

Regular Meeting

March 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 Daniel Ouellet, James Bock, Kim Clear, Matthew Waldinger, Robert Donikowski, Mark Shaw, Esq. and Sheryl Williams. Mark Zaksheske and Chief Scott Heidt were absent.

Following the Pledge to the Flag, Mr. Ouellet called for Public Comment on agenda items other than development or rezoning applications. There was no public comment.

On motion by Ms. Clear, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve the minutes from the February 22, 2022 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 \$379,617.37 and Sewer Revenue Fund bills totaling \$50,253.10.

On recommendation of Chief Heidt, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to purchase various munitions, along with five (5) VKS delivery systems with accessories, from Witmer Public Safety under COSTARS contract #012-013, for a total cost of \$36,224.20.

On motion by Ms. Clear, seconded by Mr. Bock, the following purchases to replace older department vehicles were approved by unanimous roll call vote on recommendation of Public Works Director Robert Donikowski:

Two (2) 2022 Chevy 2500HD Trucks for the Sewer Department from Hallman Chevrolet for a total price of \$74,370.00 under COSTARS Contract #25-109.

One (1) Chevy Silverado 1500 Truck for the Garage from Hallman Chevrolet for a total price of \$34,470.00 under COSTARS contract #25-109.

One (1) Chevy Silverado 2500 Truck for the Streets Department from Hallman Chevrolet for a total price of \$40,855.00 under COSTARS contract #25-109.

One (1) Chevy Silverado 3500 Utility Truck for the Streets Department from Hallman Chevrolet for a total price of \$64,971.00 under COSTARS contract #25-109.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Consultant Agreement with Whitman, Requart & Associates (WRA) to perform consulting services for the conversion of Old Glenwood Park Avenue into a one-way operation, westbound from Rt. 505, to increase safety and reduce driver confusion, and to authorize the chair to sign the agreement.

Quotations for replacement awnings for the outdoor patio area and service window of the Erie Golf Course were solicited and received by Parks and Recreation Director Ashley Marsteller as follows: Jamestown Awning – no quote, Al's Awning - \$10,850.00, Erie Aluminum Awning - \$7,956.00. On recommendation of Ms. Marsteller, it was moved by Mr. Bock, seconded by Ms. Clear, and carried by unanimous roll call vote to approve the purchase and installation of new replacement awnings, on existing frames, for the Erie Golf Course from Erie Aluminum at a cost of \$7,956.00.

Mr. Ouellet explained that the Township has embarked on a supervisory and managerial development program, and phase one is a Needs Assessment Evaluation of the program participants. On recommendation of Mr. Ouellet, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Training Assessment Proposal from J.L. Nick and Associates for the price of \$3,500.00 for first phase of the program.

Mr. Ouellet reported that on March 4, 2022, one bid was received and opened for the Municipal Waste, Recyclables, Leaf Waste and Special Waste Collection 5-year contract. Waste Management was the lone bidder. The Township will process the bid and announce details at the March 22, 2022 meeting.

Solicitor Mark Shaw reported that the Township has continued to review public comment on the proposed Zoning Ordinance amendments, and the draft ordinance and Township map are available on the Township website for public review and comment. Mr. Shaw stated that the proposed Zoning Ordinance Amendments were forwarded to the Millcreek Township Planning Commission and Erie County Planning Department on March 4, 2022, and these entities will make their recommendations to the Board for consideration at the Supervisors' regular meeting on April 19, 2022.

On recommendation of Chief Scott Heidt, IT Manager Kris Filson and Street Light Clerk Gail Jares, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to adopt Resolution 2022-R-9; 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 March 9 and March 22, 2022, and various Street Light Administration records that have reached the end of their retention period.

Parks and Recreation Director Ashley Marsteller reported that her department would like to request \$304,378.20 in state grant funds to decrease litter, increase recycling and draw more visitors to the Township's park system by replacing trash and recycling receptacles with new, clearly labeled receptacles mounted on concrete pads. On recommendation of Ms. Marsteller, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to adopt Resolution 2022-R-10: A Resolution of the Township of Millcreek, Erie County, Pennsylvania, Authorizing the Submission of an Application for a Statewide Local Share Assessment Grant and Designating Officials to Execute Grant Documents and Agreements.

Planning and Development Director Matthew Waldinger reported that his department would like request \$991,873.00 in state grant funds to install sidewalks with appropriate ADA compliant crossings along both the north and south sides of West 6th Street from Pittsburgh Avenue to Peninsula Drive, a project being designated as Presque Isle District Pedestrian Improvements – West 6th Street (the "West 6th Street Sidewalk Project"). On recommendation of Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock, and carried by unanimous roll call vote adopt Resolution 2022-R-11; A Resolution of the Township of Millcreek, Erie County, Pennsylvania, Authorizing the Submission of an Application for a Statewide Local Share Assessment Grant and Designating Officials to Execute Grant Documents and Agreements.

Solicitor Mark Shaw reported that Fairview Fire and Rescue and the Lake Shore Fire Department desire to form a new partnership for the delivery of fire and emergency services to the community, and that pursuant to an agreement on March 22, 2010, Millcreek Township compensates Fairview Township for providing fire protection, ambulance and emergency medical services in certain portions of Millcreek Township that abut Fairview Township through Lake Shore Fire Department, which is physically located in Millcreek Township. On recommendation of Mr. Shaw, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve Resolution 2022-R-12; A Resolution of the Township of

Millcreek, Erie County, Pennsylvania, in support of Fairview Fire and Rescue and Lake Shore Fire Department in their effort to create a more sustainable and effective emergency service partnership.

Planning and Development Director Matthew Waldinger explained that the Township previously amended its Year 2020 Action Plan to utilize funds to “prevent, prepare for and respond to COVID-19” and to “further prevent, prepare for and respond to COVID-19.” However, the \$375,862 allotted to the GECAC Emergency Mortgage, Rent and Utility Assistance Project was not utilized, most likely due to other agencies providing similar financial services. On recommendation of Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock, and carried by unanimous roll call vote to approve Resolution 2022-R-13; “Substantial” Amendment #3 to Millcreek Township’s Fiscal Year 2020 Community Development Block Grant (CDBG) Annual Action Plan (AAP)”, which will divert \$161,121.00 of previously unused GECAC Emergency Mortgage, Rent and Utility Assistance Project funds to the Millcreek Paramedic Service (MPS) Equipment Purchase Project to provide for the purchase of eight (8) LUCAS CPR devices to be used on eight (8) MPS ambulances.

On recommendation of Human Resource Coordinator Shawn McClelland, it was moved by Mr. Boc, seconded by Ms. Clear and carried by unanimous roll call vote to authorize the hiring of Daniel Dibble as a Part-Time Equipment Operator at Millfair Compost and Recycling Center at the hourly rate of \$18.00, effective March 14, 2022.

On separate motions by Ms. Clear, seconded by Mr. Bock, the following recommendations by Human Resource Manager Diane Lyons were approved by unanimous roll call vote:

Permission to fill a Streets Department Maintenance Laborer vacancy due to a resignation.

Permission to fill an Engineer vacancy in the Planning and Development Department due to a resignation.

Permission to fill a Dispatch vacancy in the Millcreek Police Department due to a resignation.

Permission to fill a Parks and Recreation Department Laborer vacancy, as the position was included in the 2022 budget.

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

Permission for two (2) Patrol Officers to attend vehicle code training from March 12-15, 2022 at the PSP Northwest Training Center at no cost to the Township.

Permission for four (4) Detectives to attend forensic training from March 22-23, 2022 at the Erie County Department of Public Safety at no cost to the Township.

Permission for three (3) Investigators to attend Basic Criminal Investigation Training from May 9-13, 2022 at the PSP Northwest Training Center at no cost to the Township.

Permission for up to eight (8) Officers to attend Crisis Negotiation training from April 25-29, 2022 at the Erie County Department of Public Safety at no cost to the Township.

Permission for three (3) Officers to attend Vehicle Equipment Applied Course from March 14-15, 2022 at the PSP Northwest Training Center at no cost to the Township.

It was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to authorize up to eight (8) firefighters, Supervisors and administrative staff to attend the ECATO Annual firemen's Conference Dinner on March 30, 2022 at a cost of \$30.00 per person.

Mr. Ouellet reported that the Board met with Solicitor Mark Shaw in Executive Session on February 24, 2022 and March 4, 2022 to discuss legal and personnel matters.

Mr. Ouellet announced the passing of former Public Services employee Rosanne Eckerson and extended the Township's deepest sympathies to her family. Ms. Eckerson served the Township for over 25 years and instituted programming on the government channel during the 1980's.

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

Sheryl A. Williams
Township Secretary

APPROVED: March 22, 2022

Daniel P. Ouellet

James S. Bock

Kim Clear