

Annual Organization Meeting

January 3, 2022

Supervisor Kim Clear was administered the Oath of Office by Public Services Director Judy Zelina.

On motion by Ms. Clear, seconded by Mr. Bock, James Bock was elected Temporary Chairman by unanimous roll call vote.

The annual organization meeting of the Millcreek Township Board of Supervisors was called to order at 9:00 a.m. by Temporary Chairman James Bock in the Assembly Room of the Millcreek Township Municipal Building. Present were Mark Zaksheske, James Bock, Daniel Ouellet, Kim Clear, Lydia Caparosa, Esq., Matthew Waldinger, Robert Donikowski, Chief Scott Heidt and Sheryl Williams.

Following the Pledge to the Flag, it was moved by Mr. Ouellet and seconded by Ms. Clear to elect Daniel Ouellet Chairman of the Board of Supervisors for 2022. Motion carried by unanimous roll call vote.

On motion by Mr. Ouellet, seconded by Ms. Clear, James Bock was elected Vice Chairman of the Board of Supervisors for 2022 by unanimous roll call vote.

On motion by Ms. Clear, seconded by Mr. Bock, Sheryl Williams was appointed Township Secretary for 2022 by unanimous roll call vote.

On motion by Ms. Clear, seconded by Mr. Bock, Mark Zaksheske was appointed Township Treasurer for 2022 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Ms. Clear, Anne Sokol, P.E. was appointed Township Engineer for 2022 by unanimous roll call vote.

It was moved by Ms. Clear and seconded by Mr. Bock to appoint the firm of MacDonald Illig Jones and Britton LLP as Township Solicitor for 2022, with Mark Shaw, Esq. as Principal Contact. Motion carried by unanimous roll call vote.

On motion by Mr. Bock, seconded by Ms. Clear, Daniel Ouellet was appointed by unanimous roll call vote to the employee position of Municipal Administrator, with oversight of the Departments Public Works and Planning and Development, and as the Board's liaison to the Planning Commission, Zoning Hearing Board, Fire and EMS Commission, and Chair of the Safety Committee.

On motion by Mr. Ouellet, seconded by Ms. Clear, James Bock was appointed by unanimous roll call vote to the employee position of Municipal Administrator, with oversight of the Departments of Administration, Public Services and Parks and Recreation, and the Board's liaison to the Parks and Recreation Commission and Recycling Advisory and Education Committee.

On motion by Mr. Bock, seconded by Mr. Ouellet, Kim Clear was appointed by unanimous roll call vote to the employee position of Municipal Administrator, with oversight of the Millcreek Police Department and the Department of Emergency Management.

On motion by Mr. Bock, seconded by Ms. Clear, Daniel Ouellet was appointed the Township's Delegate, and Kim Clear the Alternate Delegate, to the 2022 PSATS Conference by unanimous roll call vote.

On motion by Mr. Ouellet, seconded by Ms. Clear, James Bock was appointed the Township's Representative to the ECATO Executive Committee, and Daniel Ouellet and Kim Clear the Alternate Representatives for 2022 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, by unanimous roll call vote, Kim Clear was appointed Representative to the Erie Area Council of Governments (EACOG), and Daniel Ouellet and Robert Donikowski were appointed Alternate Representatives to the Erie Area Council of Governments (EACOG) for 2022.

On motion by Mr. Bock, seconded by Ms. Clear, Matthew Waldinger was appointed Representative and Emma George, P.E. was appointed Alternate Representative to the Lake Erie Coastal Zone Advisory Committee for 2022 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, Kim Clear was appointed Voting Representative #1 and Emma George, P.E. was appointed Alternate to the Erie Metropolitan Planning Organization (Erie MPO) Coordinating Committee for 2022 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Ms. Clear, Matthew Waldinger was appointed Voting Representative #2 and John Sebesta, P.E. was appointed Alternate to the Erie Metropolitan Planning Organization (Erie MPO) Coordinating Committee for 2022 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Ms. Clear, Matthew Waldinger was appointed Voting Representative and Kim Clear was appointed Alternate to the Erie Metropolitan Planning Organization (Erie MPO) Technical Advisory Committee for 2022 by unanimous roll call vote.

It was moved by Mr. Ouellet, seconded by Ms. Clear, and carried by unanimous roll call vote to maintain the bond for the Treasurer at \$1,000,000.00 for 2022.

It was moved by Mr. Ouellet, seconded by Ms. Clear, and carried by unanimous roll call vote to approve the following fund depositories for 2022 and to authorize Daniel Ouellet, James Bock Kim Clear and Mark Zaksheske as signatories:

PNC Bank

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

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan:
Investments only

Millcreek Township Supervisors Dental Account 60-0540-6285:
Non-interest-bearing checking account
PNC/SEIX Floating Rate Fund
Millcreek Township Police Pension Plan, Millcreek Township Employees Pension
Plan: Investments Only

PNC/PIMCO S-T High Yield Fund
Millcreek Township Police Pension Plan, Millcreek Township Employees Pension
Plan: Investments Only

First National Bank of PA

Millcreek Township Sewer Revenue Account 95021410:
Interest-bearing SWEEP checking account

Millcreek Township Income Tax Escrow Account 97001752:
Interest-bearing money market account

Millcreek Township Supervisors TCI Account 97013733:
Interest-bearing money market account

Millcreek Township Supervisors Sinking Fund Account 97013719:
Interest-bearing money market account

Millcreek Township Supervisors Water Authority Operating Account 95243407:
Interest-bearing money market account

Millcreek Township Supervisors Water Authority Sales Proceeds Investment Account
63-0080-01-8: Investments only

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

Neuberger Berman Private Equity Fund

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan:
Investments only

Gannett Welsh & Kotler

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan:
Investments Only

Vanguard International Growth Fund

Millcreek Township Police Pension Plan, Millcreek Township Employees Pension Plan:
Investments only

DFA International Core Fund

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

General Fund Account 2590032:
Interest-bearing checking account

Payroll Fund Account 2490040:
Interest-bearing checking account

Millcreek Township Supervisors Savings Account 0004142469:
Interest-bearing savings account

Millcreek Township Supervisors Savings Account 0004153102:
Interest-bearing savings account

Millcreek Township Supervisors Sinking Fund Account 1307394203
Interest-bearing savings account

Millcreek Township Sewer fund Payroll Account 1307569195
Interest-bearing Savings Account

PA Local Government Investment Trust (PLGIT)

Millcreek Township State Liquid Fuels Account 3660035: Interest-bearing Checking
Account

Millcreek Township Performance & Surety Bond Account 3660029: Interest-bearing
Checking Account

It was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to
approve the following insurance carriers for 2022:

Workers Compensation

Trust Agreement of Municipal Risk Management (MRM Trust) for Workers'
Compensation Pooled Trust: Policy Number SP-428-1819

Volunteer Fire Department Workers Compensation
Amtrust Insurance
Policy Number KWC1272102

Property

Zurich Insurance
Policy Number CPO-1433059-00

General Liability

Zurich Insurance
Policy Number UMB-1433061-00

Automobile

Zurich Insurance
Policy Number CPO-1433059-00

Professional Liability (Public Officials, Law Enforcement & Employment Practices)

Zurich Insurance
Policy Number EOC-1433060-00

Cyber

Crum & Forster
Policy Number CYB-103594

It was moved by Ms. Clear, seconded by Mr. Bock, and carried by unanimous roll call vote that the Township Secretary provide the Board of Auditors written notice of the appointments of the Municipal Administrators and their respective employee responsibilities, and that the bond for the Treasurer be maintained at \$1,000,000.00 for 2022.

It was moved by Ms. Clear, seconded by Mr. Bock, and carried by unanimous roll call vote to appoint the following to their respective commissions and committees:

Board of Appeals and Fire Code – One-Year Term

Edward Betza, Esq., Solicitor - Reappointment

Erie County Tax Collection Committee (ECTCC) – One-Year Term

Mark Zaksheske, Delegate
Melanne Page, 1st Alternate
James Bock, 2nd Alternate

Fire and Emergency Medical Services (EMS) Commission – Three-Year Term

Randy Lachowski

Parks and Recreation Commission – Five-Year Term (Appointed by MTSD School Board)

Gary Winschel
Sallie Newsham

Planning Commission – Four Year Term

Peter Kubeja – Reappointment

Raymond Reade, Alternate – Reappointment (One-Year Term)

Recycling Education and Advisory Committee – One Year Term

Steven G. Cornelius, Carl Cronmiller, Janine Fennell, Kenneth C. Fromknecht, Dana James, Marybeth Santucci, Maria Spagnola, Jessica Stutzman, Sean Stutzman, and Judy Zelina - Reappointments

UCC Appeal Board – One Year Term

David Rhodes, Esq., Solicitor - Reappointment

Vacancy Board – One Year Term

Reverend John Detisch, St. Jude Church – Reappointment

Zoning Hearing Board – Three Year Term

Robert Tanner – Reappointment

Jeremy T. Toman, Esq., Solicitor – Appointment (One-Year Term)

On motion by Mr. Ouellet, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve the regular meeting schedule for the Board of Supervisors as follows:

The regular meetings of the Board of Supervisors will be held on the second Tuesday of each month at 9:30 a.m. (except on January 3, April 5, November 15 and in December) and on the fourth Tuesday of each month at 5:30 p.m., (except in December). There will be ONE meeting in December on Tuesday, December 20 at 5:30 p.m.

There being no further business to come before the Board, it was moved by Ms. Clear and seconded by Mr. Bock to adjourn the meeting at 9:15 a.m.

Sheryl A. Williams
Township Secretary

APPROVED: January 25, 2022

Daniel P. Ouellet

James S. Bock

Kim Clear

Regular Meeting

January 3, 2022

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 9:36 a.m. by Chairman Daniel Ouellet in the Assembly Room of the Millcreek Township Municipal Building. Present were Mark Zaksheske, James Bock, Daniel Ouellet, Kim Clear, Chief Scott Heidt, Matthew Waldinger, Robert Donikowski, Lydia Caparosa, Esq. and Sheryl Williams.

Following the Pledge to the Flag, Mr. Ouellet announced that the regular meetings of the Millcreek Township Board of Supervisors are being televised live online via Go Live via YouTube.com, www.millcreektownship.com/meetings, with closed captioning available. Members of the public may attend in person in the General Assembly Room. Persons who wish to offer testimony at any hearing or to offer comments during the Public Comment portion of the meeting, but who do not wish to attend in person must contact the Township Secretary, Sheryl Williams, (814) 833-1111 or at swilliams@millcreektownship.com no later than 24 hours before the scheduled meeting to make arrangements to participate via telephone. Ms. Williams confirmed that no one had called to participate via telephone.

Mr. Ouellet called for Public Comment on agenda items other than development or rezoning applications. Dennis McAndrew, 1547 High Street, welcomed new Supervisor Kim Clear to the Board.

On motion by Ms. Clear, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve the minutes from the December 14, 2021 Regular Meeting.

On motion by Ms. Clear, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$1,185,628.62 and Sewer Revenue Fund bills totaling \$317,715.62.

On recommendation of Public Works Director Robert Donikowski, it was moved by Ms. Clear, seconded by Mr. Bock, and carried by unanimous roll call vote to approve Change Order #1 for the Loveland Avenue Culvert Replacement Project for \$4,103.97. Mr. Donikowski explained that the contractor, Showman Excavating, had to apply temporary road patch for the winter due to delayed delivery of a backordered pipe. The contract price is \$43,362.70, and the Township is holding a portion of the contract price to pay for the concrete to be removed and asphalt to be placed in the spring.

On recommendation of IT Manager Kris Filson, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to purchase anti-virus security services from VNET at a cost of \$5,352.25.

On recommendation of IT Manager Kris Filson, and on separate motions by Ms. Clear and seconded by Mr. Bock, the following actions were approved by unanimous roll call vote:

Authorization to contract VNET to separate the Police and Township networks at a cost of \$5,415.00.

Authorization for the replacement of ten computers and ten monitors for MPD by VNET at a cost of \$13,340.00.

Authorization to renew an agreement with VNET for 36 months for Fibernet and Voice Services to separate Police and Township phone lines at a monthly cost of \$791.65.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to table action on renewing the existing telephone contract with Windstream until the agreement can be further reviewed.

Solicitor Lydia Caparosa reported that the Township continues to review public comment on the proposed Zoning Ordinance, but that there is no firm timeline for when it will come before the Board.

On recommendation by Atty. Caparosa, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to enact Ordinance 2022-1; An Ordinance of the Township of Millcreek, Erie County, Pennsylvania Amending Traffic Control Devices, i.e. Removal of Yield Sign, at the Intersection of W. 23rd Street and Midland Drive and Establishing Stop Signs at the Intersections of Midland Drive and W. 22nd Street and W. 23rd Street and Midland Drive, in Millcreek Township.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to adopt Resolution 2022-R-1; A Resolution to set the 2022 Police Pension Contribution rate at 5.50% of Participant's Compensation in accordance with the provisions of the Municipal Police Pension Law.

On recommendation of Chief Scott Heidt and IT Manager Kris Filson, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to adopt Resolution 2022-R-2; A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve proposed disposition of certain Township records. Mr. Ouellet noted that these are police Dash/Cam videos which will reach the end of their retention periods between January 4-25, 2022.

On recommendation by Atty. Caparosa, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to adopt Resolution 2022-R-3; A Resolution to amend the Millcreek Township Procedures for Probable or Confirmed COVI-19 Cases. Ms. Caparosa explained that this allows the Township to continue to amend its policy and adhere to CDC guidelines.

On recommendation by Atty. Caparosa, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to authorize the Solicitor's office to file a collection action with a Magisterial District Justice against AR Landscape and Outdoor Service, Inc. in the amount of \$3,421.45 for failure to pay for material purchased at Millfair Compost and Recycling Center. Ms. Caparosa stated that payment notices from the Recycling Coordinator and the Solicitor's office have been sent and no payment or responses have been received.

On recommendation of Treasurer, Mark Zaksheske, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to authorize Mr. Ouellet (Delegate), Ms. Clear (Alternate Delegate) and one Planning and Development Department member to attend the annual PSATS conference in Hershey from April 24-27, 2022, and for Mr. Ouellet, Ms. Clear, Mr. Zaksheske and Assistant Treasurer Melanne Page to attend the PELRAS conference in State College from March 16-18, 2022, all which have been budgeted for 2022.

On recommendation of Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to approve the following Winter Seasonal Staff with a 2022 pay increase of .85%:

NAME	POSITION	HOURLY RATE
ADULT FITNESS		
Christa Haggerty	Supervisor Adult Dance	\$11.09
Charlotte Haggerty	Supervisor Adult Dance	\$11.09
Haley Briggs	Adult Dance Sub	\$11.09
Dave Wayman	Supervisor Tai Chi	\$11.09
Kathy Wayman	Supervisor Qi Gong	\$11.09
Shannon Eggleston	Supervisor Piloslide	\$11.09
Nylene Baney	Supervisor Body Sculpt	\$11.09
Kathy Smith	Supervisor Yoga	\$11.09
Jeanne Espey	Supervisor Yoga	\$11.09
ADULT LEISURE		
Darlene Bennett	Supervisor Art	\$11.09
Lauren Ertsgaard	Supervisor Knitting	\$11.09
CHILDREN'S PROGRAMS		
Maria Finazzo	Youth Dance Supervisor	\$11.09
Breanna Bartlett	Youth Dance (Sub)	\$ 9.58
Samantha Howard	Youth Dance (Sub)	\$ 9.58
Alyssa Pamula	Youth Dance (Sub)	\$ 9.58
BARN SUPERVISORS		
Evelyn Bossar		\$ 9.83
Charles Elliott		\$ 9.83
Susan Shickler		\$ 9.83
Lauren Ertsgaard		\$ 9.83
VOLUNTEERS		
Carl Werner	Tai Chi/QiGong	
Amy Easley	Tai Chi/QiGong	
Mary Desmone	Tai Chi	
Carol Stitzinger	Tai Chi	
Lenore Zausen	Tai Chi/Qi Gong	

On recommendation of Human Resources Coordinator Shawn McClelland, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to hire Terry Schnars as a Streets Maintenance Labor at the hourly rate of \$20.38, effective January 4, 2022.

On recommendation of Chief Scott Heidt, it was moved by Mr. Bock, seconded by Mr. Clear and carried by unanimous roll call vote to authorize one officer to attend training by the Warren County Drug Task Force on January 17, 2022, with a registration fee of \$225.00 and travel by department vehicle.

Mr. Bock announced that the Township's annual "Christmas Treecycling" event will take place during the week of January 10 – 14, 2022. Live undecorated trees will be collected curbside during residents' regular trash collection day, or may be dropped off at the Millfair Compost Center, where the trees will be composted.

Mr. Ouellet reported that the Board met with Solicitors Mark Shaw and Lydia Caparosa in Executive Session on December 20, 2021 to discuss legal and personnel matters.

Solicitor Lydia Caparosa reported that the Township received a letter from Supervisor Kim Clear requesting inclusion in all Township group health and life insurance plans. No action was required.

Ms. Clear remarked that she is honored to be a Township Supervisor and is anxious to work with everyone.

There being no further business to come before the Board or any Citizens to be Heard, it was moved by Mr. Ouellet and seconded by Mr. Bock to adjourn the meeting at 10:03 a.m.

Sheryl A. Williams
Township Secretary

APPROVED: January 25, 2022

Daniel P. Ouellet

James S. Bock

Kim Clear