

Regular Meeting**January 7, 2019**

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 9:30 a.m. by Chairman John Groh in the Assembly Room of the Millcreek Township Municipal Building. Present were Mark Zaksheske, John Groh, John Morgan, James Bock, Mark Shaw, Esq., Matthew Waldinger, Gary Snyder, Sheryl Williams and Student Ambassador Hannah French.

Mr. Groh called for public comment on agenda items other than development or rezoning applications. No public comment was received.

It was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to approve the minutes from the December 18, 2018 Regular Meeting.

It was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$952,456.44, and Sewer Revenue Fund bills in the amount of \$115,891.05.

Mr. Morgan reported that management employees are given annual performance based reviews, and the overall wage increase for 2019 is 2.5%. On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Morgan and seconded by Mr. Bock to approve 2019 Management Salaries, retroactive to January 1, 2019. Motion carried by unanimous roll call vote.

2019 Management Salaries

First	MI	Last	Title	Salary
Gerald	P.	Burger	Bureau Chief-Facilities Maintenance	\$ 75,254.40
Caleb	T.	Dixon	Deputy EMC/Fire Inspector	\$ 48,942.40
Kristoffer	S.	Filson	IT Manager-Police	\$ 55,868.80
John	E.	Fleming	IT Manager-Township	\$ 50,398.40
Emma	R.	George	Project Engineer	\$ 64,646.40
Scott	A.	Heidt	Chief of Police	\$112,548.80
Sean	C.	Kern	Bureau Chief-Streets Maintenance	\$ 74,713.60
Diane	L.	Lyons	HR Manager	\$ 58,011.20
Julie	M.	Maggio	Assistant Zoning & Development Officer	\$ 49,712.00
Ashley	E.	Marsteller	Director of Parks & Recreation	\$ 57,449.60
Melanne	J.	Page	Assistant Treasurer	\$ 57,491.20
Charles	W.	Pierce	Property Maintenance Inspector	\$ 64,251.20
Matthew	C.	Puz	Zoning & Development Officer	\$ 56,784.00
Gary	J.	Snyder	Director of Public Works	\$ 92,601.60
Anne	M.	Sokol	Township Engineer	\$ 79,976.00
Jeffrey	F.	Tenney	Journeyman Electrical Assistant	\$ 74,526.40
Matthew	D.	Waldinger	Director of Planning & Development	\$ 79,726.40
Mark	A.	Wells	Bureau Chief-Sewer Maintenance	\$ 71,240.00
Richard	C.	Whitbread	Bureau Chief-Traffic & Electrical	\$ 89,627.20
Sheryl	A.	Williams	Township Secretary	\$ 49,712.00
Joseph	J.	Yatzor	Bureau Chief-Fleet Maintenance	\$ 68,036.80
Mark	R.	Zaksheske	Director of Administration/Treasurer	\$101,420.80
Judy	L.	Zelina	Director of Public Services	\$ 60,174.40

Planning and Development Director Matthew Waldinger reported that the CEC inspection costs were \$1,603.18 higher than originally estimated for the Wolf Run Drive Storm Sewer Project, bringing the total amount of the contract with CEC to \$78,503.18. On recommendation of Mr. Waldinger, it was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to approve Change Order #1 – CEC Consulting and Inspection Services for the Wolf Run Drive Storm Sewer Project in the amount of \$1,603.18.

On recommendation of Solicitor Mark Shaw, it was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to enact Ordinance 2019-1; An Ordinance to amend the Millcreek Township Zoning Ordinance, No. 2011-8, as amended, by changing the classification of a certain parcel of land situate in the Township of Millcreek, Erie County, Pennsylvania, described as follows, to-wit: 2335 West 38th Street, Erie, Pennsylvania, now zoned R-1 Single Family Residential District, to be rezoned to C-2 General Commercial District.

On recommendation of Solicitor Mark Shaw, it was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to enact Ordinance 2019-2; An Ordinance to amend the Millcreek Township Zoning Ordinance, No. 2011-8, as amended, by changing the classification of portions of certain parcels of land situate in the Township of Millcreek, Erie County, Pennsylvania, described as follows, to-wit: 2055, 2103, 2111, 2115 and 2155 Edinboro Road, Erie, Pennsylvania, now zoned RR Rural Residential District, to be rezoned to C-2 General Commercial District.

Treasurer Mark Zaksheske explained that as part of the labor agreement, the Township must formally clarify the amount of annual participant pension contribution paid by the Millcreek Police Department, and for 2019 it is 5.25%. On motion by Mr. Bock, seconded by Mr. Morgan, it was carried by unanimous roll call vote to adopt Resolution 2019-R-3; A Resolution to Set the Rate of Participant Contribution to the Millcreek Police Pension Plan.

On motion by Mr. Bock, seconded by Mr. Morgan, it was carried by unanimous roll call vote to adopt Resolution 2019-R-4; A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve proposed disposition of certain Township records. This authorizes disposal of police Dash Cam videos after the mandatory 180 days from December 19, 2018 to January 7, 2019.

Mr. Shaw explained that a couple months ago the Fire and EMS Commission requested that the Township create a task force to assist the Fire Commission in making recommendations for a clear future vision for the fire departments. He stated that after further review, it is preferential that the Commission creates its own task force. Mr. Shaw noted that the Task Force is directed to make its recommendations to the Board before July 1, 2019. Mr. Morgan thanked Mr. Bock, Mr. Shaw and Commission Member Randolph Lachowski for their efforts to resolve this matter. Mr. Groh commented that this is contrary to what the Fire Commission requested, which was for the Board to create the task force, but Mr. Groh nevertheless feels that the Township is heading in the right direction in regard to fire department operations.

On recommendation of Mr. Shaw, it was moved by Mr. Bock and seconded by Mr. Morgan to adopt Resolution 2019-R-5; A Resolution Directing the Fire Commission to Create a Committee to Assist the Township with creating a Clear Future Vision for the Provision of Fire and Emergency Services in Millcreek Township; and Make Recommendations of Actions Necessary to Achieve that Vision. Motion carried 2-1 with Mr. Groh voting no.

Mr. Shaw reported there are three items regarding DEP permits and railroad licenses that need to be approved to transfer the MTSA to the Township. On recommendation of Mr. Shaw, the following items were approved by unanimous roll call vote on motion by Mr. Bock, seconded by Mr. Morgan:

Payment authorization to transfer 72 DEP permits, at a cost not to exceed \$7200.00, to be paid from the Sewer Revenue Fund.

Approval of the Amendment to Railroad License Agreement to include two additional licenses for Norfolk Southern Railroad, and to authorize execution of the agreement.

Approval of the CSX Assignment Agreement to transfer four sewer line licenses with fee waived, and to authorize execution of the agreement.

Recycling Coordinator Jessica Stutzman announced that the Township has received an Act 101 PA DEP Section 902 Grant Award in the amount of \$325,450, which requires a minimum 10% match funding (\$36,162) from the Township in the form of Recycling Education via the Township Calendar, Recycling Brochures, and Project Development. On recommendation of Ms. Stutzman, it was moved by Mr. Bock, seconded by Mr. Morgan, and carried by unanimous roll call vote to approve the PA DEP 902 Recycling Grant Award, authorize the 10% match, and authorize execution of the agreement.

On recommendation of Ms. Stutzman, it was moved by Mr. Bock, seconded by Mr. Morgan, and carried by unanimous roll call vote to renew the "Retire Your Old Glory Release and Waiver of Claims" agreement, at a cost of \$25.00, to continue sponsoring a collection bin to retire old, tattered American Flags and other government flags.

On recommendation of Ms. Stutzman, it was moved by Mr. Bock, seconded by Mr. Morgan, and carried by unanimous roll call vote to approve a Millcreek Mall Licensing Agreement so that Ms. Stutzman may make a recycling presentation to children at the Millcreek Mall for Widget Wednesday on August 7, 2019.

Mr. Groh presented the December Building Construction report as follows, which is available on the Township website and also in the Zoning Office.

<u>December 2018:</u>	Total Residential Structures	\$ 360,000.00
	Total Non-residential Structures	<u>207,690.00</u>
		\$ 567,630.00
	Zoning Permits Issued	7
	Zoning Permit Fees	\$ 2,250.00

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Bock and seconded by Mr. Groh to appoint Mr. Zaksheske as the Township's delegate to the Erie County Tax Collection Committee, Assistant Treasurer Melanne Page as the first alternate, and Mr. Morgan as the second alternate. Motion carried by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Morgan, it was carried by unanimous roll call vote to authorize Diane Lyons, John Groh, James Bock and Mark Zaksheske to attend the PELRAS annual conference March 19-22, 2019, and is a budgeted expense.

On motion by Mr. Bock, seconded by Mr. Morgan, it was carried by unanimous roll call vote to authorize Emma George, James Bock and Mark Zaksheske to attend the PSATS annual conference April 14-17, 2019, and is a budgeted expense.

On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Morgan and seconded by Mr. Bock to hire Rachel Matava as a crossing guard at Grandview School at an hourly rate of \$25.00, retroactive to January 2, 2019. Motion carried by unanimous roll call vote.

Mr. Groh reported that the Board met in Executive Session with Solicitor Mark Shaw on January 3, 2019 to discuss legal and personnel matters.

Student Ambassador Hannah French reported that the Prep-McDowell Boys Basketball game is Friday at McDowell, from Thursday-Saturday is the PMEA Orchestra Festival, and the ACT test will be administered on February 9th to Seniors.

Open Records Officer Sheryl Williams reported that three Right-to-Know requests were received in December, requiring 2.5 hours of response preparation time; one request was granted and two were denied.

There were no citizens to be heard.

Mr. Groh announced that the annual Board of Auditors meeting will take place tomorrow, January 8, 2019 at 1:00 p.m. in the East Conference Room.

With no further business to come before the Board, it was moved by Mr. Bock and seconded by Mr. Morgan to adjourn the meeting at 10:02 a.m.

Sheryl A. Williams
Township Secretary

Approved: January 22, 2019

John H. Groh

John E. Morgan

James S. Bock