

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
January 11, 2018**

On January 11, 2018 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**

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

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 December 14, 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 December 31, 2017 was presented to the Board for their approval. A motion to accept the December 2017 Treasurer's Report as received was made by Commissioner Keller 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 from Dec 15-Jan 11	\$ 70,029.82
Invoices due	\$ 56,228.49
Estimated payroll for January	\$ 46,000.00
Highway Fund for street lights	\$ 3,582.64
The total estimated bills for January	\$ 175,840.95

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

**CORRESPONDENCE**

Mrs. Crago reported the office received channel changes from Verizon and Comcast, the PLGIT prime rates and the Municipal Reporter.

## **MANAGER'S REPORT**

The administrative office completed the following in the month of December: attended Lauderhill hearings, met with PennDot regarding the agility program, completed pension reports, completed the purchase of the new public works salt truck and sale of the 2005 F550, met with Waste Management regarding the new garbage service for 2018, attended the monthly manager's meeting and met with Senator Reschenthaler, submitted required advertisements for 2018 meetings, submitted the 2018 Banner Community application, completed lien letters and daily operational functions for the Township

Mrs. Crago wanted to remind residents the garbage pickup date has changed to either Tuesday, Wednesday or Thursday. Residents are required to make sure all their garbage is secure in a bag so that animals cannot get to it. It is not the refuse collector's job to pick up the garbage that is flying around the road and yards because a bag has been torn into. All garbage must be placed by the curb by 6 AM. Go to the township website [www.Crescenttownship.com](http://www.Crescenttownship.com) for a copy of the letter sent to all the residents. Also, if there is a vacant property in your neighborhood that needs property maintenance, please contact the office. The 2017 MS4 report has been received from the engineer. There were a number of storm drains that had violations, especially up in the Huntsridge plan. Reminder that only rain is allowed down the drain. Grass clippings, pet feces, motor oil, detergents etc. are not allowed to flow into the township roads. Finally, during times of snow and ice, please remove your cars from areas that the salt and plow trucks need to maintain. This is for the safety of all residents traveling the streets.

## **SOLICITOR'S REPORT**

Solicitor Start stated for December their office engaged in personnel matters that required substantial written and oral communication with the Township and Police department. In addition they reviewed correspondence regarding Keystone Collections Group and the Treasurer/ Tax collector matters.

## **ENGINEER'S REPORT**

Mrs. Crago reported LSSE submitted a revised 2018 road Preliminary opinion of probable cost and this has been transmitted to Moon Township because Crescent is going in on a road bid again this year.

## **PUBLIC SAFETY**

Commissioner Gagat reported the following for:

- Calls for service 229
- Assist other department 4
- Medical assistance calls 10
- Warnings issued for traffic 66
- Non-traffic citations 1
- Traffic citations 22
- Parking citation/warnings 7
- Total citations/warnings 96
- Arrests 5
  - Possession of marijuana, warrant arrest from other agency, and DUI

The Police department asks that residents do not park in cul-de-sacs during inclement weather events. Even if parking is permitted by law, it creates a hazardous condition for Public Works drivers; making it difficult for them to make the roadways safe for all community members. The chief also has met with

the gentlemen from L&M consulting and started moving forward with the writing of job descriptions as well as the new policies for the police department.

## **PUBLIC WORKS**

Commissioner Keller reported Public Works completed the following: cleaned snow and ice from the roadways, kept the trucks and backhoe clean from salt, cleaned the leaves at the Park and Municipal building, decorated for the holidays, cold patched potholes, picked up litter, started to organize the office for the new year and cleaned inlets for the agility agreement.

## **FINANCE**

Commissioner Miller reported 2017 ended favorably. For 2018 the Township did not take a Tax Anticipation Loan and will use the funds to carry the bills until tax funds start coming in. He urged department heads to only purchase necessary items during this time.

## **PARKS AND RECREATION**

Commissioner Buccigrossi stated the Recreation board met on January 9<sup>th</sup> for the reorganization meeting. He is sad to announce Marla Gottschalk will not be renewing her term and would like to thank her for all her valuable years of service she dedicated to the township and the residents. Erica Hollabaugh will be replacing Marla. The Board welcomes her and are excited to see what the new years has for them. The Parks Board reorganized on January 4. They will meet on February 2 to discuss the Kids Carnival that will take place on February 17.

**FIRE DEPARTMENT-** none

**VALLEY AMBULANCE-** none

## **EMERGENCY MANAGEMENT**

Denny Lewis stated there is ice on the river and a slight chance of flooding. He then informed the Board that he will be resigning immediately from the position of Emergency Manager due to personal reasons. He recapped the contributions Emergency Management has provided to the Township including securing grant money for the blizzard years ago, the SWIF reach program, along with shelter in place from the chemical fire in Leetsdale business park. He also wanted to pass on his discernment over the Township not taking over the winter maintenance of Spring Run Road and the call out of public works up on Crest Drive for the fire.

Commissioner Miller made a motion to accept the resignation of Denny Lewis from the position of Emergency Manager and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

**OLD BUSINESS-** none

## **NEW BUSINESS**

The first item under New Business was the motion to approve the Resolution R-12-2018 which waves the 5% contribution of the full time police officers to the Pennsylvania Municipal Retirement System for the year 2018. Commissioner Keller made a motion to approve the Resolution and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

The second item was the motion to approve the following vendor to be paid through ACH: Waste Management. 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.

The third item was the discussion and motion to exonerate the Tax collector, Judy Withee, of the unpaid 2017 real estate and fire tax balance that will be turned over to Weiss, Burkhart and Kramer, LLC in the amount of \$45,107.29. Commissioner Keller made a motion to exonerate the tax balance and was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The fourth item was the motion to approve the resignation of Shawn Collins from the Parks Board. Commissioner Keller made a motion and was seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The fifth item was the motion to appoint Shawn Collins to the Recreation Board with a term ending 2022. Commissioner Gagat made a motion to appoint Shawn Collins and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

## **PUBLIC COMMENTS**

Lynda Jones of 563 Sautter Drive wanted to recognize Marla Gottschalk for all the years of service she has provided to the Recreation Board. She will be missed. Ms. Jones wanted to also thank Denny Lewis for the time he has volunteered to the Township.

Patty Christian of 207 Hyeholde Drive wanted to thank Denny Lewis for all of the years he has volunteered to the Township.

## **COMMISSIONERS COMMENTS**

Commissioner Keller wanted to thank you to all that attended the meeting and had a safe holiday. He also wanted to thank public works for keeping the roads safe.

Commissioner Gagat said the conversion to Waste Management has gone smoothly. He did note there was an early garbage pickup in his neighborhood this past week.

Commissioner Buccigrossi wanted to thank Denny Lewis for a ll his years of volunteer work and also Marla Gaottschalk .

Commissioner Miller thanked Denny Lewis for the last 40 years of service to the Township and Marla Gottschalk for her service. Bad weather will be arriving tonight and tomorrow and not to forget about the animals outside.

Commissioner Sabol wanted to thank Denny Lewis and Marla Gottschalk for their community service for the Township.

## **ADJOURNMENT**

A motion to adjourn the meeting was made by Commissioner Sabol and was seconded by Commissioner Keller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 6:51 PM.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Secretary / Manager