

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
October 12, 2017**

On October 12, 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

Manager/ Secretary: Kellie Crago

**PUBLIC COMMENT ON AGENDA ITEMS - NONE**

**APPROVAL OF MINUTES**

Commissioner Sabol asked for a motion to approve the September 14, 2017 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Gagat. Commissioner Keller felt wording under the second item under old business needed to be corrected as Commissioner Sabol and Commissioner Miller cannot make the first motion to remove an item from the agenda. A roll call vote was taken and found all Commissioners in favor of the motion.

Commissioner Sabol asked for a motion to approve the September 20, 2017 workshop meeting minutes. Commissioner Buccigrossi made a motion to approve the minutes and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion besides Commissioner Keller. He abstained from the vote since he was not present.

**TREASURER'S REPORT**

The Treasurer's report dated September 30, 2017 Treasurer's Report as received was made by Commissioner Gagat 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 | \$ | 0.00      |
| Invoices due                                   | \$ | 44,292.97 |
| Estimated payroll for September                | \$ | 48,000.00 |
| Highway Fund for street lights                 | \$ | 3,549.37  |
| The total estimated bills for September        | \$ | 95,842.34 |

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 noted for the month of September the office received the following: change notice from Comcast, notice from HUB international regarding the change of provider for the Township's Public officials management and employment practices and police professional liability insurance, notice regarding the 2020 US census, meetings minutes from MTMA from May – June 2017, notice from the COG regarding bids received for the ADA walkway at Shouse Park, renewal rates for the 2018 medical vision and dental program, the PLGIT perspective, notice about a pre-winter meeting for salt, along with two payments from the State : For the Volunteer Fire relief they received \$13,105.69 and the Township received \$35,866.62 for the General Municipal Pension System Fund.

## **MANAGER'S REPORT**

Mrs. Crago reported for the month of September the office completed the following: filed an insurance claim regarding a Fire Department boat, worked with the engineer to set up the GIS system for the township, completed the garbage and Lamar contacts, attended the monthly manager and MBS insurance meeting, meet with BIU regarding property maintenance issues, completed Right to know requests, completed a webinars on Employee work performance and health insurance options, filed a Workers compensation claim for the Fire Department, worked on the 2018 budget with department heads, and all other day to day requests and concerns from residents.

## **SOLICITOR'S REPORT**

Solicitor Start indicated for the month he provided legal services regarding personnel matters in addition to reviewing documents regarding the ShaCOG garbage option.

## **ENGINEER'S REPORT**

Mrs. Crago reported the engineers transmitted the NPDES General Permit renewal application and the PRP to DEP on September 15, 2017. The CDBG Year 43 bid documents were transmitted to the Char-West COG on September 18, 2017. The bid opening was October 6, 2017. Work on the 2017 road program began October 2 and anticipated to be finished the week of October 9. Finally LSSE met with the Township to the week of October 9 to review generator needs and develop a scope of preparation of bid documents.

## **PUBLIC SAFETY**

Commissioner Miller reported for the month of September the following:

|                                      |     |
|--------------------------------------|-----|
| Calls for service                    | 255 |
| Assist other police departments      | 12  |
| Medical assistance                   | 13  |
| Warnings issued for traffic offenses | 64  |
| Non-traffic citations                | 3   |
| Traffic citations                    | 48  |
| Parking citations/warnings issued    | 2   |
| Total for the month                  | 117 |

|                                 |   |
|---------------------------------|---|
| Persons arrested for the month: | 4 |
| -DUI and underage drinking      |   |

Police cars traveled: 5,865

Service completed: Car 105-engine temperature/transmission issues  
Car 106-water pumped replaced under warranty  
Car 107-headlight replaced

Seminars: Officer Hartman attended PA Inspection regulation enforcement training. Chief Longerman attended Instructor Development Training. Officers Krithinithis, Hale, Hartman, Laffey, Page, Tice, Scott and Cercone attended mandatory firearms qualifications at the Allegheny County Police Training Academy.

The Crescent Township Police Department would like to remind all residents to be safe and vigilant while trick-or-treating this year. All children and teens should trick-or-treat with an adult present. Glow sticks and reflective materials are suggested to increase visibility and safety. All adults are reminded to inspect your children's candy and have a happy and safe Halloween.

## **PUBLIC WORKS**

Commissioner Gagat reported for the month of September Public Works completed the following:

- Excavated for the installation of the slide at Shouse Park
- Placed playground mulch around the new slide and all around all existing play areas in Shouse Park
- Removed trees on Township property at municipal building
- Cleaned and maintained parks
- Cleaned storage area located at Shouse park
- Picked up litter
- Patched potholes
- MS4 work : replaced inlet and 160 ft of pipe at the intersection of Anderson and Hart Drive and inspected and cleaned inlets
- Crack sealed some areas

## **FINANCE**

Commissioner Gagat reported the Township is on the last quarter of the budget and have collected 90.96 % of the budgeted income. The highway and streets has a zero amount so far and he was wondering when this payment would be received. Mrs. Crago stated it should come in in November. The expense side shows the General Government at 71.45 %, police is at 72.5%, and Public Works is at 42% but that does not represent the road budget. Mrs. Crago noted the road bid came in under \$100,000 and the first payment should come in next month. The overall expense side is at 69.57 % which is below budget.

## **PARKS AND RECREATION**

Commissioner Buccigrossi indicated the Fall Festival is Saturday October 14 from 1-5 PM. There will be food, vendors, crafts and a car cruise. It should be a great time. The Recreation Board is finalizing plans for the Halloween parade that will be held October 28 from 1-3 PM starting on Main Street. Halloween will be on October 31<sup>st</sup> from 6:30-8 PM. On November 7 raffle tickets will be on sale for the yearly basket of cheer. In December the Parks Board will show the Polar Express in the multi-purpose room starting at 5 PM.

## **CRESCENT TOWNSHIP FIRE DEPARTMENT**

Glen Krieger wanted to thank the Police department for directing traffic at the sportsman bash held at the fire department this past weekend. The event was a huge success. The department ran six calls since the last meeting. Two are under investigation. The addition is moving along. The Char West Fire group will be sponsoring a Fire Dynamic class by Allegheny County Fire Academy and will be holding a Firefighting Essentials class in January for new firefighters at their fire station. He offered firefighters the opportunity to participate in the Fire Vest Program where individuals can go to Community college for free for two years if a person volunteers their time at a VFD for five years. It is Fire Prevention week and he would like to remind families to hold fire drills and escape route plans.

## **VALLEY AMBULANCE AUTHORITY**

Mrs. Schulenburg reported the fund drive requests were mailed out yesterday.

## **EMERGENCY MANAGEMENT – NONE**

## **OLD BUSINESS**

The first item was the discussion on Vacuum truck services for the Township. Commissioner Keller noted on the memo from the COG the price for fuel in one paragraph was added into the price but in another paragraph it indicates fuel was additional. Commissioner Gagat indicated on an outside quote that was received, two individuals would be provided and the COG only had one employee on the Vac truck and a municipal employee along with the additional price a fuel was needed. Mrs. Crago noted Brian Cain was requested to contact Michelle from the COG to discuss the Vac truck services. One item that was consistent was one municipal employee would accompany either the outside vendor or the COG employee with cleaning the storm sewers. Our employee would be in charge of removing the catch basin grates in order to speed the process up. Commissioner Miller felt we know what the outcome would be with the COG and with the new guy he sees the difference from last year. We would not know the outcome from the outside person. He said the COG got the new person because they did not like the last guy. Discussion continued on the prices and services offered by other outside vendors versus the COG service. The suggestion was to see how well this new guy would work out and if he did not increase production, then they would change next year. Commissioner Miller made a motion to use the COG for the vac truck and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion besides Commissioner Gagat. The motion passed.

The second item under old business was the discussion / motion on the purchase price for a new Public Works truck. Commissioner Gagat stated at the last meeting there was a motion to purchase a public works truck and the approved amount was was not enough because the trade in value did not come in as high as anticipated. Discussion continued on adding additional amount for original purchase price. Commissioner Keller made a motion to purchase a new F550 with plow for \$96,000 and use the Liquid Fuels and the sale of the 2005 F550 for the down payment. Commissioner Buccigrossi seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

## **NEW BUSINESS**

The first item was the discussion to place the Township owned 2005 F550 truck up for sale. Discussion took place amongst the commissioners on the minimum bid and where the sale would take place. Commissioner Gagat made a motion to place the truck on Municibid with a starting price of \$12,000 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 second item was the discussion on the purchase on ten bicycle safe grates and inlets for the MS4 program totaling around \$4200. Commissioner Miller made a motion to purchase the items 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 to accept the resignation of part-time police officer Kevin Scott. Commissioner Keller 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 fourth item was the discussion on the bids received for the ADA walkway for the CDBG project at Shouse Park. Commissioner Buccigrossi noted from what he is reading from the COG issued letter, only one bid was received and they suggest denying the bid at this time because the price is \$10,000 over the engineers estimated cost. Commissioner Keller made a motion to deny the bid and re-bid the project as suggested by the COG. This 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 transfer \$10,000 from the General Fund into the Public Works Vehicle fund. Commissioner Keller made a motion to transfer the money 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 last item was the discussion on the 2018 medical insurance renewal rates. Commissioner Gagat noted the 10% rate increase for the Township was favorable as rates in the private sector are well above 10%. He was impressed with the figure. Commissioner Miller made a motion to accept the 2018 renewal rate for the current PPO plan 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**

## **COMMISSIONER COMMENTS**

Commissioner Miller wanted to thank everyone who came out to gun bash that supported the Fire Department. He also wanted to remind everyone to be careful during trick or treat.

Commissioner Buccigrossi wanted to thank everyone who showed up for the Fall Festival, especially the Police Department's presence. The Parks and Recreation Board are always looking for new residents to volunteer and help.

Commissioner Keller thanked those that helped out by supporting the Sportsman Bash. He reminded residents to practice fire prevention before a fire actually occurs. The Fire Department will be out during Halloween night and stay safe.

Commissioner Gagat stated Commissioners Miller, Keller and himself attended a Pipeline Safety meeting last night. The meeting was interesting and informative.

Commissioner Sabol wanted to comment on the Gun Bash about it being a huge success. Everyone looked like they were having a great time.

### **ADJOURNMENT**

A motion to adjourn the meeting was made by Commissioner Miller and was seconded by Commissioner Keller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 7:44 PM.

Respectfully Submitted,  
Certified as a true and correct copy

---

Kellie Crago  
Manager / Secretary