

**Township of Crescent
Board of Commissioners
Monthly Business Meeting
December 13, 2018**

On December 13, 2018, the monthly meeting of the Crescent Township Board of Commissioners was called to order at 6:43 P.M. in the Crescent Township Municipal Building, 225 Spring Run Road, Crescent, Allegheny County, Pennsylvania.

Commissioner Sabol stated that the Board of Commissioners was in Executive Session from 5:30 pm until 6:40 pm.

ROLL CALL

Commissioners: Joe Sabol, Arthur Buccigrossi, Todd Miller, Jeff Gagat, Christina Snell

Secretary: Patty Christian

Solicitor: Zane Madden

PUBLIC COMMENT ON AGENDA ITEMS - None

APPROVAL OF MINUTES

Commissioner Sabol asked for motion to approve the November 8, 2018 business meeting minutes. A motion was made by Commissioner Miller and seconded by Commissioner Snell. A roll call vote was taken and found all commissioners in favor of the motion.

Commissioner Sabol asked for a motion to approve the November 14, 2018 workshop meeting minutes. A motion was made by Commissioner Miller and 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 November 2018 Treasurer's report. 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.

LIST OF BILLS

The list of bills was presented:

The funds removed from November 8 thru, December 3, 2018	\$ 115,014.63
Invoices due	\$ 45,188.93
Estimated payroll for June	\$ 55,602.00
Highway Fund for street lights	\$ 3,544.63
The total estimated bills for December 2018	\$ 125,433.89

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 for November: A letter from The Villas at Parkwood Estates in regard to parking and a letter from Comcast about price changes.

SECRETARY’S REPORT

For the month of November the administrative office completed the following: Worked with the Auditor General’s Office on pension reports from 2014 - 2017, Received payments from the Liquor Control Board from 2017 – 2018, attended classes through the PA State Association of Boroughs, “Your Role as a Municipal Secretary”, completed health forms for new year, met with the insurance Co. about the new rates and items we have to insure, assisted the new Treasurer on balancing the Township accounts and reports, continued to work with the new Township Office assistant on the daily duties of the office and other office duties.

SOLICITOR’S REPORT

Solicitor Madden gave the November Solicitor’s report: The law firm of Amato, Start & Associates, P.C. provided services to the Township pertaining to matters regarding Koban property on McGovern Blvd., Office Administration and Civil Service Matters.

ENGINEER’S REPORT

Mrs. Christian read the Engineer’s report from LSSE. MS4 2018 LSSE to provide the Township with outfall screening results in coming weeks.

The 2017 Road Paving the contractor has completed all punchlist work.

The 2018 Road Paving the contractor completed work the week of December 3, 2018. LSSE to schedule a final walkthrough.

2019 Residential waste hauling LSSE provided the Township with a Bid Report on November 6, 2018. The Board of Commissioners awarded the Contract to Republic Services, and the Contract Documents were transmitted to the Township for execution on December 6, 2018.

Municipal Building roof LSSE coordinated a meeting between Arkadia Contracting, Inc. and Township Staff on December 6, 2018 regarding repairing leaks in roof, recoating roof panels and installing new gutters and downspouts.

Main Street Bridge repairs LSSE issued a memo on cost and procedure to complete repairs in December.

PUBLIC SAFETY

Commissioner Gagat reported the following for:

COMPLAINTS FOR THE MONTH:

Calls for Service.....295
Assist other police departments.....01

Medical assistance calls.....07

CITATIONS & WARNINGS FOR THE MONTH:

Warnings issued for traffic offenses.....30

Non-traffic citations issued.....02

Traffic citations issued.....07

Parking citations/warnings issued.....08

Total citations/warnings issued for the month.....47

Total miles traveled 3,773

Vehicle Repairs:

Car 105- Oil, filter and tire rotation completed at Grady’s.

Car 106- Had a piece of metal removed from a destroyed tire. Replaced a driver’s side head lamp bulb

Car 107- No Maintenance.

SCHOOLING AND SEMINARS:

Officers Griffith, Oslick, Gerlach and Chief Longerman all attended mandatory **First aid/CPR training** at Valley Ambulance.

Officer Griffith attended **Active Shooter Response Training, train the trainer**, hosted by the South Hills Council of Governments in conjunction with the West Hills Council of Governments, at St. Joseph’s School in Coraopolis. Officer Griffith is now certified as an active shooter instructor. The training was at no cost.

Officer Oslick attended **Drivers training** at Pittsburgh International Racing Complex. It was hosted by the Char-West COG at no cost for one officer.

Chief Longerman participated in **Applications for GIS for Emergency Management Personnel**, with a certification issued by FEMA. The training was paid for by Chief Longerman, through Arizona State University.

COMMUNITY CORRESPONDENCE:

The Police Department has been coordinating donations for less fortunate families in Crescent Township. The department has been matching up people who are willing to donate holiday meals or provide gifts for children in the Township. Currently, we have sixteen people donating and seven families who are receiving contributions from the community. If anyone would like to donate or knows of a family in need, contact Chief Longerman at 724-457-8100 x 102.

The Police Department would like to wish all of the residents a Merry Christmas, and Happy Holidays!

PUBLIC WORKS

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

1. Prepared for election
2. Repaired potholes
3. Completed preparing trucks for upcoming winter
4. Picked up litter
5. Salted roadways
6. Pulled and stored Shouse park grinder pump
7. Cleaned gutters
8. Installed wiring for police dept.
9. Removed and repaired damaged road signs on Division and Starr roads.
10. Cleaned up leaves
11. MS-4 work.
 - Inlet inspections
 - Cleaned inlets

PARKS AND RECREATION

Commissioner Buccigrossi reported that the Parks Board had their annual movie night on Saturday December 1, 2018. A fun activity with the children of craft making was done. Cookies and hot chocolate were served and every child received a prize. There were about 40 children in attendance.

The Recreation Board will hold their Christmas Party on December 22, 2018 at the Fire Hall at 1:00 pm. As always, all Recreation Board meetings and Parks Board Meetings are open to the public and new members are always welcome.

FINANCE

Commissioner Miller reported we have had a good year. He wanted to thank all the Department Heads for their work on the Budget as well as all of the Commissioners.

FIRE DEPARTMENT - NONE

VALLEY AMBULANCE - NONE

EMERGENCY MANAGEMENT - NONE

OLD BUSINESS

The first item was discussion on purchasing a generator for the Municipal Building. The Board asked if some bids can be obtained to get it done next year. Commissioner Miller asked if it could be natural gas, so fuel would not be a problem. The secretary will ask LSSE to get specs so that bids may be obtained.

The second item was a motion to accept the Police Union Contract. Commissioner Gagat made the motion to accept the contract seconded by Commissioner Miller. A roll call vote was taken and found all Commissioners in favor of the motion.

NEW BUSINESS

The first item was the motion to accept the resignation of Officer Cuyler Hale, effective December 1, 2018. 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 Commissioners requested a thank you letter be given to Officer Hale. He was a great asset to the Township.

The second item was a motion to accept the resignation of Officer Cody Kusluch, effective December 8, 2018. Commissioner Gagat made the motion, seconded by Commissioner Miller. A roll call vote was taken and found all Commissioners in favor of the motion.

The third item was a motion to appoint Officer Dominique Gerlach and Officer Oslick to full time with the start date of January 1, 2019. 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 and motion to replace the phone system for the building. The new company would be Full Service Network. Mrs. Christian and Chief Longerman met with the Senior Account Executive and explained the services they will provide to the Township. Commissioner Miller made a motion to accept the service agreement from Full Service Network. The motion was seconded by Mr. Gagat. A roll call vote was taken and found all Commissioners in favor of the motion.

The fifth item was discussion and motion to replace Matt Bennett as our IT person and change to Uptime computer Services, as well as change our email from Go Daddy to Office 360, and for Uptime to host our Website. Mrs. Christian told the board that this place was recommended by our Solicitor. 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 was discussion and motion to review the Shouse Park rental fees for 2019. Commissioner Buccigrossi wants to get the prices for our pavilion rental at Shouse Park in line with the other communities in our area. A discussion was held and the Commissioners chose to table this for the next meeting.

The seventh item was discussion and motion to allow the Chief of Police to begin the Civil Service process to hire additional part-time officers. Mrs. Christian told the Board that Mrs. Lynda Jones will be retiring from her position on the Civil Service Board. The Board and Chief Longerman thanked her for her service she to the Township. 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 eighth item was a motion to advertise the 2019 meeting dates. 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 ninth item was a discussion and motion on a 2018 yearend bonus and a 2019 pay increase for the Township Secretary. Commissioner Gagat explained that the Secretary had been doing her job and the Township Manager's job from May 2018 when she was let go. The Board would like to give her a bonus for her extra work for this year and a raise for next year. The bonus would be \$1,300.00 for 2018 and a

raise of pay to \$19.23 per hour. Commissioner Gagat made the motion, seconded by Commissioner Miller. A roll call vote was taken and found all Commissioners in favor of the motion.

The tenth item for discussion and motion was to hire Quaker Valley Council of Governments proposal to provide financial administrative services to Crescent Township starting January 1, 2019. A brief discussion was had about the services they would provide the Township. Commissioner Gagat made the motion, seconded by Commissioner Miller. A roll call vote was taken and found all Commissioners in favor of the motion.

PUBLIC COMMENTS

Joe Swadlo of 1326 Main Street is having a problem with his neighbor burning trash. He has called the Police Department and they are aware of the problem. He also wants to make sure that the Township is aware that he is starting to be a hoarder with junk piled up, as well as an addition that was started and never finished. Chief Longerman told Mr. Swadlo that they were aware and are watching the situation. The Commissioners will ask our Code Enforcement Officer to check on the situation as well.

Robin Phillips of 244 Spring Run Road wanted to know if anything could be done with the large tractor trailer trucks that come down Spring Run Road. They are not only large for that road, they are speeding. Chief Longerman explained to her that Spring Run Road is an Allegheny County Road. He has been in contact with the County and a traffic study will need to be performed. The Township is looking into the costs involved to have this completed. Commissioner Miller thought it might help if the radar signs were put up on Spring Run. Robin then asked how she would go about getting city water. Lynda Jones told her that she would need to contact Creswell Water Authority.

Mike Chicora of 1768 Heather Heights asked if the Township had received his letter in regard to The Villas at Parkwood Estates parking. He was requesting that parking be allowed on both sides of Heather Heights Drive with the restriction of No Parking from 2:00 AM to 6:00 AM. Chief Longerman explained that it is in the Association's rules and that it would need to be changed in the Association's Bylaws. If a letter from the Association was sent stating that the rules were changed, the Township will look into getting the signs removed or changed.

COMMISSIONER COMMENTS

Commissioner Miller wanted to thank Officer Hale for his service as a Police Officer for the Township. He did a great job. He wished all the employees and everyone a Merry Christmas and a Happy New Year.

Commissioner Buccigrossi wanted to thank Officer Hale also. As always, Parks Board and Rec Board meetings are always public and everyone is welcome. He as well wished everyone a Merry Christmas and a Happy New Year.

Commissioner Gagat thanked Officer Hale. He wanted to wish Rick a speedy recovery as well.

Commissioner Sabol wished everyone a Merry Christmas and a Happy and safe New Year. He remarked that Officer Hale will be missed. He did a wonderful job while he was here at Crescent Township. He asked the Secretary to compose a letter thanking Officer Hale for his service. He also thanked Lynda Jones for her years volunteering on the Recreation Board as well as on the Civil Service Committee.

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 7:43 PM.

Respectfully Submitted,
Certified as a true and correct copy

Patty Christian
Crescent Township Secretary