

# Exhibit 10

## COMMISSION SUGGESTIONS

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Millcreek has taken some important steps recently including the addition of Human Resources and an IT person and these are to be applauded. However, our study has found some areas we feel need attention and we decided that it would be appropriate to offer suggestions we think the township leaders should consider.

The commission members believe it would be helpful to establish a Long Range Strategic Planning Committee that serves as an ongoing advisory committee to the supervisors to evaluate the township for needs such as, but not be limited to: Commercial and Industrial Development, Redevelopment, Strategic Planning, Beautification, Code Enforcement and Government Structure. The work of the committee should be open to and engaged with the public. The following are some areas in which we believe the committee should be proactive.

- Better planning is suggested in the fleet replacement area so equipment is street-ready at all times. Preventive maintenance is the key to longer-lasting and well maintained equipment leading ultimately to lower costs.
- Allow the Police Chief to manage his department with less intervention.
- Consider a structured program for evaluating employees for performance with yearly reviews
- Prepare for employee transition. One great concern of the commission is the demographic of the township work force. Provisions should be considered for the transition of retiring employees.
- Consider a quality control program similar to International Standards Organization (ISO) so there are standard operating procedures in place and all township employees are aware and embrace them.
- Department heads should meet with supervisors and other department heads on a more regular basis to improve communications.
- Elevate the status of the Technology Department with other departments to encourage employees to embrace technology.
- Establish and strictly enforce work place rules for things such as work hours, summer schedules, time off for lunch breaks, vacations, etc.
- Ongoing analysis of all salaries, pensions and benefits to be evaluated and compared with similar positions in the public and private sectors.

- All supervisors should receive \$5,000 as pay for being a supervisor and a resulting reduction in their current salary as full-time employees.
- Endeavor for more consistency in the rotation of supervisor responsibilities every two (2) years.

These ideas are offered as recommendations, and it is hoped they will be carefully reviewed to determine if they will be helpful to township operations as the Millcreek Township Government Study Commission anticipates they will.

Millcreek Township Government Study Commission