

Regular Meeting

October 8, 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, Nick Banister, Nina DiPlacido, and Sheryl Williams.

Following the Pledge to the Flag, Mr. Groh announced that the meeting is being recorded by WQLN and will be broadcast on Spectrum Channel 1024 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 September 24, 2019 Regular Meeting.

On motion by Mr. Morgan, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve payment of General Fund bills in the amount of \$1,474,021.03, Sewer Revenue Fund bills in the amount of \$186,160.10, and a Sinking Fund Account bill in the amount of \$6,921.47.

It was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to cancel a capital improvement project, tabled from the September 24, 2019 meeting, to purchase a new garage door for the pole barn, and to transfer the budgeted funds into reserve. Mr. Bock opined that the Township needs a comprehensive Facilities Use Plan, and Mr. Groh said that the project could possibly be revisited in 2020.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to purchase Above Ground Storage Tank (AST) Pollution Insurance from First National Insurance Agency for three AST tanks at a total annual cost of \$419.00. Mr. Zaksheske noted that underground storage tanks are insured by the state.

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 Change Order #1 for the Asbury Barn ADA Project in the amount of \$2,250.00, increasing the amount of the original contract with Maya Brothers Concrete from \$14,400.00 to \$16,650.00, as additional work was needed to make the parking areas compliant due to the topography of the parking lot. Mr. Waldinger noted that funds are available in the budget to cover the cost.

Planning and Development Director Matthew Waldinger reported that proposals were requested and received for the 28th Street Overflow Basin as follows: Phase I – Testing and Feasibility Study: Greenman-Pedersen, Inc. (GPI) – \$16,500 and Wood, PLC - \$81,072.00. Phase II – Design: GPI - \$8,000.00 and Wood, PLC - \$83,002.00. On recommendation of Mr. Waldinger and Project Engineer Emma George, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract for Phase I to GPI, with the amount not to exceed \$16,500.00.

Township Fire Inspector Nick Banister read proposed Resolution 2019-R-55, the 2019 Fire Prevention Week proclamation. On recommendation of Mr. Banister, it was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to adopt Resolution 2019-R-55; Fire Prevention Week Proclamation. The 2019 theme is, "Not Every Hero Wears a Cape. Plan and Practice Your Escape!" Mr. Banister emphasized that every family should develop a home fire escape plan and rehearse it twice each year.

On recommendation of Information Technology Manager Kris Filson, it was moved by Mr. Morgan, seconded by Mr. Bock, and carried by unanimous roll call vote to adopt Resolution 2019-R-56; A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve proposed disposition of certain Township records. This authorizes the disposal of police DashCam videos that have reached the end of their 180-day retention period from October 9 - 22, 2019.

On recommendation of Solicitor Mark Shaw, it was moved by Mr. Bock, seconded by Mr. Morgan and carried by unanimous roll call vote to adopt Resolution 2019-R-57; A Resolution Establishing a Revolving Loan Fund for the Benefit of the Fire Departments of Millcreek Township and Millcreek Paramedic Service. Mr. Shaw explained that the Treasurer is directed to establish a revolving loan capital reserve fund of \$250,000.00 and create a loan program by January 1, 2020, from which Millcreek's volunteer fire departments and MPS can request an alternate source of low interest short term funding.

Solicitor Mark Shaw reported receiving a request from Millcreek Township School District's Solicitor to terminate their Student Resource Officer (SRO) agreement with the Township, as it is no longer needed. MTSD has since hired former MPD and SRO Officer Nate Spiker to oversee police services for the school district. On recommendation of Solicitor Mark Shaw, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to terminate the MTSD Student Resource Officer Agreement.

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 Erie Bank Letter of Credit #1563 in the amount of \$10,439.00 for DJC Associates – DJC Associates, Developer, as all requirements have been satisfied.

On recommendation of Planning and Development Director Matthew Waldinger and Zoning and Development Officer Matthew Puz, it was moved by Mr. Morgan, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Sidewalk Deferral Request for 5000 Watson Road – Patricia Salvador and Prabhav Patil, Developer, as there are currently no sidewalks in the area.

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

<u>September 2019:</u>	Total Residential Structures	\$ 665,000.00
	Total Non-residential Structures	<u>394,275.00</u>
		\$ 1,059,275.00
	Zoning Permits Issued	43
	Zoning Permit Fees	\$ 3,350.00

Public Services Director Judy Zelina presented the International Coastal Cleanup Report from Recycling Coordinator Jessica Stutzman, as follows: The Township would like to thank the 17 Volunteers from RISE Erie and Gannon University's ZBT Fraternity who collected 469 pounds of trash from the Walnut Creek area surrounding Bridger Park on September 21, 2019. PennDOT coordinated the event and Waste Management hauled the trash away at no cost.

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 the hiring of Substitute Crossing Guard Wendy Jo Wolf at an hourly rate of \$25.00, effective upon attainment of required clearances.

On motion by Mr. Morgan, it was seconded by Mr. Bock and carried by unanimous roll call vote to authorize the three Supervisors and Treasurer to attend the ECATO annual conference on October 25, 2019 at a total cost of \$100.00.

Mr. Morgan announced that a link to a survey regarding updates to the Zoning Code and Subdivision and Land Development Ordinance (SALDO) will be available in the November issue of *In Millcreek* magazine.

Mr. Groh reported that the Board met in Executive Session with Solicitor Mark Shaw on September 26, 2019 and October 7, 2019 to discuss legal matters.

Mr. Groh acknowledged McDowell High School Counselors Sarah Palm and Crystal Myers, thanking them for their support of the Student Ambassador program.

Student Ambassador Nina DiPlacido reported that McDowell's Marching Band placed first at the North East Invitational, that the Speech and Debate Team received national recognition, and that Abigail Murray won the District 10 Girls Tennis Singles title. She thanked the Jewish Community Council for sponsoring a trip to the Holocaust Memorial Museum in Washington, DC for 50 students, and announced that the National Honor Society is sponsoring the "Trail for a Cause" trick-o-treat event on October 13, 2019 from 6:00 – 8:00 p.m.

On recommendation by Solicitor Mark Shaw, it was moved by Mr. Morgan and seconded by Mr. Bock to approve an Easement Agreement with Pastore Inc. for the Asbury Woods Lift Station as part of the MTSA transition to the Township. No public comment was offered. Motion carried by unanimous roll call vote.

Open Records Officer Sheryl Williams reported that seven Right-to-Know requests were received in September requiring 24 hours of response preparation time. One request was denied and six were partially denied.

With no further business to come before the Board and no citizens to be heard, on motion by Mr. Morgan, seconded by Mr. Bock, the meeting was adjourned at 10:12 a.m.

Sheryl A. Williams
Township Secretary

Approved: October 22, 2019

John H. Groh _____

John E. Morgan _____

James S. Bock _____