

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

On November 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: Joe Sabol, Todd Miller, Jerry Keller, Arthur Buccigrossi and Jeffrey Gagat

Manager/ Secretary: Kellie Crago

Solicitor: Richard Start

PUBLIC COMMENT ON AGENDA ITEMS - none

APPROVAL OF MINUTES

Commissioner Sabol asked for a motion to approve the October 12, 2017 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Keller . A roll call vote was taken and found all Commissioners in favor of the motion.

TREASURER'S REPORT

The Treasurer's report dated October 31, 2017 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	\$ 14,056.35
Invoices due	\$ 68,292.71
Estimated payroll for September	\$ 69,000.00
Highway Fund for street lights	\$ 3,582.64
The total estimated bills for September	\$ 154,931.70

A motion to pay the bills was made by Commissioner Gagat and seconded by Commissioner Miller. A roll call vote was taken and found all Commissioners in favor of the motion.

CORRESPONDENCE

Mrs. Crago noted for the month of October the office received the following: The office received the following in October: meeting minutes from MTMA, the Main St. bridge inspection report from Michael Bakers Office as requested by PennDOT, notice from MRM regarding an updated dividend policy resolution, the MRM Trustnotes, the Portnoff Reporter, updated delinquent garbage file reports, Verizon

channel updates, notice from the Airport Chamber of Commerce regarding their ribbon cutting ceremony, notice from Comcast regarding the Franchise Agreement renewal, the 2018 Banner Community application, notice regarding the Pre-winter meeting with Cargill, Inc., notice from Allegheny County regarding asbestos rules, and a notice from MRM regarding Workers Comp claim procedures.

MANAGER'S REPORT

Mrs. Crago reported for the month of October the office completed the following: attended the monthly managers meeting, US Census training, meetings with the union regarding personnel concerns, the monthly COG meeting here are the municipal building, training for the new GIS system, worked on the 2018 budget, completed lien letters and sheriff sale paperwork, was in contact with the insurance agent regarding the 2018 medical plan, completed the annual Workers Comp audit, responded to resident concerns, completed necessary paperwork for the 2018 garbage, contacted PNC regarding monthly charges, contacted a vendor regarding solicitation, updated data plans for the police department, distributed health insurance election forms to the full time employees, emailed the PA Auditor the 706-B form regarding the Fire Insurance payment, worked on updating the property maintenance liens, completed Emergency Management quarterly updates, met with the insurance agent to update the township property liability policy, placed the Township PW F550 on Municibid, along with all other daily operational items.

SOLICITOR'S REPORT

Solicitor Start indicated for the month he provided legal services regarding personnel matters in addition to reviewing correspondence regarding Comcast Cable Television and repair of the Main Street Bridge.

ENGINEER'S REPORT

Mrs. Crago reported the 2017 Road paving project is almost complete. LSSE will be in touch with the township to schedule a walkthrough with the Township and Contractor in order to determine any outstanding items.

PUBLIC SAFETY

Commissioner Miller reported for the month of October the following:

Calls for service	281
Assist other police departments	132
Medical assistance	15
Warnings issued for traffic offenses	68
Total citations for the month	113

Persons arrested for the month: 4 -DUI, warrant arrest and possession of marijuana

Police cars traveled: 5,751

Service completed: Car 106-oil change and recall for carbon monoxide
Car 107-oil change, replace seat belt cover and recall for carbon monoxide

PUBLIC WORKS

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

- Paved all repair areas on Margaret, Anderson, Hart and School streets

- Cracked sealed in Parkwood, Sautter, Hart and School St areas
- Cold patched potholes
- Cleaned and maintained parks
- Picked up litter
- MS4
 - o Jetted out 2 storm drains
 - o Cleaned leaves from inlets before incoming storms
 - o Vacuum out inlets

FINANCE

Commissioner Gagat indicated the Township has received about 92.83% of the budgeted revenue and spent 76.02% of the expenses. He reminded departments to watch their spending since the end of year is arriving. In December there will be freeze on purchases.

PARKS AND RECREATION

Commissioner Buccigrossi stated the Parks Board will be holding the Polar Express movie party on December 2 starting at 6 PM. Please register online at the Parks Board Facebook page. There will be crafts and a movie. The Recreation board had their Halloween party on October 28. Fifty six kids attended the parade.

CRESCENT TOWNSHIP FIRE DEPARTMENT

Denny Lewis spoke for the Fire Department. The department was present for the Halloween parade and trick-or-treating on the 31st. They responded to one river rescue call this past week. Due to a high river it was not safe to send a rescue boat into the water, so they were not able to retrieve the body. The next gun bash will be held in May of 2018. The department will be combining with Imperial's VFD with this fundraiser. Concrete for the new building will be poured in the next couple of days.

VALLEY AMBULANCE

Wendy Shulenburg indicated there was no meeting in October. The fund Drive is currently going on and no donation is too small. On another note, the Civic Club raised \$600 on Election Day by selling raffles, hoagies and sweets. Thank you to all who came down to support the Township.

EMERGENCY MANAGEMENT

Denny Lewis stated there were two items on the agenda regarding Emergency Management. These are required by Allegheny County. Emergency Management hosted a party for First Responders after trick-and-treat. He wanted to thank Angelia's Pizza for the special pricing and Patrick's Pub for all the free wings.

OLD BUSINESS

The only item under old business was the discussion on the purchase of traffic cameras for the Police Department. The Board talked about the quotes that were received, privacy concerns that were discussed at the workshop meeting, electrical drops, Wifi, the advantages of the system helping the department and the safe guard of the data. The two written quotes were reviewed with the third quote from a vendor was

not able to be given since they do not have access to the Allegheny County network. Commissioner Keller made a motion to approve the purchase of the plate reader system for the price of \$16,020 pending the receipt of a detailed proposal. Commissioner Gagat seconded the motion noting the purchase of this item would come out of the Capital Reserve. 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 motion to ratify the purchase of a new hot water tank for the municipal building at a total cost of \$1575. Commissioner Miller made a motion to ratify the purchase 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 discussion to approve Resolution R-13-17 which confirms Crescent Township has adopted an Emergency Operations Plan as required by Allegheny County. Commissioner Keller made a motion to approve the Resolution 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 the discussion to approve Resolution R-14-17 which indicates Crescent Township has adopted the National Incident Management System. Commissioner Keller made a motion to approve the Resolution 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 discussion of the 2018 road program joint bid options. Mrs. Crago stated Michelle from the COG reached out to her a few weeks ago asking if Crescent was participating in the 2018 COG joint road bid. Commissioner Miller stated he told the COG a few months ago that Crescent was going with Moon plus he thought the specs have already been compiled and bid out for the COG joint bid. Mrs. Crago noted she copied both Commissioners Keller and Miller on her response to Michelle noting this would be discussed at the November meeting as she did not have prior knowledge Crescent already declined the joint bid with the COG.

The fifth item was the motion to approve a partial payment of \$51,640.42 to Youngblood Paving for work completed on Sautter and Cambon Drive. Commissioner Gagat made a motion to approve the payment 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 sixth item was the motion to advertise Ordinance 566 which sets the tax millage rate for 2018. Commissioner Gagat made a motion to accept the advertisement 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 seventh item was the motion to advertise Ordinance 567 which if adopted would appropriate the 2018 General Fund budget funds, equities and expenses. Commissioner Keller made a motion to approve the advertisement 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 eighth item was the discussion to approve the equipment purchase of a tool cabinet for the Public works department. Commissioner Gagat indicated the department has been purchasing new tools and does not have the proper place to store the items. The current cabinet is filled. Commissioner Miller made a motion to approve the purchase of the tool cabinet for \$1,365. 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 ninth item was the discussion to purchase a new plow hitch for the 10 ton Peterbuilt using Liquid Fuel funds. Commissioner Gagat explained that when the new plow was purchased last year, the sales rep indicated it would fit the current hitch. Although it has been found it sits farther out than normal causing instability of the 10 Ton. Commissioner Miller made a motion to approve the purchase of a new hitch for \$3,821. using Liquid Fuel monies 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 tenth item was the motion to appoint Erica Hollabaugh to the Recreation Board with a term ending December 2020. Commissioner Keller made a motion to approve the appointment 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 eleventh item was the motion to appoint Amber Smith to the Parks Board with a term ending December 2019. Commissioner Keller made a motion to approve the appointment 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 discussion to approve the purchase of a new air conditioner and furnace for the multi-purpose room. The Board discussed the quotes that had been received and how the furnace was recently repaired due to no heat in that portion of the building and election day was arriving. The board wanted to know if a credit could be obtained for the blower that was just installed from Stahl or the Township would retain the blower since it was new. Commissioner Keller made a motion to accept the bid price of \$6320 from Stahl 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 thirteenth item was the discussion on a policy regarding the use of Township issued credit cards. Commissioner Gagat indicated there was a situation where a township employee was at an event and used the Township issued credit card to pay for personal guests that was with him. The new policy will define only Commissioners and township employees can use the credit card and when possible, to pre-pay for an event. Any guest fees are to be paid with a personal credit card, not the Township issued card. Commissioner Keller made a motion to approve the credit card policy 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 and motion to Censure. Commissioner Gagat explained a situation has evolved over the last several weeks. A commissioner released confidential information from an executive session and email to members of the police force. This has caused turmoil within the department and undermined the chief's ability to manage the department and detracted on the officers focusing on policing and safety of the residents of the township. He also noted three members of the Board will not meet in executive sessions. A couple of the Commissioners have asked Commissioner Buccigrossi to resign and he has refused to do so. He asked again for a resignation. He continued that the happenings have been documented and the commissioner has admitted to the actions. Commissioner Buccigrossi responded that he made an error and owned up to it. He feels it is in the best of the Township to stay on and he will not resign. He noted he has obtained legal counsel on this matter. Commissioner Gagat made an official motion of censure Art Buccigrossi for the release of confidential information gained in executive session and passed on to the Police department. Commissioner Keller seconded the motion. A roll call vote was taken and found Commissioners Gagat, Keller and Sabol in favor of the motion with Commissioner Miller opposing. Commissioner Buccigrossi abstained. The motion passed.

PUBLIC COMMENTS

Rob Miller 1048 Crest Drive wanted to commend Chief Longerman on calling the Harper Village residents together of recent activities that had gone on in the neighborhood.

Denny Lewis Crescent Blvd Ext. wanted to commend the Chief about utilizing the SWIF Reach for Halloween and other events. This can be used for other things and recommend the township utilize this benefit.

COMMISSIONER COMMENTS

Commissioner Buccigrossi wanted to thank the Police and Fire Department for being visible on Halloween night.

Commissioner Miller wanted to remind everyone the cold weather that will be arriving and to check on pets and the elderly. He thanked everyone that voted for him.

Commissioner Keller reiterated he will not take part in executive session discussions as long as Mr. Buccigrossi participated. Certain personnel items are to be kept and the release has upset the police department and indirectly caused the township money. He felt Halloween was a nice event but thought the kid turnout was a little light this year.

Commissioner Gagat stated colder weather means we are getting closer to snow. He would like to remind residents to not park on the road when weather is approaching so the plow trucks can clear the streets in a timely manner.

Commissioner Sabol would like to wish everyone a Happy Thanksgiving. He also mentioned there is a scheduled workshop meeting for next Wednesday November 15 and nothing on the agenda for discussion. None of the other commissioners stated they had anything to discuss. Commissioner Sabol stated the meeting is then canceled.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Keller and was seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 7:47 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie Crago

Manager / Secretary