

Supervisor John H. Groh was sworn in at 9:30 a.m. by Judge Thomas Agresti.

**Annual Organization Meeting**

**January 6, 2014**

It was moved by Mr. Groh and seconded by Mr. McGrath that Mr. Figaski 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 9:38 a.m. by Temporary Chairman Figaski in the Assembly Room of the Millcreek Township Municipal Building. Present were Gerald Wolf, John Groh, Richard Figaski, Brian McGrath, Evan Adair, Esq., Phyllis Vollbrecht, Sheryl Williams and Richard Morris, P.E.

Following the Pledge to the Flag, it was moved by Mr. Figaski and seconded by Mr. Groh that Mr. McGrath be appointed Chairman of the Board of Supervisors for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Chairman McGrath to appoint Mr. Figaski Vice Chairman of the Board of Supervisors for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Chairman McGrath to appoint Mr. Figaski as Township Secretary for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh to appoint Phyllis Vollbrecht as Assistant Secretary for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Figaski to appoint Gerald Wolf as Township Treasurer for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh to appoint Phyllis Vollbrecht as Assistant Treasurer for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Figaski to appoint Richard Morris, P.E. as Township Engineer for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh to appoint Evan Adair, Esq. as Township Solicitor for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Figaski to appoint Chairman McGrath as Roadmaster for District I (all roads east of I-79) for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Chairman McGrath to appoint Mr. Groh as Roadmaster for District II (all roads west of I-79) for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh that Brian McGrath be appointed as well to the employee position of Administrator of Streets, Recycling, Buildings and Grounds, Parks and Recreation, and Traffic Engineering and Signal Department, and in that capacity to serve as the Board's liaison to with responsibilities for day-to-day oversight of the Streets Department, Garage, Sewer Department, Public Services, Recycling Clerk and Millfair Recycling Center, Building Maintenance Department, Traffic Engineering and Signal Department; and as the Board's liaison to the Recycling Advisory and Education Committee and Parks and Recreation Department for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Chairman McGrath that Richard Figaski be appointed as well to the employee position of Administrator of Public Safety, and in that capacity to serve as the Board's liaison to and with responsibilities for day-to-day oversight of the Police Department, Police Clerks and Radio Dispatchers, Information Technology (IT), Emergency Medical Services, Emergency Management, Sewer Authority and Water Authority, and Chairman of the Safety Committee. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Chairman McGrath that John Groh be appointed as well to the employee position of Administrator of Administrative Services, and in that capacity to serve as the Board's liaison to with responsibility for day-to-day oversight of the Administrative Offices, including Payroll, Accounts Payable, Street Lighting Assessments, Switchboard, Human Resources, Other Administrative Services, Engineering Department, Zoning and Code Enforcement Department and as the Board's liaison to the Planning Commission, Zoning Hearing Board, Senior Center and Fire Chiefs Association. Motion carried by unanimous roll call vote.

It was moved by Chairman McGrath and seconded by Mr. Figaski that John Groh be appointed the Township's delegate and Richard Figaski the Township's alternate delegate to the 2014 PSATS convention, each in their capacities as Administrator Administrative Services and Administrator of Public Safety. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Chairman McGrath, that John Groh in his capacity as Administrator of Administrative Services be appointed the Township's representative on the Executive Committee of ECATO for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Figaski that Brian McGrath, in his capacity as Administrator of Streets, Recycling, Buildings and Grounds, Parks and Recreation and Traffic Engineering and Roadmaster; Richard Figaski, in his capacity as Administrator of Public Safety, and John Groh, in his capacity as Administrator of Administrative Services and Roadmaster, be appointed respectively, the Township's representative and alternate representatives to the Erie Area Council of Governments for 2014.

It was moved by Mr. Figaski, seconded by Mr. Groh, that Engineer Richard Morris be appointed the Township's representative and John Groh, in his capacity as Administrator of Administrative Services, the alternate representative to the Solid Waste Pact for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Chairman McGrath that Richard Figaski, in his capacity as Vice Chairman and Secretary, be appointed the Township's representative to the Community Coalition and the Greater Erie Industrial Development Corporation (G.E.I.D.C.) for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski, seconded by Chairman McGrath, that Township Engineer Richard Morris be appointed the representative and John Groh, in his capacity as Administrator of Administrative Services, the alternate representative to the Coastal Zone Management for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Chairman McGrath that Thomas Hoffman and Engineer Richard Morris be appointed the voting representatives, and John Groh, in his capacity as Administrator of Administrative Services, the alternate representative to the Municipal Planning Organization for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Figaski that Mike Mercer be appointed as the Board's representative to the Erie County Planning Commission for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh that Brian McGrath be appointed as the Board's representative to the HUD Community Development Block Grant 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh to adopt Resolution 2014-R-1; a Resolution providing that the Administrators of Administrative Services, Planning and Code Enforcement; of Streets, Recycling, Buildings and Grounds, Garage and Traffic Engineering and Signal Department; and of Public Safety, Sewer and Recreation are appointed as the Board's liaison to the respective departments and agencies, these responsibilities to include day-to-day communications with department heads and the public; that the Administrators shall report to the Board of Supervisors, which retains full authority for decisions; and that appointments of the Administrators do not modify responsibilities previously assigned to department heads. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh that the bond for the Treasurer and the Assistant Treasurer, when acting in that capacity, be established and maintained at \$500,000.00 for 2014. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Figaski to approve the following fund depositories for 2014:

**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

**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

**The Philadelphia Trust Company**

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan (Investments only)

**AIG VALIC (Thornburg)**

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan (Investments only)

**Victory Capital Management**

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 Brick Funds Savings Account 4201539: 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

Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh that the Township Secretary provide to the Board of Auditors written notice of the appointments of Township Secretary, Roadmasters, and Administrators and their respective employee responsibilities, and also confirm this Board's establishment of bond for the Treasurer and Assistant Treasurer in the amount fixed for 2014. Motion carried by unanimous roll call vote.

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

**Cable Television Advisory Committee (One Year Term)**

Upon the recommendation of Chairman McGrath, the Cable Television Advisory Committee was disbanded. Thank you to Harry Renton, Gary Garnavish, Craig Myers, Ronald Wilga, Mario Loreti, James Globa, Philip Fatica and Chuck Leone for serving on this committee.

**Planning Commission – (Four Year Term)**

It was moved by Mr. Figaski and seconded by Mr. Groh to re-appoint Peter Kubeja and John Morgan for a four year term. Motion carried by unanimous roll call vote.

**Recreation and Parks Commission (Five Year Term)**

It was moved by Mr. Groh and seconded by Mr. Figaski to approve the appointment of Edward Peck and Judy Wheaton to a five-year term. Motion carried by unanimous roll call vote.

**Recycling Education and Advisory Committee (One Year Term)**

Marge Cornelius	Steven G. Cornelius
Kenneth C. Fromknecht	Charles Glover
Grace A. Horton	Kathleen Horton
Roy Walkama	John O. Whipple

It was moved by Mr. Figaski and seconded by Mr. Groh to re-appoint all members listed above for one year terms. Motion carried by unanimous roll call vote.

**Sewer Authority (Five Year Term)**

It was moved by Mr. Figaski and seconded by Mr. Groh to appoint Dan Bensusan for a five year term. Motion carried 2-1 with Chairman McGrath voting no. Chairman McGrath thanked John DiPlacido for his years of service.

**UCC Appeal Board (One Year Term)**

It was moved by Mr. Groh and seconded by Mr. Figaski to re-appoint Atty. Jay Shimek as counsel for a one year term. Motion carried by unanimous roll call vote.

**Vacancy Board (One Year Term)**

It was moved by Mr. Figaski and seconded by Mr. Groh to appoint Rev. John Detisch for a one year term. Motion carried by unanimous roll call vote.

**Water Authority (Five Year Term)**

It was moved by Mr. Figaski and seconded by Mr. Groh to appoint George Hazuda for a five year term. Motion carried 2-1 with Chairman McGrath voting no. Chairman McGrath thanked Thomas Putnam for his years of service.

**Zoning Hearing Board (Three Year Term)**

It was moved by Mr. Groh and seconded by Mr. Figaski to appoint the following people with corresponding term ending dates: Mike Martin – 1/15/17, Robert Sidman – 1/15/16, Regina Smith – 1/15/15. Motion carried by unanimous roll call vote.

Mr. Groh moved to accept the following designation of regular meetings of the Board of Supervisors for 2014:

The regular Board meetings will be held every Tuesday at 9:30 a.m., except the fourth Tuesday which will be held at 7:00 p.m., in the Assembly Room of the Millcreek Township Municipal Building, 3608 West 26th Street, Erie, Pennsylvania 16506-2059. No meetings will be held on April 15, April 29, May 20, July 29, September 30, November 4, and December 23, 2014.

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 one on December 3; the Millcreek Township Planning Commission will meet the second Tuesday of each month at 7:00 p.m., the Millcreek Township Recreation and Parks Commission will meet the first Wednesday of February, March, May, June, July (2nd Wednesday), September, and November at 7:00 p.m.; and the Millcreek Township Recycling Education and Advisory Committee will meet the second Thursday of April, May, June, and October at 6:00 p.m. Meetings are held in the Assembly Room at the Millcreek Township Municipal Building, 3608 West 26th Street, Erie, Pennsylvania 16506-2059.

Mr. Figaski seconded the motion, but stated that he would like the Board to consider meeting bi-weekly in 2015. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh to adopt Resolution 2014-R-2; a Resolution authorizing the Township Supervisors, 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 2014 that pertain to the fulfillment of their duties as Township officials and employees. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. Groh to approve 2014 management salaries (3.0 percent increase) as follows:

Evan E. Adair, Esq. - Township Solicitor	\$69,242.98
Matthew T. Caples - Assistant IT Specialist	\$33,784.00
Thomas E. Carlotti - Police Chief	\$102,096.58
Mark G. Dietz - Head Foreman – Streets	\$69,442.81
Peter C. Dion - Engineering Assistant/Chief of Survey	\$63,341.74
Kristoffer S. Filson - IT Specialist	\$42,230.00
William J. Hitchcock - Operations Manager – Township Garage	\$66,868.31
Diane L. Lyons - Human Resource Manager	\$46,350.00
Julie M. Maggio - Assistant Code Enforcement Officer	\$42,542.88

Richard L. Morris - Township Engineer	\$79,715.14
William R. Perry - Head Foreman – Building Maintenance	\$62,789.80
Charles W. Pierce - Zoning Administrator/Code Enforcement Officer	\$57,936.11
Gary J. Snyder - Head Foreman – Sewer Maintenance	\$71,823.34
Anne M. Sokol - Assistant Township Engineer	\$66,475.78
James G. Sperry - Director of Parks and Recreation	\$68,080.38
Jeffrey F. Tenney - Journeyman Electrical Assistant	\$65,040.22
Michael S. Tesore – Deputy Chief of Police	\$97,893.53
Phyllis A. Vollbrecht - Assistant Treasurer/Assistant Secretary	\$58,478.11
Gary R. Walters - Assistant Head Foreman – Streets	\$64,391.12
Mark A. Wells - Assistant Head Foreman – Sewer Maintenance	\$59,621.41
Richard C. Whitbread - Head Foreman – Traffic Engineering	\$84,490.28
Sheryl A. Williams – Executive Assistant	\$40,000.00
Gerald M. Wolf - Treasurer	\$100,940.31
Judy L. Zelina - Director of Department of Public Services	\$46,210.37

Motion carried by unanimous roll call vote.

There being no further business to come before the Board, it was moved by Mr. Groh, seconded by Mr. Figaski, and carried to adjourn the meeting at 10:03 a.m.

Sheryl A. Williams  
Executive Assistant

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APPROVED: January 14, 2014

Brian P. McGrath

Richard P. Figaski

John H. Groh