

Regular Meeting

May 8, 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 April 17, 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 \$1,254,306.76, Sewer Revenue Fund bills in the amount of \$267,302.73, and a bill from the former Water Authority Account in the amount of \$246.05.

Treasurer Mark Zaksheske presented the Financial Report for the First Quarter, stating that revenue is a little behind last year at this time, but expenses are also \$113,000 less than 2017. He reported that the Township is currently \$70,000 over budget due to retirements and snow removal, but anticipates increased revenue as property taxes continue to be remitted. Mr. Zaksheske noted that overall, Health Insurance and other benefits are favorable in all departments. Regarding the Capital Plan, of \$5.5 million budgeted, \$1.2 million has been committed and \$4.3 million is uncommitted. There were no questions from the Board or the audience.

Joint Purchasing Bid results from the Erie Area Council of Governments were announced by Public Works Director Gary Snyder as follows:

Type C - AASHTO #57 Crushed Washed Stone – 2,000 Ton

	<u>Pick up Price/Ton</u>	<u>Delivery Price/Ton</u>
ACA Sand & Gravel	\$ 8.50	\$15.50
Erie Sand & Gravel	\$21.90	\$25.15
Girts Sand & Gravel	\$ 8.50	\$15.15
Safford	No Bid	No Bid

On recommendation of Mr. Snyder, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Girts Sand & Gravel for \$8.50/ton picked up and \$15.15/ton delivered.

Reclaiming/Recycling Roads – 37,100 sq. yds.

EJ Breneman LP	\$11.25/sq yd	Total - \$417,325.00
Keystone Stabilization	\$ 7.60/sq yd	Total - \$281,960.00

On recommendation of Mr. Snyder, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Keystone Stabilization for \$7.60/sq yd for a total amount of \$281,960.00.

Catch Basins and Risers – Waterford Precast (Sole Bidder)

10 - 2' x 2' x 2' catch basin with frame and bicycle safe grate @ \$490.24	\$ 4,902.40
50 - 2' x 3' x 3' catch basin with frame and bicycle safe grate @ \$642.57	\$ 32,128.50
30 - 2' x 3' x 3" riser @ \$80.00	\$ 2,400.00
30 - 2' x 3' x 6" riser @ \$90.00	\$ 2,700.00
10 - 2' x 3' x 12" riser @ \$90.00	\$ 900.00
20 - 2' x 2' x 3" riser @ \$80.00	\$ 1,600.00
Total:	\$ 44,630.90

**Prices include all delivery and transportation charges. No minimum.*

On recommendation of Township Engineer Anne Sokol, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Waterford Precast for \$44,630.90.

Culvert and Drainage Pipe – Advanced Drainage Systems; Green Distributors and Chemung Supply are authorized dealers of the ADS Pipe @ADS pricing.

12" HDPE pipe	1,500 lf @ \$4.00 lf	\$ 6,000.00
15" HDPE pipe	1,000 lf @ \$5.65 lf	\$ 5,650.00
18" HDPE pipe	260 lf @ \$7.80 lf	\$ 2,028.00
<i>*Price includes all delivery and transportation charges</i>	TOTAL	\$13,678.00

On recommendation of Township Engineer Anne Sokol, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Advanced Drainage Systems (ADS) for \$13,678.00.

Playground Mulch – 400 cu yds, delivered

General Recreation	\$21.06/cu yd	Total: \$8,424.00
Playground Concepts of W. PA	\$20.66/cu yd	Total: \$8,264.00

On recommendation of Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Playground Concepts of W. PA for \$8,264.00.

Quotations for the removal of two trees and stumps across from 4015 Commodore Drive were solicited and received by Public Works Director Gary Snyder as follows: Leopold Tree & Trimming Service - \$550.00, Dibble Tree Service - \$750.00, J. Thomas Tree Service – No response. 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 \$550.00.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Groh and seconded by Mr. Bock to award COSTARS Program Contract #016 to Insight Pipe Contracting, LLC for the rehabilitation and relining of one sanitary sewer pipe on Young Road and Old Glenwood Park Avenue for \$11,160.00, and one sanitary sewer pipe on Bladen Road and Cherry Street for \$9,700.00. Motion carried by unanimous roll call vote.

Quotations for the purchase of a 20 foot utility trailer for the Sewer Department were solicited and received by Sewer Bureau Chief Mark Wells as follows: Fabin's Trailers - \$7,345.00, Highway Equipment Co. - \$16,399.00, Boyer RV Center – \$8,950. 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 Fabin's Trailers for \$7,345.00.

Quotations for the demolition and replacement of fencing around the Township gas well were solicited and received by Maintenance Bureau Chief Jerry Burger as follows: Erie Fence - \$5,000.00, Keystone Fence - \$4,850.00, Miller Fence – No Reply. Mr. Snyder explained that this was an emergency expense, as the fence was collapsing and became a safety issue, and because the roof air conditioning project came in under budget, additional funds are available. 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 Keystone Fence for \$4,850.00. Mr. Morgan noted that a capital budget amendment will be needed.

Mr. Groh explained that the pumps in the irrigation system at the Millcreek Golf and Learning Center (MGLC) are in need of repair and it is an unplanned expense. Ms. Marsteller had previously suggested reallocating funds from the MYAA line item, since that project is currently on hold. On recommendation of Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Groh and seconded by Mr. Bock to award the contract for specialty professional services to Irrigation Technical Service for \$8,847.18, and to reallocate funds from the MYAA budget line to amend the capital budget. Motion carried by unanimous roll call vote.

It was moved by Mr. Groh and seconded by Mr. Bock to adopt Resolution 2018-R-18; 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, and disposal of Street Light Assessment records dating back to 2001 which have reached the end of their retention period. Motion carried by unanimous roll call vote.

Public Works Director Gary Snyder explained that the Township recently learned that PennDOT no longer allows hot mix asphalt design, and the Township had already contracted with Russell Standard, the only bidder, for its supply of PG64-22 Petroleum Asphalt Cement for its warm mix. Mr. Snyder contacted Russell Standard Corporation, who said there is an additive available that would bring the mix design into compliance for an additional cost of \$15.00 per ton above the original negotiated contract price. Therefore, on recommendation of Mr. Snyder, it was moved by Mr. Groh and seconded by Mr. Bock to approve the PG64-22 Petroleum Asphalt Cement Contract Amendment between Millcreek Township and Russell Standard Corporation, amending the total contract amount from \$614,900 to \$633,650. Motion carried by unanimous roll call vote.

Mr. Morgan explained that he and Planning and Development Director Matthew Waldinger have been advocating for Federal Grant Funds for the Cherry Street Paving Project, from Young to Bladen Roads, and have been awarded a \$206,000 grant toward milling and paving of Cherry Street. It was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to approve PennDOT Reimbursement Agreement No. R18010013.

On recommendation of Township Engineer Anne Sokol, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to approve a release of PNC Letter of Credit #18122445-00-000 in the amount of \$52,310.00 for WALDAMEER PARK AND WATER WORLD – Paul Nelson, Developer, as all requirements have been satisfied. The Supervisors commended Mr. Nelson for working with the Township to resolve the situation.

On recommendation of Township Engineer Anne Sokol, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to approve a release of Financial Security in the amount of \$116,166.00 for IHOP WEST 12TH STREET – Scott's Development Company, Developer, as all requirements have been satisfied.

Planning and Development Director Matthew Waldinger reported the Township received a Sidewalk Deferral Request for DJC ASSOCIATES, 2523 LOVELAND AVE – DJC Associates, Developer, noting there are no other sidewalks in the area. Mr. Waldinger also clarified that sidewalks are shown on the land development plan, if required in the future. On recommendation of Mr. Waldinger, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to approve the Sidewalk Deferral Request for DJC Associates, 2523 Loveland Ave.

On recommendation of MS4 Engineer Emma George, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote approve a Stormwater Management Plan and Maintenance Agreement Request for DJC ASSOCIATES – DJC Associates, Developer.

Mr. Morgan reported that Mayor Schember invited the Board to attend a presentation on Economic Development and identified a grant opportunity with joint training to encourage future projects and stronger collaboration with the City of Erie. He noted that the grant is due the first week of June, and one of the requirements involves approving a Memorandum of Understanding with the City of Erie, naming the City as the contractor and Millcreek as the subcontractor, in partnership with various financial institutions in the area. It was moved by Mr. Groh and seconded by Mr. Bock to approve the Memorandum of Understanding For Multi-Municipal Collaboration with the City of Erie. Motion carried by unanimous roll call vote.

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

<u>April 2018:</u>	Total Residential Structures	\$ 107,000.00
	Total Non-residential Structures	<u>848,920.00</u>
		\$ 955,920.00
	Zoning Permits Issued	20
	Zoning Permit Fees	\$ 2,700.00

Treasurer Mark Zaksheske explained that during the LECOM tax appeal, the Township was required to keep a portion of the funds in a separate account, but now that the matter is resolved, he would like to move the money back into the General Fund. On request of Mr. Zaksheske, it was moved by Mr. Groh and seconded by Mr. Bock to authorize Mr. Zaksheske to close the LECOM tax account and transfer those funds to the General Fund. No public comment was offered. Motion carried by unanimous roll call vote.

On recommendation of Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Groh seconded by Mr. Bock and carried by unanimous roll call vote to approve the following employees for the Summer Season:

<u>NAME</u>	<u>POSITION</u>	<u>HOURLY RATE</u>	<u>HIRE DATE</u>
John Bucci	Ext. Summer Maintenance	\$13.00	Start 5/9/2018
Eric Nuara	Golf Course	\$13.00	Start 5/9/2018
Thomas Hansen	Summer Maintenance	\$10.00	Start 5/9/2018
Josh Puda	Summer Maintenance	\$ 7.95	Start 5/9/2018
Garrett Clark	Summer Maintenance	\$ 7.95	Start 5/9/2018
Thomas Rosenthal	Summer Maintenance	\$ 7.95	Start 5/9/2018
Steve Tome	Summer Maintenance	\$ 7.95	Start 5/9/2018
Luigi Yates	Summer Maintenance	\$ 7.95	Start 5/9/2018

On request of the Recycling Department, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to authorize a Recycling Department Employee to attend the Professional Recyclers of Pennsylvania (PROP) continuing education classes in Bellefonte, PA on May 9-10, 2018 at a total cost of \$700.00, with use of the Township vehicle.

Mr. Groh announced the annual Millfair Tire Collection and Paper Shred Day May 19-20, 2018 from 9:00 a.m. – 12 Noon.

It was requested by Recycling Coordinator Jessica Stutzman, moved by Mr. Groh and seconded by Mr. Bock to approve a license agreement with the Cafaro-Peachcreek Joint Venture Partnership (Millcreek Mall), a requirement for her to do a recycling presentation at the mall at no charge to the public. Motion carried by unanimous roll call vote.

On request of Mr. Groh, in his capacity as Municipal Administrator of Public Works, it was moved by Mr. Groh, seconded by Mr. Bock and carried by unanimous roll call vote to authorize Mr. Groh to attend a Stormwater Worskshop for Municipalities, Builders and Developers at the Tom Ridge Environmental Center on May 15, 2018 at a cost of \$20.00.

On request and motion by Mr. Groh, seconded by Mr. Bock, it was carried by unanimous roll vote to permit Mr. Groh, as municipal representative, to attend the PA Dept. of Labor and Industry Accessibility Advisory Board meeting in Harrisburg on May 17, 2018, with all expenses covered by the Commonwealth.

On separate motions by Mr. Groh, seconded by Mr. Bock, the following part-time hiring requests from Human Resource Manager Diane Lyons were approved by unanimous roll call vote:

Benjamin Steiner: Part-time Police Dispatch @ \$11.33/hr.
Starting date April 30, 2018, contingent upon successful completion
of drug and criminal screening.

Jacob Ouellet: Sewer Seasonal Help @ \$8.45/hr. (third season), starting 05/14/18
Nicholas Langford-Tyler: Sewer Seasonal Help @ \$7.95/hr. (second season), starting 05/14/18

Brandon Hoskins: Planning & Development, Seasonal @\$7.65/hr.(first season), starting 5/10/18

Mr. Morgan reported that the Board met with Solicitor Mark Shaw in Executive Session on May 3, 2018 to discuss legal and personnel matters.

Mr. Bock reported that the Erie County Association of Township Officials (ECATO) sponsors an annual scholarship competition, and this year 30 applications were received. Three winners were chosen, and one of them is Lilly Hanko, our Student Ambassador. Mr. Bock congratulated Lilly and she will receive her award at the annual Scholarship Dinner on May 24, 2018. On motion by Mr. Bock, seconded by Mr. Groh, it was carried by unanimous roll call vote to authorize five staff members to attend the dinner at a cost of \$130.00.

Lilly Hanko thanked the Board and her high school counselors for the opportunity to serve as Student Ambassador. She reported that McDowell students are taking their Advanced Placement tests, last night the Girls Softball team defeated defending state champion Hempfield, and tonight McDowell Boys Volleyball is playing their last game and it is Senior night. 13 students placed in the top 20 Chemistry Olympiad competition, and the Academic Challenge team members were state finalists this year.

Open Records Officer Sheryl Williams presented the April Right-to-Know Report, noting there were 7 requests requiring 18 hours of response preparation time.

Mr. Morgan announced there will be an article in the upcoming issue of *In Millcreek* magazine announcing the debut of the Embrace Millcreek Comprehensive Plan, with a public meeting at McDowell High School on May 24, 2018.

Mr. Groh read the annual Arbor Day Proclamation, urging citizens to support efforts to protect our trees and woodlands and to plant and care for trees to promote the well-being of this and future generations.

Mr. Groh congratulated Engineering Department Student Intern Eric Marks on his graduation from Edinboro University. He also informed residents that the Township has three crews diligently working on patching potholes and asked for patience while they try to maintain the 210 miles of Township roads.

Mr. Morgan noted that in January the Supervisors are assigned liaisons to various commissions, and since amending the organizational chart, have decided to make a change in liaisons. It was moved by Mr. Morgan and seconded by Mr. Bock to assign Mr. Groh as liaison to the Park and Recreation Commission, and to assign Mr. Bock to the Fire and Emergency Services Commission. No public comment was offered. Motion carried by unanimous roll call vote.

Dennis McAndrew, 1547 High Street, spoke about the street conditions around his neighborhood, reporting that many of the catch basins have been filled in and cannot drain efficiently, causing some of the roads to begin to buckle. He asked who should be maintaining some of the areas. Mr. Morgan asked Public Works Director to look at the areas in question and see if they are in the public right of way.

There being no other 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 10:50 a.m.

Sheryl A. Williams
Township Secretary

Approved: May 8, 2018

John E. Morgan _____

John H. Groh _____

James S. Bock _____