

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 Morgan, John Groh, James Bock, Mark Shaw, Esq., Matthew Waldinger, Matthew Puz, Chief Scott Heidt, Gary Snyder, Sheryl Williams and Student Ambassador Hannah French.

Mr. Groh reminded residents that Board meetings are recorded by WQLN and broadcast with closed captioning on the Millcreek Township Channel and YouTube. Mr. Groh called for public comment on agenda items other than development or rezoning applications. No public comment was received.

McDowell High School Senior Joshua Gustafson, a West Ridge Fire Department volunteer firefighter and intern, was recognized for his life-saving efforts on January 28, 2019 when he performed CPR on a woman in cardiac arrest. MPS Operations Supervisor Jerry Smith was also recognized and praised the entire team and the 911 center for their part in saving the woman's life.

Mr. Bock read and presented 100th Birthday proclamations to Patty Amon and Marcia Rabell, daughters of twins Sheila Moreland and Natalie Rabell who were born on February 19, 1919.

It was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to approve the minutes from the January 22, 2019 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 \$1,492,331.01, and Sewer Revenue Fund bills in the amount of \$324,163.71.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Morgan, seconded by Mr. Bock, and carried by unanimous roll call vote to approve a Capital Budget Amendment for Wolf Run Drive Pipe Lining in the amount of \$19,594.00.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Morgan, seconded by Mr. Bock, and carried by unanimous roll call vote to approve a Capital Budget Amendment for the purchase of a Stick Welder in the amount of \$3,051.01.

Public Services Director Judy Zelina announced that bids were solicited and only one bid was received from Advanced Disposal for the "Township Waste and Recyclables Collection at Designated Millcreek Township Facilities." Solicitor Mark Shaw stated that the amount of the bid, \$16,014.96, is in line with projected annual costs. Mr. Morgan noted that the bid proposal includes collection of glass for recycling, which many municipalities no longer allow, and Ms. Zelina explained that Advanced Disposal takes their recycling to a plant in Buffalo which still accepts glass. On recommendation of Ms. Zelina and Mr. Shaw, it was moved by Mr. Morgan and seconded by Mr. Bock to award the two-year contract for Township Waste and Recyclables Collection at Designated Millcreek Township Facilities to Advanced Disposal for approximately \$16,014.96 annually. Motion carried by unanimous roll call vote.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Morgan and seconded by Mr. Bock to approve the budgeted purchase of a Johnston VT651S Sweeper Unit from US Municipal, COSTARS Contract 025-019, in the amount of \$152,109.37. Motion carried by unanimous roll call vote.

On recommendation of Mr. Snyder, it was moved by Mr. Morgan and seconded by Mr. Bock to approve the budgeted purchase of a 2019 Cab and Chassis for the new Sweeper Unit from Five

Star International, COSTARS Contract 025-005MV, in the amount of \$78,716.26. Motion carried by unanimous roll call vote. Treasurer Mark Zaksheske reported that both purchases will be financed over a five year period.

Mr. Snyder reported that quotations were solicited and received for repair of the floor in Garage 2, as follows: Maya Brothers Concrete - \$4,075.00, Austin Concrete – No Quote, Montagna Concrete – No Quote. He further explained that an unusable in-ground lift will be removed and the floor leveled. On recommendation of Mr. Snyder, it was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to award the contract for floor repair in Garage 2 to Maya Brothers for \$4,075.00. Motion carried by unanimous roll call vote.

It was moved by Mr. Morgan, seconded by Mr. Bock, to table action on replacing the carpeting in the administration offices until the next meeting on February 26, 2019. Motion carried by unanimous roll call vote.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Morgan and seconded by Mr. Bock to approve the budgeted purchase of a 2019 Chevrolet Suburban from Hallman Chevrolet for the COSTARS price of \$44,895.00. Mr. Waldinger reported that this vehicle will be used by the survey crew and will replace a 20-year old vehicle that broke down last year. Motion carried by unanimous roll call vote.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Bock and seconded by Mr. Morgan to approve the budgeted purchase of a 50 ton Low Boy Trailer for the Streets Department from Stephenson Equipment, Inc., COSTARS Contract 4400019968, in the amount of \$82,485.65. Motion carried by unanimous roll call vote.

Public Works Director Gary Snyder reported that quotations for an Idealarc Stick Welder were solicited and received as follows: Lincoln Electric - \$2,984.53, Lincoln Electric - \$2,980.00, Welders Supply - \$2,913.46. On recommendation of Mr. Snyder, it was moved by Mr. Bock and seconded by Mr. Morgan to approve the purchase of an Idealarc Stick Welder from Welders Supply for \$2,913.46, plus accessories, for a total of \$3,051.01. Motion carried by unanimous roll call vote.

Planning and Development Director Matthew Waldinger reported that Asbury Springhill Senior Living has requested exclusion from the land development process to build a 4,000 square foot addition for a therapy pool, and complies with exclusion requirements. On recommendation of Mr. Waldinger, it was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to approve a Land Development Exclusion for the Asbury Springhill Therapy Pool Addition.

Zoning and Development Officer Matthew Puz, Jr. presented the 2018 Millcreek Township Planning Commission Annual Report, which included statistics on land development and subdivisions, rezoning, street vacation, conditional use and ordinance amendments. Mr. Puz noted the Planning Commission's involvement with the *Embrace Millcreek* Comprehensive Plan and with updating the Township's Zoning Ordinance. The Planning Commission made the following recommendations for 2019: Update the zoning ordinance, subdivision and land development ordinance, and zoning map to be consistent with the new comprehensive plan and future land use plan. On recommendation of Mr. Puz, it was moved by Mr. Morgan, seconded by Mr. Bock, and carried by unanimous roll call vote to accept the 2018 Planning Commission Annual Report.

On recommendation of Solicitor Mark Shaw, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to enact Ordinance 2019-3; An Ordinance of the Township of Millcreek, Erie County, Pennsylvania ("Township") amending Ordinance 2018-11 by extending the closing of the issuance of a \$390,000 general obligation note, the proceeds of which will be

used for a storm sewer replacement project, by removing the provision that the note be issued on or before February 1, 2019.

On recommendation of Zoning and Development Officer Matthew Puz, Jr., it was moved by Mr. Morgan and seconded by Mr. Bock to refer to the Planning Commission amendments to the Sign Ordinance for review. Motion carried by unanimous roll call vote.

On motion by Mr. Morgan, seconded by Mr. Bock, it was carried by unanimous roll call vote to adopt Resolution 2019-R-9; 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 DashCam videos after the mandatory 180 days from February 12 - 26, 2019.

On recommendation by Treasurer Mark Zaksheske, it was moved by Mr. Morgan and seconded by Mr. Bock to adopt Resolution 2019-R-10; A Resolution Authorizing Issuance of Individual Procurement Cards. This authorizes issuance of Township credit cards to management personnel for limited Township purchases. Motion carried by unanimous roll call vote.

On recommendation by Treasurer Mark Zaksheske, it was moved by Mr. Morgan and seconded by Mr. Bock to adopt Resolution 2019-R-11; A Resolution Adopting an Administrative Policy for Purchase Card Issuance and Use. Motion carried by unanimous roll call vote.

Solicitor Mark Shaw explained that as a result of a storm sewer failure last year and subsequent repair of the system on Wolf Run Drive, the Township has met with the homeowner to discuss settlement of repairs to the residence, to cover additional costs and to acquire property easements. On recommendation of Mr. Shaw, it was moved by Mr. Morgan and seconded by Mr. Bock to award the property owners \$30,000 toward costs, and in exchange the property owners will grant the requested easements and release the Township from further costs. Motion carried by unanimous roll call vote.

On recommendation of Mr. Shaw, it was moved by Mr. Morgan and seconded by Mr. Bock to authorize the signing and submission of a Norfolk Southern Railroad Assignment Application with the required fee of \$750.00 for the transfer of five licenses from MTSA to Millcreek Township. Motion carried by unanimous roll call vote.

On recommendation of Planning and Development Director Matthew Waldinger and Project Engineer Emma George, it was moved by Mr. Morgan and seconded by Mr. Bock to accept and approve the McDowell Detention Basin Emergency Action Plan. Motion carried by unanimous roll call vote.

Planning and Development Director Matthew Waldinger reported that the Township received a Sidewalk Deferral Request for 4846 Tramarlac Lane on the required form, and stated there are no sidewalks in the area. On recommendation of Mr. Waldinger, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Sidewalk Deferral for 4846 Tramarlac Lane – Patricia D. Salvador & Prabhav S. Patil, Developers.

Planning and Development Director Matthew Waldinger reported that the Township received a Stormwater Maintenance Plan and Agreement Request for Sonic Drive-In, and the developer agrees to own and maintain the stormwater system. On recommendation of Mr. Waldinger, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Stormwater Maintenance Plan and Agreement for Sonic Drive-In - Cafaro-Peachcreek Joint Ventures Partnership, Developer.

Planning and Development Director Matthew Waldinger reported that a proposal has been received to subdivide a 60-acre parcel into two 30-acre lots, for which there are no available sewer

lines, and each lot is required to have a valid septic system. On recommendation of Mr. Waldinger, it was moved by Mr. Morgan and seconded by Mr. Bock to authorize the chairman to sign a Sewage Facilities Planning Module Request, indicating there is no objection to the installation of septic tanks for the properties on Appleman and Martin Roads – Charles W. and Richard S. Lipchik, Developers, providing all requirements are met. Motion carried by unanimous roll call vote.

Planning and Development Director Matthew Waldinger presented the January Building Construction Report as follows, which is available on the Township website and also in the Zoning Office.

<u>January 2019:</u>	Total Residential Structures	\$ 8,000.00
	Total Non-residential Structures	<u>805,000.00</u>
		\$ 813,000.00
	Zoning Permits Issued	3
	Zoning Permit Fees	\$ 1,250.00

Treasurer Mark Zaksheske reported that Zelenkofske Axelrod LLC, the Township’s auditors, will begin field work this week.

Mr. Morgan reported that the Board received a letter of resignation from Zoning Hearing Board member William Bridger, effective March 1, 2019, as he is retiring and moving out of state. On motion by Mr. Morgan, seconded by Mr. Bock, Robert Tanner, current Alternate, was appointed to fill Mr. Bridger’s position, effective March 1, 2019. Motion carried by unanimous roll call vote. Mr. Morgan noted that the Alternate position will be open, and interested residents should contact the Administration office to apply.

On recommendation from Human Resource Manager Diane Lyons, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to hire Kevin Scalise as a Mechanic, effective February 11, 2019, at an hourly rate of \$19.85.

On recommendation from Ms. Lyons, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to grant a promotional salary increase to Caleb Dixon, Chief Code Enforcement Officer, retroactive to January 25, 2019, bringing his new salary to \$53,830.40.

On recommendation from Ms. Lyons, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to grant a 2% salary increase to Matthew Waldinger, Director of Planning and Development, retroactive to January 25, 2019, for assuming overall responsibility for Code Enforcement, bringing his new salary to \$82,950.40.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Bock and seconded by Mr. Morgan to authorize Chris Brenner and Mike Sornberger to attend a PennDOT Bituminous Refresher Course in State College on February 18-19, 2019 with a travel advance of \$854.67 and use of a Township vehicle. Motion carried by unanimous roll call vote.

On request by Ashley Marsteller, Director of Parks and Recreation, it was moved by Mr. Bock and seconded by Mr. Morgan to authorize Ms. Marsteller to attend the annual PA Recreation and Parks Society Conference in State College from April 2-5, 2019, at a total estimated cost of \$720.00, and with use of a Township vehicle. Motion carried by unanimous roll call vote.

Mr. Groh reported that the Board met in Executive Session with Solicitor Mark Shaw on February 6 and 7, 2019 to discuss legal and personnel matters.

Mr. Groh announced that federal and state income tax forms are no longer available at the Township, but are available online.

Mr. Groh reported that the Township recently earned three awards from the PSATS Citizen Communication Contest: 1st Place – 2018 Township Calendar, 2nd Place – SafeNet Commercial, and 3rd Place – Recycling Commercial.

On recommendation of Chief Scott Heidt, the following training requests were unanimously approved on motion by Mr. Bock, seconded by Mr. Morgan:

Permission for Det. Bolash and Det. Shollenberger to attend Crime Scene Processing training April 22-24, 2019 at the Indiana Township Police Department at a total estimated cost of \$1312.00, with use of a department vehicle.

Permission for Det. Hardner and Det. Fiorelli to attend Conducting Death and Homicide Investigations training April 10-12, 2019 at the Indiana Township Police Department at a total estimated cost of \$1312.00, with use of a department vehicle.

Permission for Cpl. Bucko to attend Evidence Management for Supervisors training in Richfield, OH on April 4, 2019 at a total estimated cost of \$230.00, with use of a department vehicle.

Permission for two officers to attend Conducting Internal Affairs Investigations training March 11-12, 2019 at the Indiana Township Police Department at a total estimated cost of \$1293.00, with use of a department vehicle.

Permission for Det. Mays to attend EOD training sponsored by the Department of the Army and the Bureau of Alcohol, Tobacco, Firearms and Explosives April 7-12, 2019 in Oriskany, NY at a total estimated cost of \$416.25, with use of a department vehicle.

Retroactive approval for Lt. Mitchell to attend UCR/IBR training at the PSP Training Center in Meadville February 6-7, 2019, at no cost to the Township and with use of a department vehicle.

On recommendation of Chief Heidt, it was moved by Mr. Bock and seconded by Mr. Groh to purchase Desktop Microphones, Headsets, and Headset Bases for the Next Generation Dispatch Consoles from Mobilcom for a total price of \$4,914.00. Motion carried 2-1, with Mr. Morgan voting no. Mr. Morgan clarified that he is not in favor of purchasing new dispatch equipment to be used with the new county-wide Next Generation radio system, and opined that the County is capable of handling dispatch services for Millcreek, stating that this purchase is an added, unnecessary expense to taxpayers.

On recommendation of Chief Heidt, it was moved by Mr. Bock and seconded by Mr. Groh to purchase ammunition and various munitions from the Witmer Public Safety Group for \$19,197.99. Motion carried by unanimous roll call vote.

On recommendation of Chief Heidt, it was moved by Mr. Bock and seconded by Mr. Groh to purchase three 2019 Ford Interceptors (without equipment) from Tri-Star Motors under COSTARS contract 013-146, at a total cost of \$88,635.00. Motion carried by unanimous roll call vote.

Student Ambassador Hannah French reported that this past weekend the McDowell Cheer Team placed 6th in the National Cheering competition in Orlando, FL, and the Debate Team competed at

the University of Pennsylvania with many members qualifying for national competition, including Student Ambassador Shane Karnes.

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

There were no citizens to be heard.

Mr. Waldinger reported that the Township had applied for a PennDOT multi-modal transportation grant for the multi-use trail extension at the Peninsula, but unfortunately did not receive the grant. Mr. Waldinger stated that the Township intends to apply for the DCED multi-modal transportation grant in March.

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 10:39 a.m.

Sheryl A. Williams
Township Secretary

Approved: February 26, 2019

John H. Groh

John E. Morgan

James S. Bock