

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

On March 8, 2018 the monthly meeting of the Crescent Township Board of Commissioners was called to order at 6:40 P.M. in the Crescent Township Municipal Building 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

Commissioner Sabol noted the Board was in executive session from 6:15-6:39 PM and on February 26 regarding personnel matters

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

APPROVAL OF MINUTES

Commissioner Sabol asked for motion to approve the February 8, 2018 business meeting minutes. 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.

TREASURER’S REPORT

Commissioner Sabol asked for a motion to approve the January 31, 2018 Treasurer report. 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.

Commissioner Sabol asked for a motion to approve the February 28, 2018 Treasurer report. 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.

LIST OF BILLS

The list of bills was presented:

The funds removed from Feb 9-March 8	\$ 69,322.37
Invoices due	\$ 24,426.22
Estimated payroll for March	\$ 48,000.00
Highway Fund for street lights	\$ 3,607.21
The total estimated bills for March	\$ 145,355.80

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

For the month of February the office received the spill prevention response plan from Giant Eagles OK Grocery facility, the MRM Trustnotes, the PLGIT monthly rates, the WOLF administration release on guidelines for maintaining stream in your community, channel change updates from Comcast, notice from PNC regarding a marketing insight survey, notice from Creswell Heights Joint Authority regarding acts 14, 67, 68 and 127 notification, the Allegheny Air Quality permit notification and notification the AG385 has been accepted.

MANAGER'S REPORT

For the month of February the office completed the following: completed a workers comp review, attended the Allegheny County state of address meeting, a flight and blight workshop held by the Local government academy and Ohio River Trail meeting, worked with the auditor on the 2017 audit, updated addresses for 911 purposes, updated information on the Township GIS , was in contact with Allegheny County regarding the RAAC grant opportunity, took part of the CDBG Year 43 pre-construction meeting, completed the registration for the new HAPPI program through Concentra, submitted the annual floodplain management activity list, and handled residents requests and concerns. Next week I will be attending the annual Public Employer Labor Relations Advisory Service held by the Pennsylvania Municipal League. Mrs. Crago reminded the Board there is a workshop meeting scheduled for Wednesday March 28 at 6 PM and that she will be out next week because she will be attending a PELRAS conference. Lastly, she informed the residents of the Huntsridge plan that Waste Management will be changing the garbage pickup day from Tuesday to Wednesday. Residents will receive a notice in the mail regarding the change. They are anticipating the change over the week of March 21.

SOLICITOR'S REPORT

Solicitor Start stated their office reviewed the standard franchise renewal letter from Verizon, the User Agreement from Verizon regarding the new routers, reviewed the 2018 Road Bids, prepared for a Code Enforcement hearing regarding a property within the Township. The judge awarded a \$36,000 against the property. They are working on taking additional steps to have the property cleaned up properly. Finally they have done extensive legal research on the Township Administrative Office.

ENGINEER'S REPORT

Mrs. Crago indicated LSSE transmitted clarifications of the Pollutant Reduction Plan to the DEP on February 16, 2018. A pre-construction meeting was held on February 20, 2018 regarding the CDBG Year 43 grant. They are currently waiting for authorization from the County to proceed with construction of the project to start. The 2017 Road yard restoration will take place in the spring. Regarding the 2018

PUBLIC SAFETY

Commissioner Gagat reported the following for:

- Calls for service 177
- Assist other department 7
- Medical assistance calls 7

- Warnings issued for traffic 33
- Non-traffic citations 1
- Traffic citations 14
- Parking citation/warnings 2
- Total citations/warnings 50
- Arrests 4
 - Simple assault, domestic violence, harassment and simple trespass

Police cars traveled: 105 - 991 miles, 106 - 1,389 miles and 107 – 1,170 miles totally 3,550 miles. Car 106 and 07 had the license plate light replaced, complete an oil change and tire rotation. Officers Hale and Cercone attended Field Training Officer training at the Allegheny Count Police Academy given by Penn State.

The Chief wanted to give a reminder about the special election on March 13, 2018 for the open congressional seat in our area. Also, warmer weather is almost here. Residents are reminded to drive carefully and slowly in residential areas because kids will be at play. He reminded residents to move the clocks forward Sunday morning. The police department will be working with the code enforcement officer on junk vehicles as well as blighted properties throughout the Township. The routers will be installed in all the patrol vehicles in the next few weeks. The installs, while costing the Township money up front, will actually save the Township about \$30 a month in wireless internet fees.

PUBLIC WORKS

Commissioner Keller indicated he would be shortening his report because he had something else to discuss with the Board. Public Works maintained the roads during the winter storms and repaired equipment to maintain the roads during the storms. They completed MS4 work including to uploading documents into the Traisr GIS system. He proceeded to discuss about the condition of the municipal building’s roof. It has been discovered that leaking is occurring because the seals around the screws are rusting. Mr. Cain contacted a roof company to get estimates on adoptions on repairing the roof. Commissioner Miller indicated the roof was installed on or around 1975 when the addition was put on. The two options were presented along with estimated costs ranging from \$20,000 -\$30,000. Additional discussion continued between Commissioner Gagat and Keller regarding particulars of the condition of the current roof and screws. Commissioner Keller asked the board if the Foreman should proceed with additional prices and options. The Board agreed it would be good idea to move forward with more information.

FINANCE

Commissioner Miller stated the finances are in a good position as it still is early in the year. He reminded department heads to be cautious with spending until tax dollars start coming in for the year. The tax bills were mailed last week to all the residents.

PARKS AND RECREATION

Commissioner Buccigrossi informed everyone that the Parks Board met on March 1 to finalize the Kids Carnival on March 24 from 12-3 in the multi-purpose room. There will be games and activities for the kids. The Recreation Board met on February 13 to discuss the Easter egg hunt scheduled for March 31 at 1pm at Shouse Park. The Easter bunny will be there to pass out goodies to the kids. He noted both Boards are always looking for volunteers to help with the events.

FIRE DEPARTMENT

Commissioner Keller reported for the Fire Department. The Sportsman Bash is scheduled for May 5. Tickets are still available. There will be an early bird drawing on March 17. There used to be training in North park for new fire fighters although through the CharWest , training was able to be scheduled at the Crescent Fire Department. The current training was suspended due to the lack of trainees but will continue at a later time.

VALLEY AMBULANCE

Wendy Shulenburg reported that the subscripits have been mailed. She reminded everyone that it is expensive to run this type of service and consider donating to a great cause.

EMERGENCY MANAGEMENT- no report

OLD BUSINESS-none

NEW BUSINESS

The first item was the motion to accept the resignation of Diane Hetzer from the Recreation Board. Commissioner Miller made a motion to accept the resignation 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 Moon Township Little league using Shouse Park field for summer and fall T-ball practices and games. Commissioner Miller stated they currently use the field in the spring along with the pavilion. There was much discussion about other organizations using the field during the summer and fall and how to handle the scheduling between T-ball and the other organizations. The Board came to a conclusion that Moon Tball could use the field as requested and the other organizations could use the field around their scheduled times.

The third item was the discussion on the Ohio River Trail Council request for participation in the Allegheny County RAAC grant. Commissioner Keller started by indicating he thought this would be a good idea and would support the ORTC's request for funds. Discussion continued stating the funds would be used in Crescent for the replacement and more traffic signs along McGovern that was already PA Bike Route A. Mrs. Crago explained that Moon and Findlay Townships have not made a final decision on participating and that Moon Township was going to be the lead municipality on the grant and a resolution would need to voted on before the deadline of April 13. She also reminded the Board they voted against being the lead on the grant last year since the majority of the funds would be used in Moon and Findlay Township. Discussion continued amongst board members and the final outcome was that the Board would pass a resolution only if they were not the lead. They asked Mrs. Christina to pass that onto the ORTC at the Friday meeting she was attending with them.

The fourth item was the discussion on the 2018 road bids that were received. Commissioner Keller stated the bids that came in at \$88,405.18 for the base bid of Crescent Blvd and 3 alternates that included Pine Street, Shady Way and the basketball court at Riverview Park. Commissioner Miller made a motion to accept all four bids 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 fifth item was the discussion on updating Chapter 154 Police Department of the Codified ordinances. Commissioner Gagat stated the department is going through updates on department policies right now and the need to update this section is being considered. There are parts of this section that was outdated

and the Chief has provided some feedback on updates. Commissioner Keller made a motion to start the process of updating Chapter 154 Police Department 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 motion to approve Resolution R-13-2018 which sets the salary of the Manager. Commissioner Gagat a motion to approve the resolution 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 approve the Employment Agreement for the Secretary/ Manager. Commissioner Miller made a motion to approve the agreement 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 motion to approve the hiring of the following part-time officers as recommended by the Civil Service Commission: Cody Kusluch, Kylee Cipolla and Dominique Gerlach. Commissioner Keller made a motion to approve the hiring of the three officers and was seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion. The motion passed.

PUBLIC COMMENTS- none

COMMISSIONERS COMMENTS

Commissioner Miller wanted to thank everyone who came out for the meeting and congratulated the new officers that were hired.

Commissioner Buccigrossi reminded the residents about the special election that would be held on Tuesday and thanked everyone who attended the meeting.

Commission Keller stated he would be interviewing both the Chief of Police and the public works Foreman on Friday on MCA TV for Public Awareness Week. Residents could see his first interview at 11 AM

Commissioner Gagat wanted to remind residents to spring forward their clocks this weekend.

Commissioner Sabol thanked those that attended the meeting.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Sabol and was seconded by Commissioner Miller. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 7:23 PM.

Respectfully Submitted,
Certified as a true and correct copy

Kellie L. Crago

Secretary