

Regular Meeting

December 5, 2017

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 9:30 a.m. by Chairman Brian McGrath in the Assembly Room of the Millcreek Township Municipal Building. Present were Mark Zaksheske, John Groh, Brian McGrath, John Morgan, Mark Shaw, Esq., Sheryl Williams, Student Ambassador Lilly Hanko, Richard Morris, P.E. and Matthew Exley.

Following the Pledge to the Flag, Chairman McGrath called for public comment on agenda items other than development or rezoning applications. There were no comments.

It was moved by Mr. Groh, seconded by Mr. Morgan and carried by unanimous roll call vote to approve the minutes of the Board's November 28, 2017 Regular Meeting.

It was moved by Mr. Groh, seconded by Mr. Morgan and carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$2,136,128.58.

Mr. McGrath announced the results from the Bid Opening for Used Sale Items on November 29, 2017 at 1:00 p.m., as follows: 1986 Chevrolet Truck #4651 – \$250.00, Andrew Russell; 1991 GMC Dump Truck #0639 – \$3,250.00 (min. bid \$2,000.00), Andrew Pius; Troy Bilt Snow Blower – \$65.75, Shirley Beebe; Coats Tire Balancer - \$50.00, Lincoln Gas Welder/generator - \$50.00, Bandsaw - \$10.00, 8' Truck Cap - \$20.00, and Accu-Turn Tire Machine - \$50.00, Jim Shaffer, for a total of \$180.00. Solicitor Shaw was asked if it was permissible for Mr. Shaffer, a Township employee, to participate in the bidding process, to which Mr. Shaw replied yes. It was moved by Mr. Groh, seconded by Mr. Morgan and carried by unanimous roll call vote to sell the items to the highest bidders listed above.

Treasurer Mark Zaksheske presented the proposed 2018 Preliminary Budget, with total revenue estimated to be \$29,760,990, an increase of almost \$800,000 from 2017. No tax increase is recommended for 2018, with the tax rate to remain at a total rate of 3.5537 mills. Mr. McGrath highlighted 2018 Capital Budget projects, such as ADA Compliance Costs, Increased Road Maintenance, Countywide First Responders Radio System, New Equipment for Millfair Recycling Center, 2 New Dump Trucks, Millcreek Golf and Learning Center, New Playground Equipment and Tennis Courts.

On recommendation of Mr. Zaksheske, it was moved by Mr. McGrath and seconded by Mr. Morgan that the minutes of this meeting include the following:

1. For approximately the last 60 days and under the direction of the Board of Supervisors, work has been undertaken to prepare a proposed budget for the 2018 calendar year.
2. A draft of the proposed and preliminary budget has now been prepared and is ready and available for public inspection.
3. Public notice of the preparation and availability for inspection of the preliminary 2018 budget has been advertised in the December 5, 2017 issue of the *Erie Times News*.
4. The preliminary and proposed budget shall be available for public inspection for the next 20 days in the Office of the Secretary at the Millcreek Township Municipal Building, from 8:00 a.m. until 4:30 p.m., Mondays through Fridays, and at the Millcreek Township Police Department on weekends and holidays from December 5, 2016 until December 27, 2017.

5. At the regular meeting of the Board of Supervisors beginning at 9:30 a.m. on Wednesday, December 27, 2017, and after making such revisions as it deems necessary, the Board of Supervisors intends to adopt a budget for the calendar year of 2018.

Motion carried by unanimous roll call vote. Mr. McGrath thanked Mr. Zaksheske for his work on the budget, and announced that the proposed 2018 budget will be posted on the Township website today.

Treasurer Zaksheske announced that the Minimum Municipal Obligation Pension for 2017 was approved in today's bills in the amount of \$772,548.61 for the Police Pension, and \$646,656.62 for the General Employees Pension. On recommendation of Mr. Zaksheske, it was moved by Mr. McGrath, seconded by Mr. Morgan and carried by unanimous roll call vote to approve the Minimum Municipal Obligation Pension for 2017.

Matthew Exley, Director of Emergency Management and Code Enforcement, reported proposed changes to the current Burning Ordinance, to include no burning of leaves, no burning of yard waste on Saturdays, new burning distances from structures and property lines, and overall simplification to encourage better compliance. Solicitor Mark Shaw stated that the ordinance should be ready for a vote at the next meeting.

It was moved by Mr. Morgan and seconded by Mr. Groh to table Resolution 2017-R-50 until the December 27, 2017 meeting; A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve proposed disposition of certain Township records. The Board needed clarification on some of the records included in the resolution. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Morgan to adopt Resolution 2017-R-51; A Resolution to approve the Annual Budget of the Erie Area Council of Governments for the calendar year ending December 31, 2018. Motion carried by unanimous roll call vote.

Solicitor Shaw explained that under Act 42 of 2017 and as part of the state budget process in order to increase revenues, each municipality has the opportunity to pass a resolution to allow gambling in certain areas, such as truck stops. He noted that action needs to be taken by December 31, 2017, but once passed, it cannot be reversed. However, if Category 4 gambling is prohibited, the decision can be reversed at some point in the future. It was moved by Mr. Groh and seconded by Mr. Morgan to adopt Resolution 2017-R-49; A Resolution of the Board of Supervisors of Millcreek Township, Erie County, Pennsylvania Prohibiting the Location of a Category 4 Licensed Facility within the Township. Motion carried by unanimous roll call vote.

Solicitor Mark Shaw relayed that LECOM and the Millcreek Police Department (MPD) often work together on incidents, and the following MOU (Memorandum of Understanding) was created to formalize jurisdiction and relational operations between staffs, as well as to clarify mental health committal. Mr. Shaw noted that there is a 60-day notice to terminate clause and it does not limit MPD authority. On recommendation of Mr. Shaw, it was moved by Mr. Groh and seconded by Mr. Morgan to approve the MOU between LECOM and MPD. Motion carried by unanimous roll call vote.

On recommendation of Solicitor Mark Shaw, it was moved by Mr. Groh and seconded by Mr. Morgan to approve the Tax Collector's Lease Agreement for a 4-year term. Motion carried by unanimous roll call vote.

On recommendation of Treasurer Mark Zaksheske and advice of the Township’s actuary, it was moved by Mr. Groh and seconded by Mr. Morgan to adopt the standard Government Accounting Standards Board Rule #75, effective January 1, 2018. No public comment was offered. Motion carried by unanimous roll call vote.

On motion by Mr. Morgan, seconded by Mr. Groh, motion carried by unanimous roll call vote to permit Street Light Assessment Clerk Gail Jares to attend Pictometry Connect GIS Training from 1:00 – 4:00 p.m. at the Public Safety Building on December 14, 2017, at no cost to the Township.

On request by Chief Scott Heidt, it was moved by Mr. Groh and seconded by Mr. Morgan to permit three officers to attend Taser Instructor training on March 27-28, 2018 at the Mercyhurst University Municipal Training Academy at a total cost of \$1095.00. Motion carried by unanimous roll call vote.

Mr. Groh reported there are a few envelopes left on the Giving Tree in the lobby, and thanked the media for the publicity. He also noted that the 2018 Millcreek Township calendars will be mailed on December 8th, and the Township usually receives an award from PSATS for its beautiful calendars. Mr. Groh noted that changes to the state’s fireworks laws are coming, and more information will be coming soon.

On recommendation of Matt Exley, Director of Emergency Management and Code Enforcement, it was moved by Mr. Groh and seconded by Mr. Morgan to appoint Nicholas Banister as an Emergency Operations Center volunteer. Motion carried by unanimous roll call vote.

On recommendation of Parks and Recreation Manager Ashley Marsteller, it was moved by Mr. McGrath, seconded by Mr. Morgan and carried by unanimous roll call vote to approve the following part time employees for the Winter Season:

NAME	POSITION	RATE	HIRE DATE
MIHS POOL			
Leona Carlson	Aquatic Director	\$13.00	
Kathleen Magoon	Water Ex. Supervisor	\$10.50	
Karen Link	WSI	\$ 9.50	
Kristen Owens	Pool Supervisor/WSI	\$10.50	
Kathleen Magoon	Water Exercise	\$10.50	
Annie DiFrank	WSI	\$ 9.50	
Nate Schweitzer	WSI	\$ 9.50	
Abby Kurczewski	WSI	\$ 9.50	
Victoria Sanders	WSI	\$ 9.50	
Stephen Owens	WSI	\$ 9.50	
Sara Prischak	WSI	\$ 9.50	
Olivia Menc	WSI	\$ 9.50	
Maggie Fortin	Lifeguard	\$ 8.45	Rate Change
Emily Kehl	Lifeguard	\$ 8.45	
Robert Bolmanski	Lifeguard	\$ 8.45	
Hope Nuzback	WSI	\$ 9.50	
Leah Prischak	Lifeguard	\$ 8.45	
Celia Fortebraccio	Lifeguard	\$ 8.45	Rate Change
Angelina Altadonna	Lifeguard	\$ 8.45	Rate Change
Olivia Sanders	Lifeguard	\$ 7.95	Rate Change
Jakob Parmeter	Lifeguard	\$ 8.45	
Laurel Kurtic	Lifeguard	\$ 8.45	Rate Change
Christian Fortin	Lifeguard	\$ 8.45	Rate Change

<u>NAME</u>	<u>POSITION</u>	<u>RATE</u>	<u>HIRE DATE</u>
<u>CHILDREN'S PROGRAMS</u>			
Karle Lyons	Youth Dance Supervisor	\$10.50	
<u>ADULT FITNESS</u>			
Haley Haggerty	Supervisor Adult Dance	\$10.50	
Charlotte Haggerty	Supervisor Adult Dance	\$10.50	
Karle Lyons	Supervisor Tabata	\$10.50	
Dave Wayman	Supervisor Tai Chi	\$10.50	
Kathy Wayman	Supervisor Qi Gong	\$10.50	
Laurie Gualtier-King	Supervisor Aerobics	\$10.50	
Susan Mccall	Supervisor Zumba	\$10.50	
Shannon Eggleston	Supervisor Piloslide	\$10.50	
Nylene Baney	Supervisor Body Sculpt	\$10.50	
Nancy Rovin	Supervisor Yoga	\$10.50	
Kathy Smith	Supervisor Yoga	\$10.50	
Susan McCall	Supervisor Zumba	\$10.50	
Shannon Eggleston	Supervisor Piloslide	\$10.50	
Sam Steiner	Supervisor Table Tennis	\$ 8.45	
<u>ADULT LIESURE</u>			
Jim Oldham	Supervisor Mahjong	\$10.00	
Laura Oldham	Supervisor Mahjong	\$10.00	
Darlene Bennett	Supervisor Art	\$10.50	
Lauren Ertgard	Supervisor Knitting	\$10.50	
Charles Elliott	Supervisor Seat Weave	\$10.50	
Mark Coursey	Supervisor Grilling	\$10.50	
Alberta DeCrease	Supervisor Art (Sub)	\$10.00	
Wendy Budacki	Supervisor Greeting Card	\$ 9.50	
Jensen Elliott	Supervisor Knitting (Sub)	\$ 9.50	
<u>BARN SUPERVISOR</u>			
Evelyn Bossar		\$ 9.50	
Charles Elliott		\$ 9.50	Rate Change
Susan Shickler		\$ 8.50	
<u>VOLUNTEERS</u>			
Joe Logue	Tuite		
Carl Werner	QiGong		
Amy Easly	QiGong		
Mary Desmone	Tai Chi		
Carol Stitzinger	Tai Chi		
Bonita Faulkner	Mahjong		
Susan Moore	Knitting		
Tom Womack	Model Airplane		
William Brown	Community Band		
Chet Vendetti	Open Gym-JS Wilson		
Chet Moffat	Open Gym- Westlake		
Xingang Wang	Badminton		
JJ Zhang	Badminton		

On recommendation of Traffic Engineer Richard Whitbread, it was moved by Mr. McGrath and seconded by Mr. Morgan to authorize Joe Bizzarro to attend "Conducting Sign Retroreflectivity Inspections (RS2)" class on February 8, 2018 at no cost to the Township. Motion carried by unanimous roll call vote.

Mr. McGrath reported the Board met in Executive Session with Solicitor Mark Shaw on November 30, 2017.

On request of Engineer Richard Morris, it was moved by Mr. Morgan and seconded by Mr. Groh, and carried by unanimous roll call vote to authorize the following employees to attend Pictometry Connect GIS Training on December 14, 2017 at no cost to the Township: Morning Class – Julie Maggio and Denise Bizzarro; Afternoon Class – Anne Sokol, Emma George and Rob Donikowski.

Mr. Morgan reported that the Board has recently learned that County Clerk Doug Smith has proposed a \$5.00 County Vehicle Registration fee, which County Council will be voting on this week. He stated that the proposed fee will be used for bridges, but more information is need on how funds will be prioritized.

Mr. Exley reminded everyone that the first snow event of the season is anticipated this week, and residents should be mindful of posted parking regulations. Mr. McGrath also suggested placing 4 foot stakes every 50 feet to help plow drivers follow property lines.

Mr. McGrath announced there is still a vacancy on the Zoning Hearing Board for an Alternate member. Please notify one of the Supervisors if you are interested.

Mr. McGrath reported that the Board met in Executive Session with Solicitor Mark Shaw to discuss legal matters on November 17, 2017.

Student Ambassador Lilly Hanko reported on several of McDowell High School’s recent service and sports activities, and Mr. Groh asked her to name the colleges and universities to which she has applied for acceptance.

Open Records Officer Sheryl Williams gave the November Right-to-Know report, noting there were 6 requests, 2 of which were granted, 2 were denied, and 2 were partially denied, with a total of 15 hours preparation time spent on the responses.

There being no citizens to be heard or any further business to come before the Board, it was moved by Mr. Groh and seconded by Mr. Morgan to adjourn the meeting at 10:34 a.m.

Sheryl A. Williams
Assistant Secretary

Approved: December 27, 2017

Brian P. McGrath _____

John H. Groh _____

John E. Morgan _____