

**Township of Crescent  
Board of Commissioners  
Monthly Business Meeting  
July 12, 2018**

On July 12, 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.

Commissioner Sabol noted the Board was in executive session from 5:49 p.m. until 6:00 p.m. before the regular meeting.

**ROLL CALL**

Commissioners: Joe Sabol, Arthur Buccigrossi and Jeffrey Gagat

Secretary: Patty Christian

Solicitor: Richard Start

**PUBLIC COMMENT ON AGENDA ITEMS**

Denny Lewis of 492 Crescent Blvd. Ext. wanted to comment on the agenda item of the hiring of Officer Jay Griffith. He has worked with him at the Fire Department the last few months and feels that he is a fine officer and there should be no problem hiring him full time.

**APPROVAL OF MINUTES**

Commissioner Sabol asked for motion to approve the June 14, 2018 business meeting minutes. Commissioner Gagat 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 June 30, 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 June 15- July 12, 2018	\$ 19,787.40
Invoices due	\$ 19,445.29
Estimated payroll for June	\$ 49,100.00
Highway Fund for street lights	\$ 3,546.32
The total estimated bills for July	\$ 91,879.01

A motion to pay the bills was made by Commissioner Buccigrossi 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 June: PLGIT Perspectives, MRM Trust notes, Moon Twp. Municipal Authority Meeting Minutes, Comcast Business service issues letter.

## SECRETARY'S REPORT

For June the administrative office completed the following: right to know requests, updated property information in the TRaisr, Lien letters, placed advertisements for resolutions and ordinances and Police and Public Works jobs, filled out report for 2018 Compensation & Benefits Report, training new office assistant, collected amusement taxes 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 Personnel, Police Department, Koban property on 35 McGovern Blvd., Monument Damage, Smoke Stack Demolition and Logging.

## ENGINEER'S REPORT

LSSE issued year 5 Outfall Testing, transmitted clarifications of the PRP to DEP. The Townships MS4 Permit was issued in May 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. This closes out the Contract.**

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 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.

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 183
- Assist other department 04
- Medical assistance calls 10
- Warnings issued for traffic 27
- Non-traffic citations 0
- Traffic citations 12
- Parking citation/warnings 1
- Total citations/warnings 40
- Arrests
  - 1 Theft

The police cars traveled a total of 5,039 miles in June.

Vehicle Repairs: Car 105- No maintenance  
Car 106- No maintenance  
Car 107- No maintenance

Office Gerlach attend DUI Check-points at Mount Lebanon Police Department.

Residents are encouraged to call/stop at the police department when going on vacation to have officers check their residence while they are away.

## **PUBLIC WORKS**

Commissioner Sabol reported that Mr. Buccigrossi will be taking over for Commissioner Keller in the Public Works Department. Commissioner Buccigrossi then gave the Public Works Report. For the month of June Public Works reported the following:

Maintained Parks and cleaned for rentals, cut right of ways, cut trees in roadway, repaired potholes, installed new street and roadway signs, picked up litter, trimmed shrubs and trees at the Monument and Municipal Building, worked on State Agility agreement by cutting right of ways and inlets on the state roads.

MS-4 work.

- Inlet inspections
- Cleaned inlets
- Installed 120 ft of 15" Storm pipe on Crescent Blvd
- Restored asphalt on Crescent Blvd

## **FINANCE – No Report**

## **PARKS AND RECREATION**

Commissioner Buccigrossi said that the Parks Board did not meet in June, but they have been working on the Fall Festival for October 13, 2018 at Shouse Park. It is getting bigger and bigger each year. Our meetings are public so if anyone is interested we can always use new blood.

## **FIRE DEPARTMENT**

Mr. Lewis from the Fire Department said there have been several trees and wires down due to the weather. Also they have assisted Moon and Hopewell on house fires. Three weeks ago assist on the river, a man on a jet ski lost power was floating down the river and needed to be pulled out. They still are having Bingo on Sunday nights and tickets for the gun bash on October 6, 2018 will be available soon. The open house will be coming up for the new addition. Don't have all the details yet. The Fire Department is always looking for volunteers.

## **VALLEY AMBULANCE - NONE**

## **EMERGENCY MANAGEMENT- NONE**

## **OLD BUSINESS - NONE**

## **NEW BUSINESS**

The first item was the motion to accept Commissioner Keller's resignation. Commissioner Gagat made a motion to accept the resignation of Commissioner Keller, 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 Shawn Collin's resignation. Commissioner Gagat wanted to recognize Shawn's outstanding work while he was employed at the Township and wishes him well on his future endeavors. Commissioner Gagat made a motion to accept Shawn Collin's resignation. Commissioner Buccigrossi seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. Commissioner Sabol also wanted to thank Shawn for his time he worked for the Township.

The third item was motion to accept Kylee Cipolla's resignation. Commissioner Gagat made a motion to accept Kylee Cipolla's resignation. Commissioner Buccigrossi seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion.

The fourth item was a motion to appoint Tracy McKee as a part-time Administrative Assistant. Commissioner Buccigrossi made the motion appointing Tracy McKee as part-time Administrative Assistant. Commissioner Gagat seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion.

The fifth item motion to make Officer Jay Griffith a full time Police Officer. Commissioner Gagat made a motion to make Officer Jay Griffith a full time Police Officer. Commissioner Buccigrossi seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion. Commissioner Gagat congratulated Officer Griffith.

The sixth item was a discussion / motion to move forward on the monument insurance claim. There was a brief discussion on what to do at the old site of the monument that was hit by a truck. Commissioner Miller suggested that a Gazebo be used to incorporate the plaques from the old monument. Commissioner Gagat wanted to incorporate flag poles around the area as well. The Commissioners agreed to hire an architect to design a Gazebo in that area. Solicitor Start said that he would file the papers so our statute of limitations does not run out so the insurance company will be paying for the structure. A motion to acquire an architect to design and develop a plan was made by Commissioner Gagat and Commissioner Buccigrossi seconded the motion. A roll call vote was taken and found all commissioners in favor of the motion.

The seventh item was discussion / motion to accept a Resolution finding that 36 Mc Govern Blvd, is a Public Nuisance, giving the owner Christopher Koban 30 days to abate. Solicitor Start informed everyone that a Public Nuisance Hearing was held tonight before the Commissioners regular monthly meeting. Chief Longerman was the key witness. He was able to obtain the first ever in Allegheny County Administrative search warrant. Solicitor Start informed the public that Mr. Koban has 30 days to clean up his property or the Township will take it over and clean it up and lien the property. A motion was made by Commissioner Gagat and seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The eighth item was a motion to approve a request by Lennon, Smith, Souleret Engineering, Inc. transmitted herewith is Partial Payment No. 2 (Final) from El Grande Industries, Inc. for the subject project Shouse Park ADA Walkways (CD 43.7.2). They have reviewed the work completed and recommend final payment in the amount requested of \$3,284.50. This request is required prior to payment by the Char-West Council of Governments. No payments are to be made by the Township of

Crescent. A motion was made by Commissioner Gagat and seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The ninth Motion was to accept Ordinance 568 amending the Crescent Township Code of Ordinances, chapter 154 entitled "Police Department", section 154.07 entitled "Safety Committee, and section 154.13 entitled "Police Policy Rules and Regulations" to clarify the responsibilities of the Chief of Police in regard to the Safety Committee, and to update Police Department job titles, job descriptions and rules of conduct. A motion was made by Commissioner Buccigrossi and seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

The tenth Motion was to Motion to accept Ordinance 569 amending the Crescent Township Code of Ordinances chapter 154, entitled "Police Department", to add a new section 154.14 entitled "Procedure Following Arrest Without Warrant" to provide guidelines to Police Officers in warrantless arrests. A motion was made by Commissioner Gagat and seconded by Commissioner Buccigrossi. A roll call vote was taken and found all commissioners in favor of the motion.

The final motion was to approve beginning the interview process for a full time Police Officer. A motion was made by Commissioner Buccigrossi and seconded by Commissioner Gagat. A roll call vote was taken and found all commissioners in favor of the motion.

## **PUBLIC COMMENTS**

Denny Lewis of 492 Crescent Blvd Ext. thinks that the Township should hire more full time police officer instead of part time. If taxes need to be raised to cover this, he feels it would be a benefit to the Township.

## **COMMISSIONERS COMMENTS**

Commissioner Gagat explained that Sergeant Krithinithis was injured on his motor cycle and will be off the job for several months. He agrees with Denny in regard to hiring more full time officers. Part-time officers get trained and then they move to another municipality that is offering full time.

Commissioner Buccigrossi wanted to congratulate Office Griffith on his full time position in the Police Department. He Thanked Chief Longerman for all of his hard work as well as Valley Ambulance.

Commissioner Sabol wanted to let the residents know that Crescent Township honors all of their First Responders. He also congratulated Office Griffith on his full time position to the Police Department he is already a member of the family. We appreciate Kenny Longerman our chief.

## **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

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Patty Christian  
Crescent Township Secretary

