

Annual Organization Meeting

January 4, 2021

On motion by Mr. Bock, seconded by Mr. Morgan, Daniel Ouellet 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 Daniel Ouellet in the Assembly Room of the Millcreek Township Municipal Building. Present were Mark Zaksheske, John Morgan, James Bock, Daniel Ouellet, Mark Shaw, Esq., Matthew Waldinger, Gary Snyder and Sheryl Williams.

Following the Pledge to the Flag, it was moved by Mr. Ouellet and seconded by Mr. Bock to elect John Morgan Chairman of the Board of Supervisors for 2021. Motion carried by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Morgan, Daniel Ouellet was elected Vice Chairman of the Board of Supervisors for 2021 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, Sheryl Williams was appointed Township Secretary for 2021 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, Mark Zaksheske was appointed Township Treasurer for 2021 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, Anne Sokol, P.E. was appointed Township Engineer for 2021 by unanimous roll call vote.

It was moved by Mr. Bock and seconded by Mr. Ouellet to appoint the firm of MacDonald Illig Jones and Britton LLP as Township Solicitor for 2021, with Mark Shaw, Esq. as Principal Contact. Motion carried by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, John Morgan was appointed by unanimous roll call vote to the employee position of Municipal Administrator, with oversight of the Department of Planning and Development and the Department of Administration, and as the Board's liaison to the Planning Commission and Zoning Hearing Board.

On motion by Mr. Bock, seconded by Mr. Morgan, Daniel Ouellet was appointed by unanimous roll call vote to the employee position of Municipal Administrator, with oversight of the Department of Public Works, Department of Public Services, and the Department of Parks and Recreation, and as the Board's liaison to the Fire and Emergency Services Commission, Recycling and Education Advisory Committee, Parks and Recreation Commission, and Chairman of the Safety Committee.

On motion by Mr. Ouellet, seconded by Mr. Morgan, James Bock was appointed by unanimous roll call vote to the employee position of Municipal Administrator, with oversight of the Millcreek Police Department and Emergency Management Department, and as the Board's liaison to the Millcreek Neighborhood Watch.

On motion by Mr. Morgan, seconded by Mr. Bock, Daniel Ouellet was appointed the Township's Delegate, and Mr. Bock the Alternate Delegate, to the 2021 PSATS Conference by unanimous roll call vote.

On motion by Mr. Ouellet, seconded by Mr. Morgan, James Bock was appointed the Township's Representative to the ECATO Executive Committee for 2021 by unanimous roll call vote.

On motion by Mr. Morgan, seconded by Mr. Bock, by unanimous roll call vote, Daniel Ouellet was appointed Representative to the Erie Area Council of Governments (EACOG), and Gary Snyder and James Bock were appointed Alternate Representatives to the Erie Area Council of Governments (EACOG) for 2021.

On motion by Mr. Ouellet, seconded by Mr. Bock, Matthew Waldinger was appointed Representative and Emma George, P.E. was appointed Alternate Representative to the Lake Erie Coastal Zone Advisory Committee for 2021 by unanimous roll call vote.

On motion by Mr. Bock, seconded by Mr. Ouellet, John Morgan was appointed Voting Representative #1 and Emma George, P.E. was appointed Alternate to the Erie Metropolitan Planning Organization (Erie MPO) Coordinating Committee for 2021 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 2021 by unanimous roll call vote.

On motion by Mr. Ouellet, seconded by Mr. Bock, Matthew Waldinger was appointed Voting Representative and John Morgan was appointed Alternate to the Erie Metropolitan Planning Organization (Erie MPO) Technical Advisory Committee for 2021 by unanimous roll call vote.

It was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to maintain the bond for the Treasurer at \$1,000,000.00 for 2021.

It was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to approve the following fund depositories for 2021:

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 2021:

Workers Compensation

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

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
State Workers' Insurance Fund (SWIF): Policy Number 05918429

Property, General Liability and Automobile

McGowan Governmental Underwriters
Policy Number 4636295

Cyber

Emergin/Lloyd's
Policy Number CR-165431

It was moved by Mr. Ouellet, 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 2021.

It was moved by Mr. Bock, seconded by Mr. Morgan, and carried by unanimous roll call vote to appoint the following people to the Erie County Tax Collection Committee (ECTCC): Treasurer Mark Zaksheske as Delegate, Assistant Treasurer Melanne Page as 1st Alternate, and Vice Chairman Daniel Ouellet as 2nd Alternate.

On separate motions by Mr. Ouellet, seconded by Mr. Bock, it was carried by unanimous roll call vote to appoint the following to their respective commissions and committees:

Board of Appeals and Fire Code – No Term Expiration
Edward Betza, Esq., Solicitor - Reappointment

Parks and Recreation Commission – Five Year Term
Nicolina Pierce – Reappointment

Planning Commission – Four Year Term
Scott Stuart – Reappointment
Anthony Sitter - Appointment

Recycling Education and Advisory Committee – One Year Term
Steven G. Cornelius, Carl Cronmiller, Janine Fennell, Kenneth C. Fromknecht, Daniela 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
The Very Reverend John Detisch, St. Jude Church – Reappointment

Zoning Hearing Board – Three Year Term

Scott Calhoun – Appointment

Richard Perhacs, Esq., Solicitor – Reappointment (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, and Township Boards and Commissions 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 7:00 p.m., (except on November 23, when the meeting will begin at 9:30 a.m.) There will be ONE meeting in December on Tuesday, December 14 at 7:00 p.m.

The Millcreek Township Zoning Hearing Board will meet on the last Wednesday of each month at 7:00 p.m. (except in December), with no meeting in November and a meeting on Wed., December 1; the Millcreek Township Planning Commission will meet on the first Tuesday of each month at 7:00 p.m., except in November, when they will meet on the second Tuesday of the month; the Millcreek Township Recreation and Parks Commission will meet on the first Wednesdays of February, April, June, August and October at 7:00 p.m.; the Millcreek Township Recycling Education and Advisory Committee will meet on the following Thursdays: May 6 and October 21 at 5:00 p.m.; the Fire and Emergency Medical Services (EMS) Commission will meet quarterly on the third Thursdays of January, April, July and October at 7:00 p.m.; the Pension Committee will meet quarterly at 9:00 a.m. on the following Thursdays: February 18, May 20, August 19 and November 18 in the East Conference Room. All other meetings will convene in the Assembly Room at the Millcreek Township Municipal Building, 3608 West 26th Street, Erie, Pennsylvania 16506-2037.

There being no further business to come before the Board, it was moved by Mr. Ouellet and seconded by Mr. Bock to adjourn the meeting at 9:14 a.m.

Sheryl A. Williams
Township Secretary

APPROVED: January 26, 2021

John E. Morgan

James S. Bock

Daniel P. Ouellet

Regular Meeting

January 4, 2021

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 John Morgan, James Bock, Daniel Ouellet, Mark Zaksheske, Mark Shaw, Esq., Matthew Waldinger, Gary Snyder and Sheryl Williams.

Following the Pledge to the Flag, Mr. Morgan 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/meetings, with closed captioning available. Members of the public may attend in person in the General Assembly Room; however, total occupancy is limited to 25 persons and masks are required. 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.

Mr. Morgan called for Public Comment on agenda items other than development or rezoning applications. No comments were offered.

On motion by Mr. Ouellet and seconded by Mr. Bock, it was carried by unanimous roll call vote to approve the minutes from the December 15, 2020 Regular Meeting.

On motion by Mr. Ouellet and seconded by Mr. Bock, it was carried by unanimous roll call vote to approve payment of General Fund bills in the amount of \$111,400.00, and PLGIT State Liquid Fuels Account bills totaling \$2,000,000.00.

Bids were solicited and received by the Planning and Development Department for replacement of a cross pipe on Arbuckle Road as follows: McLallen Construction - \$11,890.00, Brozell Construction - \$24,800.00, and Konzal Construction - \$18,900.00. On recommendation of Planning and Development Director Matthew Waldinger and Township Engineer Anne Sokol, it was moved by Mr. Ouellet and seconded by Mr. Bock, and carried by unanimous roll call vote to award the contract to McLallen Construction in the amount of \$11,900.00.

On recommendation of Solicitor Mark Shaw and on separate motions by Mr. Ouellet, seconded by Mr. Bock, the following Ordinances were enacted by unanimous roll call vote:

Ordinance 2021-1; An Ordinance to amend the Millcreek Township Zoning Ordinance, No. 2011-8, as amended, by changing the classification of a certain parcel of land situate in the Township of Millcreek, Erie County, Pennsylvania, described as follows, to-wit: a portion of a property located at 1226 Industrial Drive, Erie, PA, now zoned RC Resort Commercial District, requesting to be classified as I-1 Light Industrial District.

Ordinance 2021-2; An Ordinance to amend the Millcreek Township Zoning Ordinance, No. 2011-8, as amended, by changing the classification of a certain parcel of land situate in the Township of Millcreek, Erie County, Pennsylvania, described as follows, to-wit: a portion of a property located at 3531 West Lake Road, Erie, PA, now zoned R-1 Single Family Residential, requesting a 1.4 +/- acre portion of the property to be classified as C-2 General Commercial District.

Ordinance 2021-3; An Ordinance to amend the Millcreek Township Zoning Ordinance, No. 2011-8, as amended, by changing the classification of a certain parcel of land situate in the Township of Millcreek, Erie County, Pennsylvania, described as follows, to-wit: a portion of a property located at 3960 West Ridge Road, Erie, PA, now zoned R-1 Single Family Residential, requesting the property to be classified as C-2 General Commercial District.

It was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to adopt Resolution 2021-R-1; A Resolution of the Township of Millcreek, Erie County, Pennsylvania adopting quarterly sewer rental fees for the Millcreek Township sanitary sewer system. Mr. Morgan reported that the sewer rate will remain \$84.00 per quarter for 2021.

It was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to adopt Resolution 2021-R-2; A Resolution to Set the Rate of Participant Contribution of the Millcreek Township Police Pension Plan. Mr. Morgan reported that the pension plan contribution for police officers will remain 5.25% of the participant's compensation for 2021.

It was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to adopt Resolution 2021-R-3; A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve proposed disposition of certain Township records. Mr. Morgan reported that this resolution pertains to the routine disposition of MPD DashCam video records that will reach maturity dates from January 5, 2021 through January 26, 2021.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Stormwater Management Plan and Stormwater Maintenance Agreement for ACCUDYN 2020 Addition – Tom C. and Margaret S. Bly, Developer, as all requirements have been satisfied.

On recommendation of Mr. Waldinger, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Sidewalk Agreement for Shenandoah Meadows Phase #4 Subdivision, Lot 54, transferring the responsibility of building the sidewalk from Pastore, Inc., Developer to the owner of the lot, Diamond Design Construction Company, including payment of the required financial security of \$6,181.33.

On recommendation of Mr. Waldinger, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to approve the release of PNC Bank Check #5543 in the amount of \$18,544.00 for Shenandoah Meadows #4 Subdivision, as all requirements have been satisfied per the aforementioned approved Sidewalk Agreement.

On recommendation of Mr. Waldinger, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to approve the release of BNY Mellon Letter of Credit #S00036114 in the amount of \$14,673.30 for Townhomes at 26th Street – NLA Real Estate Holdings, Developer, as all requirements have been satisfied.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to adopt the 2021 IRS Mileage Reimbursement rate of \$.56 per mile.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote, with no public comment offered, to approve an amendment to the Civic Plus Agreement regarding the addition of a signature form.

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

<u>NAME</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
CHILDREN'S PROGRAMS		
Samantha Howard	Youth Dance Supervisor	\$10.50
ADULT FITNESS		
Haley Haggerty	Supervisor Adult Dance	\$10.50
Charlotte Haggerty	Supervisor Adult Dance	\$10.50
Dave Wayman	Supervisor Tai Chi	\$10.50
Kathy Wayman	Supervisor Qi Gong	\$10.50
Shannon Eggleston	Supervisor Piloslide	\$10.50
Nylene Baney	Supervisor Body Sculpt	\$10.50
Kathy Smith	Supervisor Yoga	\$10.50
Jeanne Espey	Supervisor Yoga	\$10.50
ADULT LIESURE		
Darlene Bennett	Supervisor Art	\$10.50
Lauren Ertsgaard	Supervisor Knitting	\$10.50
BARN SUPERVISOR		
Evelyn Bossar		\$ 9.50
Charles Elliott		\$ 9.50
Susan Shickler		\$ 9.50
Lauren Ertsgaard		\$ 9.50
VOLUNTEERS		
Carl Werner	Tai Chi/QiGong	
Amy Easly	Tai Chi/QiGong	
Mary Desmone	Tai Chi	
Carol Stitzinger	Tai Chi	
Lenore Zausen	Tai Chi/Qi Gong	

On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Ouellet and seconded by Mr. Bock, with no public comment offered, to approve the continuation of the FFCRA Act through March 31, 2021, allowing the use of paid sick leave allotted in 2020 for COVID-19 related absences.

Mr. Morgan reported that the Board met in Executive Session with Solicitor Mark Shaw on December 22, 2020 to discuss legal matters.

Mr. Ouellet announced the Township's annual curbside Christmas Tree Collection during the week of January 4 – 8, 2021. Trees shall have all ornaments and tinsel removed, or they can be brought to the Millfair Recycling and Compost Center beginning March 15, 2021.

Dennis McAndrew, 5047 High Street, asked the Board when the Township will begin solely using the Erie County 911 center for dispatching emergency calls. He opined that currently there is

duplication of services which costs the taxpayers extra money. Mr. Morgan responded that he has long been in favor of transferring dispatch services to the county, but his colleagues have different opinions.

There being no further business to come before the Board or any other Citizens to be Heard, it was moved by Mr. Ouellet and seconded by Mr. Bock to adjourn the meeting at 9:55 a.m.

Sheryl A. Williams
Township Secretary

APPROVED: January 26, 2021

John E. Morgan

Daniel P. Ouellet

James S. Bock