checks. Mr. Turnely stated his entire client have three signatures on every check. Commissioner Gagat wanted to have the solicitor check to see if it is required to have three signatures on the checks, as he wanted to eliminate the secretary/assistant secretary's signature line to strengthen internal controls. The discussion continued on what re-occurring bills, mostly utilities and insurance, should be paid in between meetings and what bills should only be paid after the Board approved them at the monthly meeting. Mark Turnley indicated only the bills that were subject to discount or penalty should be paid in between meetings. Commissioner Gagat also had concerns on how ACH bill payments are entered into Quickbooks. Checks are sometimes printed in error as they are entered into accounts payable like the other bills and leaves the possibility of payment of these bill two times. It has been noted, no ACH payments have ever been duplicate paid. Discussion continued on using separate folders for check and ACH bills. Mark Turnely stated he would talk to his one employee who was well versed with Quickbooks to see if there was a way to separate the check and ACH bills.

The second item was discussion on the review of payroll in accordance with the current Police CBA. Commissioner Gagat noted during a payroll timesheet review he and the Chief had a discussion regarding payment for hours worked for an officer. Subsequently, holiday pay overtime was discovered to have been almost paid in error to an officer. Commissioner Gagat wanted to know if an audit should be administered to see if an officer was over or under paid in the past. The Board discussed the timesheet redesign for the police department and a possible electronic time clock

The third item was the discussion on a Cash vs Accrual basis for the Township. Commissioner Gagat stated he was looking to establish a larger road program and to use a bond to fund the project. He wanted the Auditor's opinion on if the township needed to move to an accrual basis in order to receive a better interest rate. Mark Turnley discussed the GAAP financial changes years ago. Municipalities were to adopt full accrual accounting. He stated all his clients that are cash basis have not seen any higher interest rates than those that were full accrual. Commissioner Gagat would like to talk to another cash municipality that has gone out for a bond. Mark Turnely was asked to describe to the Board how to

assign money without having to move it into separate bank accounts. He stated it is OK to have a balance in your general fund that is unassigned. Two other options were assigned or committed funds. He explained the process for both options. Committing funds needs to be done by Resolution before the end of the year. Both options can be changed in the future but need to be disclosed. Assigned and Committed funds can have their own budget or be used in accordance with the general fund balance.

The fourth item was the discussion and motion for the Police Department to purchase TraCS (Traffic and Criminal Software). Chief Longerman stated this would allow the officers to issue tickets electronically and eliminate the need for officers to deliver tickets to the District Magistrate. It also will print tickets immediately in the cruiser. This has been budgeted under capital purchase for the department. Commissioner Miller made a motion to approve the purchase of TraCS software up to \$4000 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 request approval to transfer funds from the 2016 budget allocation for the purchase of one new Taser X269, approximate cost of \$850. Discussion continued on how many were needed for the department now that there were four new officers. Chief Longerman noted the quote that was received and budgeted for has increased to \$1089.11. Commissioner Gagat made a motion to purchase a new Taser up to the amount \$1090 and was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The sixth item was the motion to transfer \$15,000 from the General Fund into the Police vehicle fund as budgeted. Commissioner Gagat made a motion to 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 seventh item was the discussion and motion to approve the purchase of a 2017 Ford Explorer for the Police department. Chief Longerman presented four different CoStar pricing. He is requesting a grey Explorer at Koch 33 for \$27,498 and has it outfitted by IBIS Tech for the amount of \$7,615.25. Commissioner Miller made a motion to approve the purchase of a 2017 Ford Explorer from Koch 33 with IBIS Tech outfitting it at a price not to exceed \$37,000 with \$27,000 taken from the Police vehicle fund and remaining amount from the General Fund Balance 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 next item was the motion to approve the hiring of the following three part-time police officers pending the review of the Civil Service Board: Jay Griffith, Jesse Broda and Anna Jandric. Commissioner Miller made a motion to approve the hiring 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 ninth item was the discussion on renewal options regarding an electrical supplier. Mrs. Crago explained to the Board the Township contract with Direct Energy was ending July 2017. She presented quotes from three separate suppliers along with Duquesne Light's rate which would be effective June 1, 2017. The Board discussed the options and the rates that were presented. Commissioner Miller made a motion not to renew the contract at this time due to the current rates and transfer back to Duquesne Light Company 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 tenth item was the discussion regarding the MCSAP (Motor Carrier Safety Assistance Program) and the Police department. Chief Longerman explained the purpose of the program and how the Castle Shannon Police Department would offer the use of their trained MCSAP officer and allow our officers to actually write the tickets. This was discussed with the Castle Shannon Mayor. The mayor is asking the

Crescent Township board's approval for mutual aid. Commissioner Miller made a motion to ask for mutual aid from Castle Shannon and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

The last item was discussion on the purchase of a new salt shed for the Public Works department. Commissioner Gagat passed out current pictures of the damaged foundation and bent support beam and a quote that Brian Cain had obtained by a CoStars vendor for a new salt shed. There was discussion on complete replacement on the salt shed and removal of the old one, or keeping the old one for storage use, and the size needed for the township. He noted the cost would be \$59,037 for a new one and hopefully use liquid fuel monies to help with the purchase. The price of the new one would hold 1200 ton versus the current 300 ton. The Board would like to have the engineer look at the current structure to see how solid it is and if it could be used for just storage for maybe the next five years. Commissioner Miller discussed the make-up of the structure and fabric top along with warranty. He noted this will be a purchase for next year's budget.

PUBLIC COMMENTS- NONE

COMMISSIONER COMMENTS

Commissioner Gagat just wanted to comment on the tragedy of the dam send his condolences to the family.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Sabol and was seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 9:02 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago
Secretary / Manager