

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
February 8, 2018**

On February 8, 2018 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 6:33 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

Commissioner Sabol noted the Board was in Executive session from 6:00-6:33 PM.

**PUBLIC COMMENT ON AGENDA ITEMS - none**

**APPROVAL OF MINUTES**

Commissioner Sabol asked for a motion to approve the January 2, 2018 Re-Organizational meeting minutes. Commissioner Gagat made a motion and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

Commissioner Sabol asked for motion to approve the January 11, 2018 business meeting minutes. Commissioner Miller made a motion and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

**TREASURER'S REPORT- report note submitted by Treasurer**

**LIST OF BILLS**

The list of bills was presented:

The funds removed from January 12-Feb 8	\$ 2,650.11
Invoices due	\$ 46,563.37
Estimated payroll for January	\$ 48,000.00
Highway Fund for street lights	\$ 3,607.21
The total estimated bills for January	\$ 100,820.69

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

**CORRESPONDENCE**

Mrs. Crago reported the office received the following : notice regarding a PA Dept of Labor workshop in June, the PSAB annual conference, and the PSATC annual conference info., the Borough News, notice from PA One call regarding rate changes, Penn Dot connects seminars, notice from Erie insurance regarding no settlement regarding the monument claim placed last year, the MRM newsletter, PSATS

annual training opportunities, channel changes and price increases from Verizon, the PLGIT review, notice regarding the Unemployment withholding tax for 2018, the Costars connection, the Pennsylvania insider , MTMA meeting minutes, and notice from Allegheny County indicating there will be a special election on Tuesday March 13 from 7am-8 PM.

## **MANAGER’S REPORT**

For the month of January the office handled garbage concerns and complaints, completed the census survey, updated township information with the DCED and other associated groups, completed the yearly reports for Liquid Fuels and the employee pension, placed a help wanted ad for the PD, worked with Weiss Burkhart and Kramer regarding the delinquent tax balances, started the 2017 audit with Mark Turnley’s office, attended the monthly managers meeting, worked with LSSE on the Traisr system, sent letters to residents on Glen Hayes regarding parking in the winter time, met with a company to handle the employee physicals and drug screening, attended the PD department meeting, met with BIU regarding property maintenance concerns, and completed the 4<sup>th</sup> quarter tax reports, and all other day to day operations and resident concerns.

## **SOLICITOR’S REPORT**

Solicitor Start stated for January their office engaged in matters as listed on the report submitted. Primarily they engaged in legal services pertaining to the administrative department of the Township regarding review of the Township Code, employment agreements and oral communication with the township Board. They also reviewed correspondence regarding the Township Police contract and Verizon.

## **ENGINEER’S REPORT**

Mrs. Crago reported LSSE issued the Year 5 Outfall testing results letter and memo dated January 8, 2018, the CDBG Year 43 grant was awarded to El Grande Industries, Inc. in the amount of \$32,845, the 2017 road restoration will be completed in the spring, and they have been working with Moon Township regarding the bid being place for the 2018 road program.

## **PUBLIC SAFETY**

Commissioner Gagat reported the following for:

- Calls for service 207
- Assist other department 7
- Medical assistance calls 16
- Warnings issued for traffic 42
- Non-traffic citations 1
- Traffic citations 27
- Parking citation/warnings 4
- Total citations/warnings 74
- Arrests 7
  - DUI, simple assault, possession of a controlled substance, warrant arrest, possession of marijuana

The cars traveled 3,511 miles in January. Officer Griffith attended POSIT training and all officers attended TraCs training. On January 4, 2018 TraCs was installed on all the laptops in the patrol cars as well as all desktops in the Police station.

## **PUBLIC WORKS**

Commissioner Keller reported Public Works completed the following: maintained roads during winter storms, washed trucks and backhoe after storm events, took down holiday decorations, building maintenance included: replaced lights, kept garage bays clean and snow off sidewalks, stripped and waxed multipurpose room and spread stone chips in the parking lot. They built and painted a women's locker room in the police department, repaired potholes throughout the Township, repaired a sink hole at the intersection of Walnut and Crescent Blvd. MS4 worked included: removed debris from inlets, inlet inspections, worked on transferring MS4 paperwork to the Traisr GIS software

## **FINANCE**

Commissioner Miller reported finances look good but it is only January. He reminded department heads to not purchase anything unless it is absolutely necessary and wait until tax dollars starting coming in and replenish the funds.

## **PARKS AND RECREATION**

Commissioner Buccigrossi stated the Recreation board met on January 9<sup>th</sup> for the reorganization meeting. He welcomed Shawn Collins to the Board. They will meet again on February 13 to discuss the March 31<sup>st</sup> Easter egg hunt that will start at 1 PM. The Parks board met on February 1. He wanted to thank Commissioner Keller and Brian Cain for attending the meeting. Having public works there helped bridge the gap between the Board and their department on who is to maintain certain areas within the parks. They will be working together to improve all the parks. Their next event is February 24 from 6-8 PM. Family Game night will take place in the multipurpose room and is free to the public.

## **FIRE DEPARTMENT- none**

## **VALLEY AMBULANCE**

Mrs. Crago was asked to relay the message that the subscriptions have been mailed out for 2018. There was not a price increase. The membership fee will remain \$40 for individuals and \$60 for a family.

## **EMERGENCY MANAGEMENT- none**

## **OLD BUSINESS**

The only item was the discussion and motion to exonerate the Tax collector, Judy Withee, of the additional unpaid 2017 Real Estate, fire and Interim tax as listed on the revised report submitted by her on January 15, 2018 in the amount of \$2,744.54. Commissioner Miller made a motion to exonerate and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

## **NEW BUSINESS**

The first item under New Business was the discussion / motion on the two year contract between the Township Manager, Kellie Crago, and the Township of Crescent. Commissioner Keller made a motion to table this line item and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

The second item was the discussion/motion on the wage and benefit increase for the appointed assistant secretary Patricia Christian. Commissioner Miller made a motion to give Ms. Christian a 3% increase

from her current wage and make her wages retroactive to the beginning of the year 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 / motion on a township issued credit card for the Recreation Board. Commissioner Keller stated he thought they already had one. Commissioner Miller stated it was in the name of Marla Gottschalk and she resigned in December. Commissioner Keller made a motion to issue a new credit card in the name of the new Recreation Treasurer and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

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

The sixth item was the motion to reconfirm and appoint the following Park Board members:

Debbie Helterbran	ending 2018
Amber Smith	ending 2019
Kara Mahilik	ending 2021
Dawn Moser	ending 2022
Alternate Jeff Helterbran	ending 2018

Commissioner Gagat made a motion to accept the appointments and was seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

The seventh item was the motion to advertise the 2018 workshop meeting dates with a start time of 6 PM: March 28, June 27, September 26 and November 14. Commissioner Miller made a motion to advertise and was seconded by Commissioner Keller. A roll call vote was taken and found all commissioners in favor of the motion.

The last item was the discussion / motion regarding the purchase and installation of new routers in the police vehicles in the amount of \$3,129.15. Commissioner Gagat explained the current connection is through USB ports and has caused a loss of connectivity from the internet. This connectivity is critical for officers whenever they pull a vehicle over and approach the driver. He made a motion to accept the purchase and installation of the routers for the quoted price of \$3,129.15. Commissioner Buccigrossi seconded the motion. Mrs. Crago asked what fund this purchase was to be taken from. Commissioner Gagat indicated the Capital purchase fund since it was not budgeted. A roll call vote was taken and found all commissioners in favor of the motion.

**PUBLIC COMMENTS- none**

## **COMMISSIONERS COMMENTS**

Commissioner Miller stated he did not have anything because he wanted to help someone get to a 16<sup>th</sup> birthday party on time.

Commissioner Keller wanted to thank all the residents for their patience during these previous snow events. He also wanted to thank public works for the great job they have done compared to neighboring communities.

Commissioner Gagat wanted to remind residents to be cautious when it snows. He has seen significant improvement with Waste Management entering into Parkwood over the last couple of weeks. He did have a can full of snow the other day since they did not replace his lid. Commissioner Buccigrossi wanted to thank public works, the police department and the fire department for everything they have done for the Township. He noted Waste Management has now entered every Crescent address into their system. This will help with tracking resident complaints and calls. Commissioner Gagat asked if residents have access to this file. Commissioner Buccigrossi indicated they will have access to this and can use it online to request hazardous waste or unusual large pick-ups. He noted this will help with more communication between the residents and Waste Management.

Commissioner Sabol wanted to thank Public Works for the fine job they have done to keep the roads clear.

### **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 6:59 PM.

Respectfully Submitted,  
Certified as a true and correct copy

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Kellie L. Crago  
Secretary