

## Regular Meeting

April 10, 2018

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 9:30 a.m. by Chairman John Morgan in the Assembly Room of the Millcreek Township Municipal Building. Present were Mark Zaksheske, John Groh, John Morgan, James Bock, Lilly Hanko, Mark Shaw, Esq., Matthew Waldinger, Gary Snyder and Sheryl Williams.

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

It was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to approve the minutes from the March 27, 2018 meeting.

It was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$1,111,320.37.

Mr. Groh reported that the deadline to submit bids for Golf Management Services for the Millcreek Golf and Learning Center was 3:30 p.m. on Friday, April 6, 2018, and no proposals were received. He noted that the package was complicated and that there was only a short time for prospective vendors to prepare their proposals. Solicitor Mark Shaw explained that since this is a request for professional services, the Township can continue to further reach out and discuss different parameters with vendors, and the Director of Parks and Recreation will contact professional golf course operators.

Quotations for the removal of nine trees that did not survive the winter were solicited and received by Streets Department Bureau Chief Sean Kern as follows: Leopold Tree & Trimming Service - \$4000.00, Dibble Tree Service - \$6460.00, J. Thomas Tree Service - \$5805.00. On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Leopold Tree & Trimming Service for \$4000.00. Mr. Morgan asked Mr. Snyder to discuss the possibility of replacing the trees with the Recycling Coordinator, who oversees the annual tree planting grant project.

Solicitor Mark Shaw explained that Proposed Ordinance 2018-3 was recommended by the Fire and EMS Commission so all departments will use the same forms to record their financial data, and is the first step in compiling rules and regulations for all Fire and EMS departments. Treasurer Mark Zaksheske added that these forms follow the standard format of the Township forms so there will be consistency across the board. On recommendation of the Fire and EMS Commission and Mr. Shaw, it was moved by Mr. Groh and seconded by Mr. Bock to enact Ordinance 2018-3; An Ordinance to Adopt Rules and Regulations for the Millcreek Township Fire and Emergency Medical Services. No public comment was offered. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Bock to amend and adopt Resolution 2018-R-15; A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve proposed disposition of certain Township records. This authorizes disposal of police Dash Cam videos which may be discarded after the mandatory 180 days through the date of the next meeting, May 8, 2018, and disposal of payroll checks dating back to 2007 which have reached the end of their retention period. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Bock to adopt Resolution 2018-R-16; A Resolution to Authorize the Officials of Millcreek Township to make Application to Erie County for an Allocation of County Liquid Fuels Tax Funds. Mr. Zaksheske explained this is an annual procedure required

by PennDOT in order to receive funds for road salt, and the Township is requesting \$80,715.00 of the estimated \$193,545.00 needed for 2018. Motion carried by unanimous roll call vote.

On request of Director of Planning and Development Matthew Waldinger, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to table action on a Financial Security Release Request from VOICES FOR INDEPENDENCE – Voices for Independence, Developer, until the April 17, 2018 meeting, due to the inspection being incomplete because of inclement weather.

Mr. Waldinger reported that the Township received a Financial Security Release Request from WINDOW CLEANING BY JIM – David Nelson, Developer, and all requirements have been satisfied. On recommendation of Township Engineer Anne Sokol, it was moved by Mr. Groh and seconded by Mr. Bock to approve a release of Northwest Bank Letter of Credit #830519336 in the amount of \$16,250.00. Motion carried by unanimous roll call vote.

Mr. Morgan explained that the Township had contracted with a website agency to assist with website applications, but since that time the Township has proceeded with a different company that provides similar services in addition to other types of services, and so there would be duplication. WebQA has agreed to receive a settlement of \$5,610.00, which is 50% of the 2018 contract price. It was moved by Mr. Groh and seconded by Mr. Bock to approve the WebQA settlement agreement. Motion carried by unanimous roll call vote.

Mr. Groh presented the March Building Construction report as follows, which is available on the Township website and also in the Zoning Office.

<u>March 2018:</u>	Total Residential Structures	\$ 571,660.00
	Total Non-residential Structures	<u>953,500.00</u>
		<b>\$ 1,525,160.00</b>
	Zoning Permits Issued	12
	Zoning Permit Fees	<b>\$ 4,200.00</b>

Mr. Groh announced that Millcreek Township is again partnering with Lincoln Recycling to sponsor the annual Earth Day Coloring Contest among the Township's elementary schools to promote recycling. The contest will take place from April 23-29, 2018, during which time the public can vote for their favorite submission online on Lincoln Recycling's Facebook page. The final winner will be announced on April 30, 2018. Additional details are available on the Township's website: [www.millcreektownship.com](http://www.millcreektownship.com).

On recommendation of Human Resource Manager Diane Lyons, the following part-time staff were hired on separate motions by Mr. Groh, seconded by Mr. Bock, and carried by unanimous roll call vote:

Jonathan Jares, Seasonal Hire at Millfair Composting & Recycling Center, retroactive to April 2, 2018 at an hourly rate of \$10.00.

Zachry Barrett, Part-time Police Dispatch, starting April 16, 2018 at an hourly rate of \$11.33, contingent upon successful completion of drug and criminal screening, currently in progress.

Matthew Puda, Part-time Planning Assistant, starting April 16, 2018 at an hourly rate of \$14.42, contingent upon successful completion of drug and criminal screening, currently in progress.

Mr. Morgan reported that the Board met in Executive Session with Solicitor Mark Shaw on April 5, 2018 to discuss legal and personnel matters.

On recommendation of Police Chief Scott Heidt, the following actions were approved on separate motions by Mr. Bock, seconded by Mr. Groh, and carried by unanimous roll call vote:

Retroactive approval authorizing Sgts. Fallon and Hauber to attend the International Conference on Sexual Assault, Domestic Violence, and Gender Bias in Chicago from April 3-5, 2018, with all costs, excluding regular salary, covered by Erie County SafeNet.

Approval for McDowell High School School Resource Officer Spiker to attend Restorative Justice Training in Cleveland, Ohio May 7-8, 2018 along with another McDowell Faculty member, with all costs to be covered by Millcreek Township School District.

Student Ambassador Lilly Hanko reported that McDowell students in all grades are preparing for upcoming Advanced Placement (AP) tests beginning in late April, and there is a free AP Boot Camp being offered in August to allow families and students to experience the AP environment. She also noted that the McDowell Center for the Performing Arts is presenting "Beauty and the Beast" this weekend.

Solicitor Mark Shaw reported that the Cres Trust has filed an appeal of Judge Bozza's ruling with the Commonwealth Court and a defense is being prepared.

Open Records Officer Sheryl Williams gave the March Right-to-Know Report, noting there were three requests requiring eight hours of response preparation time. One request was granted, one was denied and one 30-day extension was filed and that request is currently pending.

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. Bock to adjourn the meeting at 9:55 a.m.

Sheryl A. Williams  
Township Secretary

---

Approved: April 17, 2018

John E. Morgan \_\_\_\_\_

John H. Groh \_\_\_\_\_

James S. Bock \_\_\_\_\_