

Annual Organization Meeting

January 3, 2017

It was moved by Mr. McGrath and seconded by Mr. Groh that John Groh be elected Temporary Chairman. Motion carried by unanimous roll call vote.

The annual organization meeting of the Millcreek Township Board of Supervisors was called to order at 9:33 a.m. by Temporary Chairman John Groh in the Assembly Room of the Millcreek Township Municipal Building. Present were Mark Zaksheske, Brian McGrath, John Groh, Mark Shaw, Esq., Richard Morris, P.E. and Sheryl Williams. John Morgan was absent.

Following the Pledge to the Flag, Mr. Groh announced that Supervisor John Morgan was ill and unable to attend the meeting, and Student Ambassador Sydney Stitt was unable to attend due to having to attend a very important chemistry lecture. Solicitor Shaw stated that per the Second Class Township Code, a 2-0 vote constitutes a majority vote, and that in the event of a tie, the Township has the ability to bring Mr. Morgan into the meeting via telephone to discuss a matter and vote, as has been done in the past.

It was moved by Mr. Groh and seconded by Mr. McGrath that Brian McGrath be appointed Chairman of the Board of Supervisors for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Groh to appoint John Morgan Vice Chairman of the Board of Supervisors for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Groh to appoint John Groh as Township Secretary for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath to appoint Sheryl Williams as Assistant Township Secretary for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath to appoint Mark Zaksheske as Township Treasurer for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath to appoint Richard Morris, P.E. as Township Engineer for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath to appoint Mark Shaw, Esq. and the firm of McDonald Illig Jones and Britton as Township Solicitor for 2017. Motion carried by unanimous roll call vote.

Mr. McGrath stated, that as mentioned at the last meeting, the titles of the Supervisors are being changed for 2017, and in doing so, the titles of Roadmasters are being eliminated.

It was moved by Mr. Groh and seconded by Mr. McGrath that Brian McGrath be appointed to the employee position of Municipal Administrator, overseeing Public Works and Traffic Engineering and Signaling Departments, and in that capacity to serve as the Board's liaison to and with responsibility for day-to-day oversight of the Streets Department, Garage, Sewer Department, Public Services, Recycling Coordinator and Millfair Recycling Center, Building Maintenance Department, and Parks and Recreation Department; and as the Board's liaison to the Recycling Advisory and Education Committee. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Groh that John Groh be appointed to the employee position of Municipal Administrator, overseeing Public Safety, and in that capacity to serve as the Board's liaison to and with responsibility for day-to-day oversight of the Police

Department, Police Clerks, Radio Dispatchers, Emergency Medical Services, Emergency Management, Fire Prevention, Code Enforcement, Information Technology (IT) and Senior Services; and as the Board's liaison to the Fire and Emergency Services Commission, Fire Chiefs Association, Sewer Authority and Erie Water Authority. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath that John Morgan be appointed to the employee position of Municipal Administrator, overseeing Engineering, Zoning and Administrative Services, and in that capacity to serve as the Board's liaison to and with responsibility for day-to-day oversight of the Engineering and Zoning Departments, Administrative Offices (including Payroll, Accounts Payable, Street Lighting Assessments, Human Resources and Switchboard), Other Administrative Services, and Chairman of the Safety Committee; and as the Board's liaison to the Planning Commission and Zoning Hearing Board.

It was moved by Mr. Groh and seconded by Mr. McGrath that John Groh be appointed the Township's delegate and Brian McGrath the Township's alternate delegate to the 2017 PSATS conference, each in their capacities as Municipal Administrators. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath, that John Groh, in his capacity as Municipal Administrator, be appointed the Township's representative on the Executive Committee of ECATO for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath that Brian McGrath, in his capacity as Municipal Administrator, and John Groh and John Morgan, in their capacities as Municipal Administrators, be appointed respectively, the Township's representative and alternate representatives to the Erie Area Council of Governments for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath that Township Engineer Richard Morris be appointed the Township's Alternate Delegate to the Solid Waste Pact for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath, that Township Engineer Richard Morris be appointed Representative to Coastal Zone Management for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath that John Morgan, in his capacity as Municipal Administrator, and Township Engineer Richard Morris be appointed the voting representatives to the Metropolitan Planning Organization for 2017. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath to nominate Township Land Development Coordinator Matthew Waldinger for the position of District 1 Representative to the Erie County Planning Commission for a three-year term. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath to adopt Resolution 2017-R-1; a Resolution providing that the Municipal Administrators of Public Works, of Public Safety, and of Administrative Services, are appointed as the Board's liaisons to their respective departments and agencies, these responsibilities to include day-to-day communications with department heads and the public; that the Municipal Administrators shall report to the Board of Supervisors, which retains full authority for decisions; and that appointments of the Municipal Administrators do not modify

responsibilities previously assigned to department heads. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath that the bond for the Treasurer be established and maintained at \$1,000,000.00 for 2017. Motion carried by unanimous roll call vote.

On motion by Mr. Groh, seconded by Mr. McGrath, the following fund depositories were approved for 2017:

PNC Bank

Millcreek Township Merchant Processing Account 60-0471-9546: Non-interest bearing account

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan: Investments only

Millcreek Township Supervisors Performance and Surety Bond Account 61-0163-4907: Interest bearing checking account

Millcreek Township Supervisors Sinking Fund for Pennvest Loan 60-0227-7721: Interest bearing money market account

Millcreek Township Supervisors Dental Account 60-0540-6285: Non-interest bearing checking account

First National Bank of PA

Millcreek Township Sewer Revenue Account 95021410: Interest bearing SWEEP checking account

Millcreek Township Income Tax Escrow Account 97001752: Interest bearing money market account

Millcreek Township Supervisors TCI Account 97013733: Interest bearing money market account

Millcreek Township Supervisors Water Authority Sales Proceeds Account 97013719: Interest bearing money market account

Millcreek Township Supervisors Water Authority Operating Account 95243407: Interest bearing money market account

Millcreek Township Supervisors Water Authority Sales Proceeds Investment Account 63-0080-01-8: Investments only

Citizens Bank

Millcreek Township Supervisors Escheat Escrow Fund Account 610003-167-5:
Non-interest bearing checking account

Millcreek Art Show Fund Account 610003-169-1: Non-interest bearing checking
account

Northwest Savings Bank

Millcreek Township Sewer Revenue Account 1256017409: Interest bearing
checking account

Neuberger Berman Private Equity Fund

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan:
Investments only

Vanguard International Growth Fund

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan:
Investments only

DFA International Core Fund

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan:
Investments only

Multi-Employer Property Trust

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan:
Investments only

Erie Bank

General Fund Account 2590032: Interest bearing checking account

Payroll Fund Account 2490040: Interest bearing checking account

Millcreek Township Supervisors Savings Account 0004142469: Interest bearing
savings account

Millcreek Township Supervisors Savings Account 0004153102: Interest bearing
savings account

Millcreek Township Supervisors Pennvest Loan Account 0004145256: Interest
bearing savings account

Millcreek Township Supervisors Pennsylvania State Fund Account 0004203816:
Interest bearing savings account

Millcreek Township Supervisors Kearsarge Fire Department Sinking Fund Account
2595759: Non-interest bearing checking account

Millcreek Township Supervisors LECOM Real Estate Tax Protest Account 4396073:
Interest bearing savings account

Millcreek Township Supervisors Wegmans Real Estate Tax Protest Account 4396057:
Interest bearing savings account

Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. McGrath that the Township Secretary provide the Board of Auditors written notice of the appointments of Municipal Administrators and their respective employee responsibilities, and also confirm this Board's establishment of bond for the Treasurer in the amount fixed for 2017. Motion carried by unanimous vote.

Appointment of Members of Boards, Commissions, Committees, and Authorities:

Planning Commission – (Four Year Term)

It was moved by Mr. Groh and seconded by Mr. McGrath to reappoint John Pulice to the Planning Commission for a four-year term to expire January 15, 2021. Motion carried by unanimous roll call vote.

Recycling Education and Advisory Committee (One Year Term)

On recommendation of Recycling Coordinator Jessica James Stutzman, it was moved by Mr. Groh and seconded by Mr. McGrath to reappoint Marge Cornelius, Steven G. Cornelius, Carl Cronmiller, Kenneth C. Fromknecht, Charles Glover, Grace A. Horton, Kathleen Horton, and Roy Walkama to the Recycling Education and Advisory Committee for a one-year term, expiring January 15, 2018. Motion carried by unanimous vote.

Sewer Authority (Five Year Term)

On recommendation of Millcreek Township Sewer Authority Manager Robert Rodemoyer, it was moved by Mr. Groh and seconded by Mr. McGrath to reappoint Mary Elizabeth Styn to the Sewer Authority for a five-year term, expiring January 15, 2022. Motion carried by unanimous vote.

UCC Appeal Board (One Year Term)

It was moved by Mr. Groh and seconded by Mr. McGrath to reappoint Atty. Jay Shimek as counsel to the UCC Appeal Board for a one-year term, expiring January 15, 2018. Motion carried by unanimous vote.

Vacancy Board (One Year Term)

It was moved by Mr. Groh and seconded by Mr. McGrath to reappoint Rev. John Detisch, St. Jude Church to the Vacancy Board for a one-year term, expiring January 15, 2018. Motion carried by unanimous vote.

Zoning Hearing Board (Three Year Term)

It was moved by Mr. Groh and seconded by Mr. McGrath to reappoint to the Zoning Hearing Board, Michael Martin for a three-year term, expiring January 15, 2020, and Art Goellner as Alternate for a one-year term, expiring January 15, 2018. Motion carried by unanimous vote.

On motion by Mr. Groh, seconded by Mr. McGrath, the following regular meeting schedules for the Board of Supervisors and Township commissions were approved for 2017 by unanimous roll call vote:

The regular Board meetings will be held on the following Tuesdays at 9:30 a.m.: February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 5;. Meetings will be held at 7:00 p.m. on the following Tuesdays: January 24, February 28, March 28, April 18, May 23, June 27, July 25, August 22, September 26, October 24, November 28, and at 9:30 a.m. on Wednesday, December 27.

The Millcreek Township Zoning Hearing Board will meet the last Wednesday of each month at 7:00 p.m., with no meeting in November but a meeting on December 6; the Millcreek Township Planning Commission will meet the first Tuesday of each month at 7:00 p.m., except July and November, when they will meet on the second Tuesday of the month; the Millcreek Township Recreation and Parks Commission will meet on the first Wednesdays of February, March, May, June, August, September, October and December at 7:00 p.m.; and the Millcreek Township Recycling Education and Advisory Committee will meet on the following Thursdays: May 4 and October 12 at 5:00 p.m. Meetings are held in the Assembly Room at the Millcreek Township Municipal Building, 3608 West 26th Street, Erie, Pennsylvania 16506-2059.

It was moved by Mr. Groh and seconded by Mr. McGrath to adopt Resolution 2017-R-2; a Resolution authorizing the Municipal Administrators, Millcreek Township Volunteer Firefighters, the Secretary, and employees as authorized by the Township Supervisors, of the Township of Millcreek, to attend such meetings and events during 2017 that pertain to the fulfillment of their duties as Township officials and employees. Motion carried by unanimous roll call vote.

There being no further business to come before the Board, it was moved by Mr. Groh and seconded by Mr. McGrath to adjourn the meeting at 9:54 a.m.

Sheryl A. Williams
Assistant Secretary

APPROVED: January 24, 2017

Brian P. McGrath
John H. Groh
John E. Morgan