

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
August 9, 2018**

On August 9, 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, Arthur Buccigrossi, Todd Miller and Jeffrey Gagat

Secretary: Patty Christian

Solicitor: Richard Start

PUBLIC COMMENT ON AGENDA ITEMS - None

APPROVAL OF MINUTES

Commissioner Sabol asked for motion to approve the July 12, 2018 business meeting minutes. Commissioner Gagat requested a change to be made to Commissioner Comments changing “they” to “part time officers”. A motion and was made by Commissioner Gagat and seconded by Commissioner Buccigrossi. Commissioner Miller abstained. 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 July 31, 2018 Treasurer’s report. Commissioner Buccigrossi made a motion and was seconded by Commissioner Gagat. 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 July 13- August 7, 201	\$ 90,837.77
Invoices due	\$ 3,973.28
Estimated payroll for June	\$ 49,100.00
Highway Fund for street lights	\$ 3,546.32
The total estimated bills for August	\$ 145,557.37

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

The administration received the following in August: Payment from Lamar Outdoor Advertising for the Kiosks they have in the Township for \$400.00, Allegheny League of Municipalities annual report, County of Allegheny Health Department bate for rabies prevention, UComp Trustees reward members for a favorable record of no claims make, a check for \$2,958.00 was received, received an invitation for all Township employees to attend a picnic on Sunday August 12, at Shouse Park form Glenwillard United Methodist Church.

SECRETARY'S REPORT

For the month of July the administrative office completed the following: right to know requests, attended the Senior Citizens Luncheon, completed paperwork for short term disability, attended the meeting for Frank Krauss with Pen Dot and Allegheny County in regard to storm sewer issues, distributed plans for a proposed multi-unit apartment bldg. to the planning commission, spoke to LSSE in regard to a logging permit, met with an architect for the replacement monument, met with plumber to have backflow prevention reports completed, and other daily office duties.

SOLICITOR'S REPORT

Solicitor Start noted his office provided legal services to the Township as described in detail in their monthly statement, but the most significant of those legal services pertained to matters regarding, Sheriff Sales/Liens, Right to Know Requests, Koban Property on McGovern Blvd., Monument Damage, Personnel and Secretary/Manager.

ENGINEER'S REPORT

LSSE issued year 5 Outfall Testing, transmitted clarifications of the PRP to DEP. The Townships MS4 Permit was issued in April 23, 2018. Outfall screening is ongoing.

CDBG Year 43: LSSE transmitted to Char-West COG the pre-application for Shouse Park ADA Improvements as required on September 12, 2016. The application was transmitted to the COG on November 18, 2016 as required. LSSE finalizing bid specifications and contract drawings for submittal to Char-West COG for bidding. LSSE transmitted copies of bid documents to Char-West COG on September 18, 2017. Bid opening is scheduled for October 6, 2017. Bids were opened on October 6, 2017. LSSE issued bid report letter dated October 13, 2017. Bids were rejected by the Borough and the decision was made to re-bid the project. Bid opening is scheduled for November 13, 2017. LSSE issued bid report letter dated November 15, 2017. The project was awarded to El Grande Industries, Inc., in the amount of \$32,845.00. A pre-construction meeting was held on February 20, 2018. Notice to proceed to be issued week of April 2, 2018. Work has been completed. LSSE issued Partial Payment No. 1 in the amount of \$29,560.50 as noted in our letter dated May 4, 2018. A final walkthrough was held on June 1, 2018. A punchlist letter was issued on June 4, 2018 to the Contractor (El Grande Industries, Inc.). Work is complete. LSSE issued Partial Payment No. 2 (Final) in

the amount of \$3,285.50 as noted in our letter dated June 29, 2018. **LSSE issued letter regarding the Notice to Proceed on July 19 2018**

2017 Roads: LSSE was asked to provide specifications to the Township for Sautter and Cambon Drives so they can be incorporated into a bid package prepared by Moon Township for a joint bid project. LSSE submitted an opinion of probable cost and specifications to the Township for Sautter and Cambon Drives on December 13, 2016 via email for the Township to provide to Moon for the joint bid venture. Pre-Construction N:\PROJ\250\250-00\docs\ENGRPT\2018\07-12-2018.doc 2 Meeting was held with Moon Township on April 26, 2017. Work in Crescent Township tentatively anticipated for June 2017. Work began the week of October 2, 2017 and is anticipated to be finished the week of October 9, 2017. Paving work has been completed. LSSE will schedule a walkthrough with the Borough and Contractor in order to determine any outstanding items. LSSE met with the Township to review completed work. Contractor to complete curb backfill and yard restoration for project completion. Contract completion pending yard restoration in the spring. A final walkthrough was held on June 20, 2018. Final punchlist items to be completed when 2018 Program begins. **Final payment request was sent to Moon Township for review.**

2018 Roads: LSSE met with the Township Public Works Foreman to review proposed scope and provided a preliminary opinion of probable cost. LSSE provided a Preliminary Opinion of Probable Costs to the Township on December 15, 2017. LSSE working with Moon Township on the Contract Documents. Moon Township will be placing the project out to bid. Bids were opened February 20, 2018. Youngblood Paving, Inc. was the apparent low bidder. Bids for Crescent's portion of the Contract are as follows: Crescent Boulevard (Add Alternate No. 12) \$62,709.16, Pine Drive (Add Alternate No. 13) \$14,024.02, Shady Way (Add Alternate No. 14) \$6,048.00, and Basketball Court (Add Alternate No. 15) \$5,624.00. Contract was awarded to Youngblood Paving, Inc. Crescent's portion of the Contract is for \$88,405.20 (Add Alternate Nos. 12, 13, 14, and 15). A pre-construction meeting was held on April 5, 2018. **Awaiting schedule from Contractor.**

Emergency Generator: LSSE to meet with the Township in October to review generator needs. LSSE provided the Township with a Service Order Authorization on December 7, 2017 with a copy of the Opinion of Probable Construction Cost for the Municipal Building Emergency Generator. **No change this month.**

PUBLIC SAFETY

Commissioner Gagat reported the following for:

- Calls for service 260
- Assist other department 09
- Medical assistance calls 09
- Warnings issued for traffic 46
- Non-traffic citations 02
- Traffic citations 25
- Parking citation/warnings 06
- Total citations/warnings 79
- Arrests

- o 1 Theft
- o 1 DUI
- o 1 Disorderly Conduct
- o 1 Simple Assault

The police cars traveled a total of 4,249 miles in July.

Vehicle Repairs: Car 105- No maintenance
 Car 106- Oil change, 4 new tires, laptop checked twice
 Car 107- AC condenser replaced

Residents are encouraged to come to the Community Room tomorrow to participate in “Coffee with a Cop”. Residents will be able to meet with officers, talk about community issues, and concerns. We will be serving coffee and other refreshments as well.

PUBLIC WORKS

Commissioner Buccigrossi gave the Public Works Report. For the month of July Public Works reported the following:

Maintained Parks and cleaned for rentals, cut right of ways, cut trees in roadway, cut grass on properties with maintenance violations, repair potholes, installed new street and roadway signs, picked up litter, picked up and provided materials for Shouse Park Ball Field recondition, cut right of ways and cleaned inlets on the state roads for the Agility Agreement, serviced the Case Backhoe.

MS-4 work

- Inlet inspections
- Cleaned inlets
- Worked on repairing storm pipe at the end of Work St.
- Repaired 2 inlets on Crescent Blvd. and installed 5 new inlet grates.
- MS4 paper work
- Attended Western Allegheny Storm Water Awareness Group (WASAG) meeting to plan upcoming botanical garden visit on Oct 2nd.

PARKS AND RECREATION

Commissioner Buccigrossi said that the Parks Board did not meet in August, but will meet September, to plan the Halloween activities. Fall Festival for October 13, 2018 at Shouse Park. It is getting bigger and bigger each year. Our meetings are public so everyone is welcome.

FINANCE

Commissioner Miller reported that the numbers looked good, some up some down because of the employee turnover. He requested that department heads get budget together for next meeting so that we can work on the preliminary budget. This will be his first budget so he will need time to work on it.

FIRE DEPARTMENT

Commissioner Sabol reported that the Fire Department's dedication was very nice. Commissioner Miller wanted to remind residents that the Gun Bash is coming up in October. Tickets can be purchased from any fireman or at Bosetti's Hardware.

VALLEY AMBULANCE

Wendy Schulenburg report that on-going negotiations with the Fraternal Order of Paramedics. They are keeping an eye on the possible merger with Ohio Valley and Heritage Valley. Possible PA municipal Health Authority being established.

EMERGENCY MANAGEMENT- NONE

OLD BUSINESS - NONE

NEW BUSINESS

The first item was the motion to accept Resolution # R-17-18 appointing Christina Snell to fill the vacancy of Commissioner. Commissioner Miller made a motion to appoint Christina Snell to fill the vacancy of Commissioner, seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The second item was the motion to accept the resignation of Christina Snell from the Vacancy Board Member Position. Commissioner Miller made the motion, seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

The third item was a motion to accept Ordinance # 570 repealing Ordinance #44 and #549 abolishing the position of Secretary/Manager. Commissioner Gagat made the motion, seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The fourth item was Discussion / Motion was to accept Resolution # R-18-18 removing the current Treasurer and Deputy Treasurer from said offices and appointing Judith Ann Boley to Treasurer, appointing a deputy treasurer as soon as possible. Commissioner Miller made a motion, seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The fifth item for Discussion / Motion was to hire the following 3 part time officers: Nathan Swierkosz, John O'Connor, James Kubacki. Commissioner Gagat made the motion seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The sixth item for Discussion / Motion was to hire Brandon Sealock for the public works position. Commissioner Buccigrossi made the motion, seconded by Commissioner Miller. A roll call vote was taken and found all commissioners in favor of the motion.

The final Discussion / Motion was using PNC Bill Pays website to pay bills instead of writing checks, including our ACH payments. Commissioner Miller explained that we will be paying the bills through the bank and not having to write or pay for checks or stamps, saving the Township Money. Commissioner Miller made the motion, seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

PUBLIC COMMENTS - None

COMMISSIONER COMMENTS

Commissioner Miller welcomed Judy and Christina to the family. Thank all departments for a job well done. Thank the residents, viewers and fellow Commissioner for being here. School is back in session and watch out for children.

Commissioner Buccigrossi welcomed the ladies to the team, and thanked all departments, they are all doing a great job.

Commissioner Gagat welcomed the three ladies and commended JD and the Fire Department for a nice dinner and ceremony. Also wanted to remind people of new traffic patterns with the school bus traffic and to watch out for the children.

Commissioner Sabol wanted to welcome Tracy, Judy and Christina. Thank everyone for their service, can't do it without everyone. Let's move to adjournment.

Commissioner Gagat reminded that he forgot the new Commissioner Christina. She had no comment.

Patty Christian wanted to thank the Fire Department for the lovely plaque that was presented to the Township.

ADJOURNMENT

A motion to adjourn the meeting was made by Commissioner Gagat and was seconded by Commissioner Buccigrossi. A voice vote was taken and found all commissioners in favor of the motion. The meeting adjourned at 6:54 PM.

Respectfully Submitted,
Certified as a true and correct copy

Patty Christian
Crescent Township Secretary