

## **Annual Organization Meeting**

**January 3, 2023**

On motion by Mr. Ouellet, seconded by Mr. Bock, Kim Clear was elected Temporary Chairwoman 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 Chairwoman Kim Clear 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 and Sheryl Williams.

Following the Pledge to the Flag, it was moved by Ms. Clear and seconded by Mr. Ouellet to elect James Bock Chairman of the Board of Supervisors for 2023. Motion carried by unanimous roll call vote.

On motion by Mr. Ouellet, seconded by Ms. Clear, Kim Clear was elected Vice Chairwoman of the Board of Supervisors for 2023 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Ms. Clear, Sheryl Williams was appointed Township Secretary for 2023 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Ms. Clear, Mark Zaksheske was appointed Township Treasurer for 2023 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Ms. Clear, Burgess & Niple was temporarily appointed Township Engineer for 2023 by unanimous roll call vote.

It was moved by Mr. Bock and seconded by Ms. Clear to appoint the firm of MacDonald Illig Jones and Britton LLP as Township Solicitor for 2023, with Mark Shaw, Esq. as Principal Contact. Motion carried by unanimous roll call vote.

On motion by Ms. Clear, seconded by Mr. Ouellet, James Bock was appointed by unanimous roll call vote to the employed position of Municipal Administrator, with oversight of the Department of Administration, Department of 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 employed position of Municipal Administrator, with oversight of the Millcreek Police Department and the Department of Emergency Management and Chair of the Safety Committee.

On motion by Mr. Bock, seconded by Ms. Clear, Daniel Ouellet was appointed by unanimous roll call vote to the employed 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.

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 2023 PSATS Conference by unanimous roll call vote.

On motion by Mr. Ouellet, seconded by Mr. Bock, James Bock was appointed the Township's Representative to the ECATO Executive Committee, and Daniel Ouellet and Kim Clear the Alternate Representatives for 2023 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 James Bock were appointed Alternate Representatives to the Erie Area Council of Governments (EACOG) for 2023.

On motion by Mr. Bock, seconded by Ms. Clear, Matthew Waldinger was appointed Representative and Gene Clemente was appointed Alternate Representative to the Lake Erie Coastal Zone Advisory Committee for 2023 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, Kim Clear was appointed Voting Representative #1 and Gene Clemente was appointed Alternate to the Erie Metropolitan Planning Organization (Erie MPO) Coordinating Committee for 2023 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, 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 2023 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, Matthew Waldinger was appointed Voting Representative and Kim Clear was appointed Alternate to the Erie Metropolitan Planning Organization (Erie MPO) Technical Advisory Committee for 2023 by unanimous roll call vote.

It was moved by Mr. Bock, seconded by Ms. Ouellet, and carried by unanimous roll call vote to set the bond for the Treasurer at \$2,000,000.00 for 2023.

It was moved by Mr. Bock, seconded by Ms. Ouellet, and carried by unanimous roll call vote to set the bond for the Assistant Treasurer at \$1,000,000.00 for 2023.

It was moved by Mr. Ouellet, seconded by Ms. Clear, and carried by unanimous roll call vote to approve the following fund depositories for 2023 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 2023:

**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 – Inland Marine**

Zurich American Insurance Co.  
NAICS 40142  
Limits \$3.3 million

**General Liability - Umbrella**

Zurich American Insurance Co.  
NAIC 16535  
Limits \$8 million per claim/\$8 million total

**Automobile**

Zurich American Insurance Co.  
Policy Number CPO-1433059-00

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

Zurich American Insurance Co.  
NAIC 40142

**Cyber**

Crum & Forster Insurance  
Policy Number CYB-103594

On motion by Mr. Bock, seconded by Ms. Clear, the following Resolution was adopted by unanimous roll call vote: Resolution 2023-R-1: A Resolution to appoint a certified or competent public accountants or a firm of certified or competent public accountants to make an examination of all accounts of the Township for fiscal years 2022 and 2023, and to make single examinations of Township accounts as needed.

It was moved by Mr. Bock, seconded by Ms. Clear 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, that the bond for the Treasurer be set at \$2,000,000.00, and that the bond for the Assistant Treasurer be set at \$1,000,000.00 for 2023.

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, 1<sup>st</sup> Alternate  
Daniel Ouellet, 2<sup>nd</sup> Alternate

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

John Marsden

Planning Commission – Four Year Term

Douglas Prozan – Reappointment

Eugene Strohmeyer – Reappointment

David M. Fugate – Appointment

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

Vacancy Board – One Year Term

Brian S. McGrath – Reappointment

Zoning Hearing Board – Three Year Term

John DiPlacido – Appointment

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

On motion by Mr. Bock, seconded by Ms. Clear, 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 in January and December, and the fourth Tuesday of each month at 5:00 p.m., except in April. There will be ONE meeting in December on Tuesday, December 19, 2023 at 5:00 p.m.

There being no further business to come before the Board, it was moved by Ms. Clear and seconded by Mr. Ouellet to adjourn the meeting at 9:16 a.m.

Sheryl A. Williams  
Township Secretary

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APPROVED: January 24, 2023

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James S. Bock

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Kim Clear

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Daniel P. Ouellet