

Supervisor Brian P. McGrath was sworn in at 9:30 a.m. by Judge Daniel Brabender.

**Annual Organization Meeting**

**January 3, 2012**

It was moved by Mr. Figaski and seconded by Mr. Kujawa that Mr. McGrath 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 9:35 a.m. by Temporary Chairman McGrath in the Assembly Room of the Millcreek Township Municipal Building. Present were Gerald Wolf, Joseph Kujawa, Brian McGrath, Richard Figaski, Evan Adair, Esq., Phyllis Vollbrecht, and Richard Morris, P.E.

Following the Pledge to the Flag, it was moved by Mr. Kujawa and seconded by Mr. McGrath that Mr. Figaski be appointed Chairman of the Board of Supervisors for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Figaski and seconded by Mr. McGrath that Mr. Kujawa be appointed Vice Chairman of the Board of Supervisors for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa and seconded by Mr. McGrath to appoint Mr. Figaski as Township Secretary for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa to appoint Phyllis Vollbrecht as Assistant Secretary for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa and seconded by Mr. McGrath to appoint Gerald Wolf as Township Treasurer for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa to appoint Phyllis Vollbrecht as Assistant Treasurer for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa and seconded by Mr. McGrath to appoint Richard Morris, P.E. as Township Engineer for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa to appoint Evan Adair, Esq. as Township Solicitor for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Figaski to appoint Mr. Kujawa as Roadmaster for District I (all roads east of I-79) for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa and seconded by Mr. Figaski to appoint Mr. McGrath as Roadmaster for District II (all roads west of I-79) for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa that Richard Figaski 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, and Switchboard), other Administrative Services, Engineering Department, Zoning and Code Enforcement Department and as the Board's liaison to the Planning Commission, Zoning Hearing Board, Sewer Authority, Water Authority, Cable Television Advisory Committee, and Chairman of the Safety Committee for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Figaski that Joseph Kujawa be appointed as well to the employee position of Administrator of Streets, Recycling, Buildings and Grounds, Garage, 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, Public

Services, Recycling Clerk and Millfair Recycling Center, Building Maintenance Department, Garage, Traffic Engineering and Signal Department; and as the Board's liaison to the Recycling Advisory and Education Committee for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa and seconded by Mr. Figaski that Mr. McGrath be appointed as well to the employee position of Administrator of Public Safety, Sewer and Recreation, 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, Director of Bureau of Fire Prevention, Fire Chiefs Association, Emergency Medical Services, Sewer Department, Parks and Recreation Department; and as the Board liaison to the HUD Community Development Block Grant for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Figaski that Joseph Kujawa be appointed the Township's delegate and Brian McGrath the Township's alternate delegate to the 2012 PSATS convention, each in their capacities as Administrator of Streets, Recycling, Buildings and Grounds, Garage and Traffic Engineering and Signal Department; and Administrator of Public Safety, Sewer and Recreation respectively. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa, seconded by Mr. Figaski, that Brian McGrath, in his capacity as Administrator of Public Safety, Sewer and Recreation, be appointed the Township's representative on the Executive Committee of ECATO for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa that Brian McGrath, in his capacity as Administrator of Public Safety, Sewer and Recreation; Richard Figaski, in his capacity as Secretary; and Joseph Kujawa, in his capacity as Roadmaster be appointed respectively, the Township's representative and alternate representatives to the Erie Area Council of Governments for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa, seconded by Mr. McGrath, that Engineer Richard Morris be appointed the Township's representative and Richard Figaski, in his capacity as Secretary, the alternate representative to the Solid Waste Pact for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa that Richard Figaski, in his capacity as Secretary, be appointed the Township's representative to the Community Coalition and the Greater Erie Industrial Development Corporation (G.E.I.D.C.) for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa, seconded by Mr. McGrath, that Township Engineer Richard Morris be appointed the representative and Richard Figaski, in his capacity as Secretary, the alternate representative to the Coastal Zone Management for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa that Thomas Hoffman and Engineer Richard Morris be appointed the voting representatives, and Richard Figaski, in his capacity as Secretary, the alternate representative to the Municipal Planning Organization for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa and seconded by Mr. McGrath to adopt Resolution 2012-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 does not modify responsibilities previously assigned to department heads. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa that the bond for the Treasurer and the Assistant Treasurer, when acting in that capacity, be established and maintained at \$500,000.00 for 2012. Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa and seconded by Mr. McGrath to approve the following fund depositories for 2012:

**PNC Bank**

General Fund 60-9913-0910: Interest bearing SWEEP account

Payroll Account 60-9913-1015: Non-interest bearing checking account

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

Millcreek Township Supervisors Sinking Fund for Kearsarge Fire Department 60-0471-9554: Non-interest bearing checking 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: Interest bearing checking account

Millcreek Township Supervisors Eagles Escrow Account 60-0721-2935: Interest bearing checking account

Millcreek Township Supervisors Glen Eagles Escrow Account 60-0713-5554: 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 and 897001752: Interest bearing money market accounts

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**

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 West Springfield Property Account 0004198875: Interest bearing savings account

Motion carried by unanimous roll call vote.

It was moved by Mr. Kujawa and seconded by Mr. McGrath 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. Motion carried by unanimous roll call vote.

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

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

Harry Renton

Gary E. Garnavish

Craig V. Myers  
Mario Loreti  
Phil Fatica

Ronald Wilga  
James J. Globa  
Chuck Leone

It was moved by Mr. McGrath and seconded by Mr. Kujawa to re-appoint the members noted above for one year terms. Motion carried by unanimous roll call vote.

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

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

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

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

**Vacancy Board (One Year Term)**

It was moved by Mr. Kujawa and seconded by Mr. McGrath to appoint Pastor James Dumont for a one-year term. Motion carried by unanimous roll call vote.

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

It was moved by Mr. McGrath and seconded by Mr. Kujawa to re-appoint Fred Enfield for a three-year term as an alternate. Motion carried by unanimous roll call vote.

Mr. McGrath moved to accept the following designation of regular meetings of the Board of Supervisors for 2012:

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 January 31, April 24, May 8, July 31, October 30, November 6, and December 25, 2012. There will be a meeting on December 27, 2012 at 9:30 a.m.

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 5; 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, September, and November at 7:00 p.m.; the Millcreek Township Cable Television Advisory Committee will meet on an as-needed basis; and the Millcreek Township Recycling Education and Advisory Committee will meet the second Tuesday 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. Kujawa seconded the motion. Motion carried by unanimous roll call vote.

It was moved by Mr. McGrath and seconded by Mr. Kujawa to adopt Resolution 2012-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 2012 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. Kujawa, seconded by Mr. McGrath, and carried to adjourn the meeting at 9:51 a.m.

Phyllis A. Vollbrecht  
Assistant Secretary

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APPROVED: January 10, 2012

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