

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 7:00 p.m. by Chairman John Groh in the Assembly Room of the Millcreek Township Municipal Building. Present were Mark Zaksheske, John Groh, James Bock, Mark Shaw, Esq., Gary Snyder, Matthew Puz, Jr., Evelyn Moore, and Sheryl Williams. John Morgan and Matthew Waldinger were absent.

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. Bock, seconded by Mr. Groh, it was carried by unanimous roll call vote to approve the minutes from the October 8, 2019 Regular Meeting.

On motion by Mr. Bock, seconded by Mr. Groh, it was carried by unanimous roll call vote to approve payment of General Fund bills in the amount of \$1,081,055.60, and Sewer Revenue Fund bills in the amount of \$423,122.92.

Treasurer Mark Zaksheske presented the 2019 Third Quarter Financial Performance report, stating that year-to-date revenue is ahead at this time despite income tax being slightly behind, and should wind up being approximately \$800,000 above projected revenue by the end of the year. Mr. Zaksheske reported that 2019 actual expenses should be \$500,000 less than 2018, due to several retirements and a decrease in healthcare and overtime expenses. He noted that the Sewer Revenue Fund is doing well, with current revenue \$300,000 above the budgeted projection. Regarding the Capital Plan, of \$4.2 million budgeted, \$1.3 million has been committed and approximately \$2.8 million is uncommitted. Mr. Zaksheske explained that a few projects are pending, and the Township is awaiting delivery of new vehicles, noting that any remaining monies will be reassigned to next year's budget. A question was asked from the audience about using leftover funds to revitalize the corridors on West 8th Street and Peninsula Drive. Mr. Zaksheske replied that the Township wants to utilize state monies as much as possible and also negotiate sidewalk projects with PennDOT.

Quotations were solicited and received by Public Works Director Gary Snyder for tree removal in the right of way at 4631 Harbor View as follows: Leopold Tree Service - \$900.00, J. Thomas Tree Service - \$445.00, and Dibble Tree Service - \$400.00. On recommendation of Mr. Snyder, it was moved by Mr. Bock, seconded by Mr. Groh and carried by unanimous roll call vote to award the contract to Dibble Tree Service for \$400.00.

Quotations were solicited and received by Public Works Director Gary Snyder for 1800 LED 4' light bulbs for the Township building as follows: Weber Electric - \$11,700.00, Kayline Co. - \$11,943.68, and Hite Electric - \$10,710.00. On recommendation of Mr. Snyder, it was moved by Mr. Bock, seconded by Mr. Groh to award the contract to Hite Electric for \$10,710.00. No public comment was offered. Motion carried by unanimous roll call vote.

A Public Hearing was held on:

WEST RIDGE ESTATES. Land Development Plan. A land development plan to show the construction of a three building, twenty-one unit multifamily development with associated parking on a newly created lot with no tax parcel number (Parcel A: 3.960 acres) west of tax parcel ID (33) 44-229-38, located along the north line of West Ridge Road and west of Colonial Avenue, in Tract 309. Index 406-046.

Zoning and Development Officer Matthew Puz, Jr. reported that at the regular meeting of the Planning Commission on October 1, 2019, approval was recommended with two (2) Requirements: Sidewalks must be shown on the drawing, and four trees must be added to the corner end caps of the parking lot. Mr. Puz stated that the mylar now shows the required corrections.

Mike Sanford, 4721 Atlantic Avenue, the surveyor who prepared the plan, stated that the proposed plan shows three (3) buildings with a total of twenty-one (21) units on a 3,960 acre parcel. Mr. Groh stated that prior to the rezoning in 2017, he was opposed to the plan, but based on the current zoning classification, he now has no legal reason to oppose the plan. No one else spoke either in favor of or in opposition to the plan.

On recommendation of Mr. Puz, it was moved by Mr. Bock, seconded by Mr. Groh and carried by unanimous roll call vote to approve the West Ridge Estates Land Development Plan with the two requirements.

On recommendation of Information Technology Manager Kris Filson, it was moved by Mr. Bock, seconded by Mr. Groh, and carried by unanimous roll call vote to adopt Resolution 2019-R-58; 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 MPD Uniform Criminal Reports that have reached the end of their 2-year retention period, and police DashCam videos that have reached the end of their 180-day retention period from October 23, 2019 to November 1, 2019.

Mr. Shaw reported that the Township is seeking authorization to submit a \$3 million PennDOT grant application to help fund a multi-purpose trail at the Peninsula. On recommendation of Solicitor Mark Shaw, it was moved by Mr. Bock, seconded by Mr. Groh and carried by unanimous roll call vote to adopt Resolution 2019-R-59; A Resolution Authorizing Submission of Application for PennDOT Multimodal Transportation Fund Grant and Local Match Commitment for Peninsula Drive Multipurpose Trail Extension Phase 1.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Bock, seconded by Mr. Groh and carried by unanimous roll call vote to approve an agreement with HUB International to file required healthcare forms for the Township at a cost of \$1500.00. Motion carried by unanimous roll call vote.

On recommendation of Zoning and Development Officer Matthew Puz, Jr., it was moved by Mr. Bock, seconded by Mr. Groh and carried by unanimous roll call vote to approve a Sidewalk Deferral Request for 3919 Colonial Avenue – Ismail Veysalov, Developer, as there are no sidewalks in the area.

On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to hire Karen Cabaday as a Part-time Temporary Receptionist at an hourly rate of \$9.00, effective October 21, 2019.

On request of John Sebesta, P.E., it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to approve the reimbursement fee of \$35.00 for Mr. Sebesta to maintain his PennDOT/NECEPT Asphalt Field Technician certification.

On request of John Sebesta, P.E., it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to authorize Mr. Sebesta to attend a PennDOT Concrete Field Technician Certification Renewal Course in Oil City on December 4, 2019 at a cost of \$80.00, and with use of a Township vehicle.

Mr. Groh reported that the Board met in Executive Session with Solicitor Mark Shaw on October 10 and 17, 2019 to discuss legal matters.

Mr. Groh announced that Halloween Trick or Treat hours will be from 6:00 – 8:00 p.m. on October 31st.

Mr. Bock announced that the Prescription Drug Take Back Initiative will be held on Saturday, October 26, 2019 from 10:00 a.m. until 2:00 p.m. at the Township Building and at Wegman's.

On recommendation of Chief Heidt, it was moved by Mr. Bock, seconded by Mr. Groh and carried by unanimous roll call vote to authorize three officers to attend a Standardized Field Sobriety Testing course at Mercyhurst Municipal Police Training Academy on November 6-8, 2019 at no cost to the Township, and with use of a department vehicle.

Student Ambassador Evelyn Moore reported that McDowell's Marching Band placed first at the Harborcreek High School competition, that the Water Polo team placed first in regional competition and is heading to state competition November 1st, and that the football team will play Erie High School on Friday. She announced that this is Red Ribbon Week or Drug Free Week at McDowell, and that 15 women attended a STEM Education (Science, Technology, Engineering and Mathematics) class at Penn State Behrend.

Solicitor Mark Shaw reported that there a few upcoming tax appeal cases that his firm cannot handle due to conflicts, and requested that Evan Adair, Esq. oversee these cases under his existing agreement with the Township. On recommendation of Mr. Shaw, it was moved by Mr. Bock and seconded by Mr. Groh to authorize Mr. Adair to handle the aforementioned tax appeal cases at his contracted rate of \$215.00 per hour. No public comment was offered. Motion carried by unanimous roll call vote.

With no further business to come before the Board and no citizens to be heard, on motion by Mr. Bock, seconded by Mr. Groh, the meeting was adjourned at 7:47 p.m.

Sheryl A. Williams
Township Secretary

Approved: November 12, 2019

John H. Groh _____

John E. Morgan _____

James S. Bock _____