

## Regular Meeting

February 8, 2022

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 9:30 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, Mark Shaw, Esq. and Sheryl Williams.

Following the Pledge to the Flag, Mr. Ouellet asked Ms. Williams if anyone had requested to participate in the meeting via telephone, to which she responded no.

Mr. Ouellet called for Public Comment on agenda items other than development or rezoning applications. Lou Aliota, 538 Margo Court, thanked the Streets Department for doing an excellent with snow removal this winter. He then requested that the Assembly Room be available for public use later in the evening and wanted to know the rationale for the proposed new schedule, Monday through Friday, 8:00 a.m. – 6:30 p.m.

On motion by Mr. Bock, seconded by Ms. Clear, it was carried by unanimous roll call vote to approve the minutes from the January 25, 2022 regular meeting.

On motion by Mr. Bock, seconded by Ms. Clear, it was carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$332,704.84 and Sewer Revenue Fund bills totaling \$380,808.91.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Bock, seconded by Ms. Clear, and carried by unanimous roll call vote to approve an agreement with Kronos to prepare IRS 1095 forms in-house at an annual cost of \$1,110.00 with a one-time setup fee of \$1,000.00.

On recommendation of Public Works Director Rob Donikowski, it was moved by Mr. Bock, seconded by Ms. Clear, and carried by unanimous roll call vote to authorize the Sewer Department to purchase three (3) Vaughan Model #PE6W8CS-113 chopper pumps for the Glenwood Pump Station at a cost of \$66,540.00 + freight under COSTARS contract #016-145.

On recommendation of Public Works Director Rob Donikowski, it was moved by Mr. Bock, seconded by Ms. Clear, and carried by unanimous roll call vote to authorize the Sewer Department to purchase a Siemens 5100W 12" Magmeter for the Glenwood Pump Station from Gilson Engineering Sales for the price of \$6,333.60 under COSTARS contract #229694.

On recommendation of Public Works Director Rob Donikowski, it was moved by Mr. Bock, seconded by Ms. Clear, and carried by unanimous roll call vote to authorize the Sewer Department to purchase a Hotsy 1710 Pressure Washer for Garage 4 from Ganzer Equipment Co. for the price of \$3259.50, including a 7-year warranty. Ganzer also submitted a quotation for an Alkota BX311 pressure washer with a 3-year warranty for \$3,222.40, but Mr. Donikowski recommended the one with the longest warranty.

On recommendation of Public Works Director Rob Donikowski, it was moved by Mr. Bock, seconded by Ms. Clear, and carried by unanimous roll call vote to authorize the Sewer Department to purchase two (2) Barnes submersible chopper pumps, model #4SCDI25096, and accessories for the East Gore Pump Station from Miller Pump Supply at a cost of \$46,880.78 + freight under COSTARS contract #0000541212.

On recommendation of Public Works Director Rob Donikowski, it was moved by Mr. Bock, seconded by Ms. Clear, and carried by unanimous roll call vote to authorize the Sewer Department to purchase two (2) Barnes submersible chopper pumps, model #4SCDG20084, and

accessories for the West Lake Pump Station from Miller Pump Supply at a cost of \$35,024.62 + freight under COSTARS contract #0000541212.

On recommendation of Solicitor Mark Shaw, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to enact Ordinance 2022-2; An Ordinance of the Township of Millcreek, Erie County Pennsylvania amending Millcreek Township Code, Chapter 29, Part 3, Uniform Construction Code.

On recommendation of Chief Scott Heidt and IT Manager Kris Filson, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to adopt Resolution 2022-R-6: 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 the records to be disposed are police DashCam videos which will reach the end of their retention period between February 9 and 22, 2022.

Treasurer Mark Zaksheske explained that after completing an analysis of costs, he recommends that the 2022 police billing rate should be raised to \$90.00 per hour for outside services. On recommendation of Mr. Zaksheske, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried 2-1, with Mr. Bock voting no, to adopt Resolution 2022-R-7; A Resolution to amend and restate regulations establishing amounts of fees and deposits required/allowed under state law and various Township Code provisions.

Recycling Coordinator Jessica Stutzman gave a brief presentation about food composting and how much methane gas that food waste can emit into the air, reporting that approximately 30% - 40% of food is wasted. She announced that the Millfair Compost and Recycling Center will be opening for the Spring season on March 14, 2022, at which time the Food Compost Pilot Program will begin. Residents can call or enroll online for a monthly cost of \$10.00 and a start-up fee of \$5.00, and compost bags will cost \$ .25 each. On recommendation of Ms. Stutzman, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to approve a License Agreement with Conservation Compost for the Food Compost Pilot Program.

On recommendation of Mr. Waldinger, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to approve the release of FIRST NATIONAL BANK OF PENNSYLVANIA Letter of Credit #2767 in the amount of \$13,200.00 for KOLESNICHENKO RESIDENCE – Diamond Design Construction, Inc., Developer.

On recommendation of Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Stormwater Management Maintenance Agreement and Stormwater Management Plan for TURF MANAGEMENT SERVICES – Turf Management Services, Developer.

On recommendation of Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Stormwater Management Maintenance Agreement and Stormwater Management Plan for DUDLEY MEDICAL BUILDING – MCH Corporation, Developer.

On recommendation of Solicitor Mark Shaw, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Settlement Agreement between the Estate of John F. Kirkpatrick, Erie Homes for Children and Adults and Millcreek Township, which arose from a property maintenance enforcement action at 1709 Gorman Drive.

Mr. Bock responded to Mr. Aliota's comments from the beginning of the meeting regarding use of the Assembly Room. He stated that prior to the COVID-19 pandemic, requests to use the

Assembly Room after hours had been minimal. Mr. Bock explained that during the time the building was closed to the public after the onset of the COVID-19 pandemic, there was a lot of discussion about the best way to reopen the building to make it more safe and secure for both residents and staff. Security was enhanced, sanitation protocol was established, and adaptations were made to provide in-person discussion with residents in the lobby and Assembly Room to conduct Township business. Because the building maintenance staff leaves at 6:30 p.m. and there is not always a police officer present in the building, the Board decided to update the Facilities Use Policy and allow non-profit groups and residents to use the Assembly Room Monday – Friday from 8:00 a.m. – 6:30 p.m. when the room available. Chief Heidt added that the station officer leaves at 5:00 p.m. Mr. Ouellet offered Mr. Aliota usage of the conference room at the Sterrettania Road station of the West Ridge Fire Department as well. On recommendation of Solicitor Mark Shaw, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to approve the updated Assembly Room Facility Use Policy and Agreement.

On recommendation of Public Works Director Robert Donikowski, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to approve Aidan Trick, Erie County Technical School, as a paid student intern for a co-op work experience with the Traffic and Electrical Department at the hourly rate of \$9.50, effective February 2, 2022 through June 1, 2022.

On separate motions by Mr. Bock, seconded by Ms. Clear, the following training requests recommended by Chief Heidt were approved by unanimous roll call vote:

Permission for Captain Mook to attend FBI Commander/Leadership training in Ohio from February 21-25 in Ohio at a total cost of \$1,594.21.

Permission for three (3) officers to attend a training sponsored by UPMC Western Behavioral Health at Safe Harbor on March 3-4, 2022, at no cost to the Township.

Permission for one officer to attend a Vehicle Dynamics crash investigation course offered by the Northwestern Center for Public Safety from June 6-10, 2022 in Illinois at a total cost of \$2,159.50.

Permission for one officer to attend a Traffic Reconstruction 1 crash investigation Course offered by the Northwestern Center for Public Safety course from July 11-22, 2022 in Illinois at a total cost of \$3,644.50.

Permission for one officer to attend Field Training Officer and Leadership training on February 21-22, 2022 at the Bayfront Convention Center at a total cost of \$295.00.

On recommendation of Public Services Director Judy Zelina, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to authorize one Recycling Department Employee to attend Professional Recyclers of Pennsylvania (PROP) continuing education classes at the 2022 PROP Conference from July 25-29, 2022 in Lancaster, PA with use of personal vehicle for a total cost of \$2,327.83.

Mr. Ouellet reported that the Board met with Solicitors Mark Shaw and Lydia Caparosa in Executive Session on February 3, 2022 to discuss legal and personnel matters.

Lou Aliota, 538 Margo Court, thanked the Board for providing excellent professional services and courteous communication to Township residents. He requested that smaller recycle totes for residents who have smaller amounts of recyclable materials to put out for collection be included in the upcoming waste collection contract. Solicitor Mark Shaw explained that residents may

purchase their own smaller containers and stated that the trash collectors must pick them up and empty them. Mr. Bock noted that at the January 25<sup>th</sup> meeting the Board approved the purchase

of smaller 35-gallon recycling totes which will be provided free of charge to residents. Public Services Director Judy Zelina explained that the current waste hauler does not offer a smaller waste/trash tote, but residents have the option of paying per bag.

There being no further business to come before the Board or any other Citizens to be Heard, it was moved by Ms. Clear and seconded by Mr. Bock to adjourn the meeting at 10:26 a.m.

Sheryl A. Williams  
Township Secretary

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APPROVED: February 22, 2022

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Daniel P. Ouellet

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James S. Bock

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Kim Clear