

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
December 14, 2017**

On December 14, 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, and Jeffrey Gagat

Manager/ Secretary: Kellie Crago

Solicitor: Zane Madden

PUBLIC COMMENT ON AGENDA ITEMS - none

APPROVAL OF MINUTES

Commissioner Sabol asked for a motion to approve the November 9, 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 November 30, 2017 Treasurer's Report as received was made by Commissioner Gagat and seconded by Commissioner Miller. 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	\$ 57,960.99
Invoices due	\$ 66,690.67
Estimated payroll for December	\$ 46,000.00
Highway Fund for street lights	\$ 3,582.64
The total estimated bills for December	\$ 174,234.30

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

CORRESPONDENCE

Mrs. Crago noted for the month of November the office received the following: notice regarding the UCC quarterly permit reports, bankruptcy notices, price and channel changes from Comcast and Verizon,

ALOM newsletter, the CoSTARS Connection, Legislative Locator, notice from Penn DOT and the FHWA regarding the Stoops Ferry bridge replacement, not from PennDOT regarding the collection of data on municipal roads, a letter from the game commission regarding the removal of deer carcass, the Construction Industry Advancement Program updates, and fuel adjustment pricing regarding salt.

MANAGER'S REPORT

Mrs. Crago reported for the month of November the office completed the following: attended police meetings regarding personnel matters, attended PAMA training, sent a letter to a Teamsters Union regarding the replacement of the Sautter Park sign at the request of the Parks Board, completed insurance surveys, updated ECodes, worked on the 2018 budget, completed advertising requirements, updated information with the COG, met with Waste Management regarding the 2018 garbage collection. Waste Management will be sending flyers to all the residents regarding collection in 2018. Collection dates will range from Tuesday thru Thursday depending on the street. Contact the municipal office for further details. The flyer will also be on the Township website for review. Please pass this info onto all the neighbors.

SOLICITOR'S REPORT- none

ENGINEER'S REPORT

Mrs. Crago reported the 2017 Road paving project is almost complete only the yard repair needs to be complete in the spring. Regarding the CDBG Year 43 project, one bid was received and is on the agenda this evening.

PUBLIC SAFETY

Commissioner Miller reported for the month of November the following:

Calls for service	180
Assist other police departments	3
Medical assistance	7
Warnings issued for traffic offenses	30
Total citations for the month	42

Persons arrested for the month: 8

DUI, disorderly conduct, possession of marijuana, criminal mischief, reckless endangering another person, and unauthorized use of a motor vehicle.

Police cars traveled: 4,368

Service completed: Car 107- passenger headlight repaired, MDT repaired

Residents are encouraged to have their holiday packages sent to friends, work or amazon lockers if they are not home during the day time hours. One case has already been reported. Also be aware of skimmers on card readers. These are usually on gas pumps. If you notice a seal is broken on a pump, do not use it.

The police department has obtained a mobile ID unit that is valued at \$2,500. The unit can be used to fingerprint a subject anywhere. The unit was obtained on a grant through the PA Chief's Association and includes one years of service through Verizon wireless.

PUBLIC WORKS

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

- Winterized Shouse Park
- Prepare trucks for upcoming winter
- Repaired and installed salt spreaders
- Prepared for election
- Decorated for the holidays
- Cold patched potholes
- Picked up litter
- Maintained parks
- Attended flagger training
- Organized and inventoried tools and supplies
- MS4 : cleaned leaved out of inlets

FINANCE

Commissioner Gagat indicated the Township has received about 96.5 of the budgeted income, the Executive office budget is at 90%, General Government is at 87%, Police is at 90%, and Public Works is at 55% but the Road improvement project has not been included yet. Overall expenses are at 83%

PARKS AND RECREATION

Commissioner Sabol said there was no report but does know the Christmas party had a good turnout and wanted to thank all of those who help with the event.

CRESCENT TOWNSHIP FIRE DEPARTMENT

Glen Krieger received the summary for the year. There were 73 calls and 1100 hours of in house training, along with 2 new SWIF members, and 7 new firefighters with 2 pending. They attended the CharWest December 3 training and 3 attended. The May 5, 2018 Gun Bash will be held with the Imperial Fire Department next year. Tickets are available through any firefighter, Bosetti's or online.

VALLEY AMBULANCE

Denny Lewis reported for his wife Judy. The fund drive is ongoing. The 2016/17 Audit has been completed and no major issues were found. They department received a 1.5 % increase on Medicare reimbursements.

EMERGENCY MANAGEMENT

Denny Lewis stated he will be attending training in Beaver County on January 28 and a class on Psychological first Aid hosted by PEMA.

OLD BUSINESS

The first item was the motion to approve Ordinance 566 which sets the tax millage rate for 2018; 5.9 mils for general purposes and .5 to support the Fire department. Commissioner Keller made a motion to

approve Ordinance 566 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 motion to approve Ordinance 567 which appropriates the 2018 General fund budget's funds, equities and expenses. Commissioner Gagat made a motion to approve Ordinance 567 and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion. .

The third item was the discussion / motion on the bid received for the CDBG year 43 7.2 project; ADA sidewalks at Shouse Park. Commissioner Sabol stated one bid was received from El Grande for \$32,845 and funds in the amount of \$24,300 would be available through CDBG funding. Discussion continued amongst the commissioners regarding the need for the sidewalks and the \$8,545 the remaining balance the township would be responsible for to complete the project. Commissioner Gagat made a motion to approve the El Grande bid for \$32,845 and was seconded by Commissioner Miller. 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 on the removal / planting of dedicated trees within the township. Commissioner Keller stated in the past trees were planted on township property and dedicated to individuals. Some are dying and he would like to discuss how the township would like to move forward with removing and maybe replanting new ones. Commissioner Miller gave a brief background on the trees that were planted years ago and the Board at that time switched and starting having residents dedicate picnic benches instead of trees. Ms. Crago stated the township does not have a list of trees that were dedicated; only the trees with plaques can be identified. Commissioner Gagat felt when a tree is dead any with a plaque, and the tree is removed; the plaque should be preserved within the township in another manner. The office would talk to the public works department and build a list of trees that need to be removed. Once a figure is determined on how many plaques are remaining, further discussion on the placement will take place.

The second item was the motion to accept the resignation of Police officers Brandon Fedorka, Jesse Broda and Emily Hartman. Commissioner Keller made a motion to accept the resignations 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 motion to instruct the Civil Service Commission to start the hiring process for part-time police officers. Commissioner Gagat made a motion to instruct the Commission 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 fourth item was the motion to advertise the 2018 Reorganizational meeting for Tuesday January 2, 2018 at 7 PM. Commissioner Miller made a motion to advertise 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 next item was the discussion on the final bid price for the 2005 F550 Public Works. Commissioner Sabol stated the final bid price on Municibid was \$21,300. The bidder is looking to be released from this bid as he submitted a price higher than he wanted. The second highest bidder agreed to pay \$18,000. The Board agreed since there was a huge difference between the two bidders, they would pursue the highest bid. Commissioner Miller made a motion to accept the final bid price of \$21,300 from Edward Vincent

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 sixth item was the discussion on financing of the new Public Works ford F550. Commissioner Gagat broke down the money that was available from the township to purchase the truck including Liquid fuels, the public works vehicle fund, the sale of the 2005 F550 and monies in the capital reserve. He felt it was beneficial for the township to save \$3-4 thousand dollars in interest fees and buy the truck with capital reserve money. Commissioner Gagat made a motion to pay the balance of the Public Works F550 from the Capital Reserve 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 hiring L&M Accreditation Consultants for Police Department updates. The Chief noted he met with L&M along with Mrs. Crago a few weeks ago. They are experts in the Accreditation of Police Departments. The expense of accreditation would be a huge undertaking at this time so it was asked of them to put together policies and procedures in a formal manner. They would also write job descriptions for each of the employees. The policies would be accreditation grade, approximately 42-45 basic policies depending on the department. These policies would be engineered for the department and not a "one size fits all" policy. If the township would like to move forward in the future toward accreditation, the cost of this portion would be deducted from the total price. He also noted that these will be used to update the Township codified ordinances and help protect the officers regarding liability issues. The company will give 5-10 policies at a time for review with a final completion date by June 2018. Discussion continued on this would affect the contract. Commissioner Müller made a motion to move forward with the policy development using Capital Reserve funds 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

Denny Lewis of Crescent Blvd Ext. wanted to know about residents being allowed to deposit snow back onto the road. Commissioner Miller noted there is a State law prohibiting residents to deposit materials on highways. Mr. Lewis stated there are residents on his street that are depositing snow back onto the road. He was asked to contact the Police if he sees any residents do this in the future.

COMMISSIONER COMMENTS

Commissioner Miller wanted to thank everyone for coming out and wished them Merry Christmas and Happy New Year. He thanked all the employees for their hard work.

Commissioner Keller wished everyone a Happy Holidays and to drive safe.

Commissioner Gagat wished everyone a Merry Christmas and Happy Holidays.

Commissioner Sabol also wished everyone a Merry Christmas and a Happy New Year. He thanked the employees for all their hard work this past year.

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 7:47 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie Crago
Secretary / Manager