

## Regular Meeting

July 9, 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 Morgan, John Groh, James Bock, Mark Shaw, Esq., Matthew Waldinger, Gary Snyder, Matthew Puz, Jr. and Sheryl Williams.

Following the Pledge to the Flag, Mr. Groh reminded everyone that the meeting is being recorded by WQLN and will be broadcast on Spectrum Channel 1025 and YouTube.com with closed captioning available.

Mr. Groh called for public comment on agenda items other than development or rezoning application hearings. No public comment was offered.

On motion by Mr. Morgan, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve the minutes from the June 25, 2019 Regular Meeting.

On motion by Mr. Morgan, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$704,399.06, and a Sinking Fund Account bill in the amount of \$6921.47.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to close the PNC Bank Performance and Surety Bond Account and the Erie Bank State Liquid Fuels Account, both of which have been replaced by new PLGIT accounts.

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 to transfer \$18,747 from "Channel Cleaning–Selinger Avenue" to "Bondy Drive Storm Sewer Repair."

Planning and Development Director Matthew Waldinger reported that quotations were solicited and received by Sanitary Sewer Technical Manager David Wright for Engineering Services for the Shoreline Sanitary Sewer Lift Station project as follows: Greenman-Pedersen, Inc. - \$24,000.00, and Herbert, Rowland & Grubic, Inc. - \$59,800.00. On recommendation of Mr. Waldinger and Mr. Wright, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Greenman-Pederson, Inc. for \$24,000.00.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to purchase three (3) Emergency Generators for the sewer pump stations at Wolf Road, Asbury Woods and Evans Road from Schaedler Yesco under COSTARS Contract #008-024, at a total budgeted cost of \$97,800.00.

Treasurer Mark Zaksheske reported that proposals were solicited and received for an asset inventory system, as follows: Industrial Appraisal - \$17,045.00, and Asset Control Solutions, Inc. - \$7,000.00. He explained that Asset Control Solutions, Inc.'s proposal did not meet all of the requirements, whereas Industrial Appraisal's proposal was more accurate regarding the Township's asset records. Mr. Zaksheske stated that half of the cost will be paid by the Early Intervention Grant, Phase II, and Solicitor Mark Shaw confirmed that this would be an appropriate decision. On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Industrial Appraisal for \$17,045.00, subject to review by Mr. Shaw.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to hire Insight Pipe Contracting, LLC to reline 220 feet of an 18" storm sewer pipe on Bondy Drive under COSTARS contract #016, at a cost of \$18,746.20.

A Public Hearing was held on Proposed Ordinance 2019-12; An Ordinance to Amend Certain Provisions of the Millcreek Township Zoning Code Relating to Signs.

Zoning and Development Officer Matthew Puz, Jr. reported that work began on amending the Sign Ordinance in March of 2018, and input was requested from realtors, sign companies and various other business. Mr. Puz read a list of the proposed amendments, and reported that on May 7, 2019, the Planning Commission recommended approval. He noted that the County reviewed the amendments, stating that they are consistent with both Erie County and Millcreek Township Comprehensive Plans.

No one else spoke either in favor of nor in opposition to the proposed ordinance. Mr. Groh declared the public hearing closed.

On recommendation of Mr. Puz and Solicitor Mark Shaw, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to enact Ordinance 2019-12; An Ordinance to Amend Certain Provisions of the Millcreek Township Zoning Code Relating to Signs.

On recommendation of Information Technology Manager Kris Filson, it was moved by Mr. Bock, seconded by Mr. Morgan, and carried by unanimous roll call vote to adopt Resolution 2019-R-35; 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 that have reached the end of their retention period after the mandatory 180 days from July 10, 2019 – July 23, 2019.

Solicitor Mark Shaw reported that his office is in the process of determining if some of the information in an older resolution is still current before it can be updated. On recommendation of Mr. Shaw, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to table action on Resolution 2019-R-36 regarding the sale or disposal of Township-owned personal property until the July 23, 2019 regular meeting.

On recommendation of Planning and Development Director Matthew Waldinger and Township Engineer Anne Sokol, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to approve the release of Bank of America Check #3080 in the amount of \$6,000.00, Greg and Rachel Sbrocco, Developers, as all requirements have been completed.

On recommendation of Planning and Development Director Matthew Waldinger and Township Engineer Anne Sokol, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to approve the release of PNC Bank Letter of Credit #18103583-00-000, Thomas Montagna Builders/Loreta, Developer, in the amount of \$97,385.20, to be replaced by Northwest Savings Bank Letter of Credit #8305004569 in the same amount.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Sidewalk Deferral Request for 4102 Falmouth Road – Matthew Gatenby, Developer, as there are no other sidewalks in the area.

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

<u>June 2019:</u>	Total Residential Structures	\$ 1,343,152.52
	Total Non-residential Structures	<u>265,311.00</u>
		<b>\$ 1,608,463.52</b>
	Zoning Permits Issued	35
	Zoning Permit Fees	<b>\$ 3,000.00</b>

On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Morgan, seconded by Mr. Bock, and carried by unanimous roll call vote to approve a rate increase of 2.5% for Sanitary Sewer Program Manager Sebastian Puda, a condition of his employment, bringing his new rate to \$58,395.48.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Morgan, seconded by Mr. Bock, and carried by unanimous roll call vote to hire Bethany Sivak as Summer Help from August 1 – Sept. 13, 2019 at \$10.00/hour in the Planning and Development Department.

Mr. Groh reported that the Board met in Executive Session with Solicitor Mark Shaw on June 27, 2019 to discuss legal matters.

Solicitor Mark Shaw reported that the Township just received a quotation to raise the soil level in a neighbor's yard as a result of the Wolf Run Drive Stormwater Project. On recommendation of Mr. Shaw, it was moved by Mr. Morgan and seconded by Mr. Bock to contract Manzi Services at a cost of \$650.00 to raise the soil level at 5126 Wolf Run Drive. No public comment was received. Motion carried by unanimous roll call vote.

Open Records Officer Sheryl Williams reported that six Right-to-Know requests were received in June requiring twenty hours of response preparation time. One request was granted, one was denied, three was partially denied, and one is pending.

Planning and Development Director Matthew Waldinger announced that Conrad Road will be closed beginning Monday, July 15, 2019 for two weeks while a culvert is being replaced under the road.

There were no citizens to be heard.

With no further business to come before the Board or any more citizens to be heard, it was moved by Mr. Morgan and seconded by Mr. Bock to adjourn the meeting at 10:07 a.m.

Sheryl A. Williams  
Township Secretary

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Approved: July 23, 2019

John H. Groh \_\_\_\_\_

John E. Morgan \_\_\_\_\_

James S. Bock \_\_\_\_\_