

Regular Meeting

March 10, 2020

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 9:30 a.m. by Chairman James Bock 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, Nina DiPlacido, Evelyn Moore and Sheryl Williams.

Following the Pledge to the Flag, Mr. Bock announced that the meeting is being recorded by WQLN and will be broadcast on Spectrum Channel 1024 and YouTube.com with closed captioning available.

Mr. Bock called for public comment on agenda items other than development or rezoning application hearings. No public comment was offered.

On motion by Mr. Ouellet, seconded by Mr. Morgan, it was carried by unanimous roll call vote to approve the minutes from the February 25, 2020 Regular Meeting.

On motion by Mr. Ouellet, seconded by Mr. Morgan, it was carried by unanimous roll call vote to approve payment of General Fund bills in the amount of \$403,789.97, Sinking Fund Account bills in the amount of \$12,781.02, and Sewer Revenue Fund bills totaling \$1,273,153.21.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve six (6) capital budget amendments regarding the purchases of the following: a commercial mower for the Parks and Recreation Department, GPS receiver and software for the Planning and Development Departments GIS system, server, software and updates for the IT Department, and a pickup truck, lift columns and adapters for the Public Works Department.

On recommendation of Recycling Clerk Jessica Stutzman, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to approve the purchase of five (5) Polk City Directories at a total cost of \$1795.00.

Quotations were solicited and received by the Planning and Development Department for a Trimble GPS Receiver, Data Collector and Equipment Package as follows: Precision Laser & Instrument, Inc. - \$15,966.45, and Keystone Precision Solutions – no quote. On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to award the contract to Precision Laser & Instrument, Inc. for \$15,966.45.

On recommendation of IT Manager Kristoffer Filson, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll vote to purchase the following items under COSTARS Contract #003-445: Server replacement, hardware and software, backup hardware and software with licensing, and Windows 10 Pro and Office 365 licensing from VelocityNet for \$59,542.00; PC Cleaner software from www.ccleaner.com at a cost of \$878.00, and Updating software from www.ninite.com at a cost of \$420.00.

On recommendation of Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll vote to purchase a John Deere Wide Area TriDeck Commercial Mower with canopy from Land Pro Equipment for \$56,549.25 under COSTARS Contract #4400020085.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the purchase of four (4) Lift Columns

for the Fleet Maintenance Department from Gray Manufacturing Co., Inc. for \$45,687.20 under COSTARS Contract #008-607.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the purchase of a Plow Adapter for the Lift Columns in Fleet Maintenance from Gray Manufacturing Co., Inc. for \$3,933.00 under COSTARS Contract #008-607.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to approve the purchase of a 2019 Chevy Silverado 4WD Pickup Truck for Fleet Maintenance from Hallman Chevrolet for \$33,985.00 under COSTARS Contract #25-109.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to approve the purchase of a 2020 Single Axle Mack Plow/Dump Truck Chassis for the Streets Department from Legacy Truck Centers, Inc. for \$94,554.00 under COSTARS Contract #025-022.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to approve the purchase of a 2020 Tandem Axle Mack Jet-Vac Truck Chassis for the Streets Department from Legacy Truck Centers, Inc. for \$131,935.00 under COSTARS Contract #025-022.

A Public Hearing was held on Proposed Ordinance 2020-1; An Ordinance of the Township of Millcreek, Erie County, Pennsylvania Providing for the Amendment of Chapter 145 of the Millcreek Township Code to Include Regulations Governing Small Wireless Communication Facilities.

Solicitor Mark Shaw reported that the FCC issued a new ruling in 2019 which made several changes to existing requirements regarding small wireless communications facilities, and an ordinance is required to amend the Township Code to bring it into compliance. He stated that the ordinance would require small wireless communications facilities to go through a permitting process and would provide for a variety of permit conditions and fees to be charged. Mr. Shaw noted that the Ordinance has been reviewed by the Township Planning Commission and County Planning Office, who agreed that it is generally consistent with the Township's Comprehensive Plan.

No public comment was received. On recommendation of Mr. Shaw, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to enact Ordinance 2020-1; An Ordinance of the Township of Millcreek, Erie County, Pennsylvania Providing for the Amendment of Chapter 145 of the Millcreek Township Code to Include Regulations Governing Small Wireless Communication Facilities.

Mr. Shaw explained the various fees to be charged relating to small wireless communications facilities, and noted that there are other Township fees that needed to be updated as well.

On recommendation of Mr. Shaw, it was moved by John Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to adopt Resolution 2020-R-12: A Resolution to amend and restate regulations establishing amounts of fees and deposits required/allowed under state law and various Township Code provisions.

On recommendation of IT Manager Kris Filson, it was moved by Mr. Ouellet, seconded by Mr. Morgan, and carried by unanimous roll call vote to adopt Resolution 2020-R-13; A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve proposed disposition of certain

Township records. This authorizes the disposal of MPD DashCam videos that have reached the end of their 180-day retention period from March 11-24, 2020.

On recommendation of Solicitor Mark Shaw, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to engage the Robert Glowacki, Agency, at a cost not to exceed \$500.00, to update the last appraisal for a property which the Township is considering purchasing.

Solicitor Mark Shaw reported that a sewer force main break recently occurred at the Shoreline Pump Station that resulted in a discharge of sewage into Scott Run waterway. Public Works Director Gary Snyder confirmed that it was equipment failure, and although the discharge was immediately reported to the PA Fish and Boat Commission and immediately repaired, a fine of \$500.00 was issued. On recommendation of Mr. Shaw, it was moved by Mr. Morgan, seconded by Mr. Ouellet, and carried by unanimous roll call vote to approve a Settlement Agreement with the PA Fish and Boat Commission and to pay the fine.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to send a letter to the PA Department of Education in support of a \$25,000 matching grant for a facilities feasibility study for the Millcreek Branch Library of the Erie County Public Library System.

On request of Recycling Coordinator Jessica Stutzman, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to approve and authorize Chairman Bock to sign the PA DEP Household/Small Business Hazardous Waste Collection Grant Application, an HTI Tire Recycling Contract for tire recycling disposal, and a Northcoast Recycling Contract for paper shredding, all regarding the Tire Collection and Paper Shredding Day at Millfair Compost Center, to be held on May 16, 2020 from 9:00 a.m. to 12:00 p.m.

On request of Recycling Coordinator Jessica Stutzman, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to approve and authorize Chairman Bock to sign the PA DEP Section 902 Grant Funding application for a \$350,000 grant to assist in the purchase of a brush grinding machine for the Millfair Compost Center. Mr. Ouellet noted that the purchase price of the machine is \$650,000, and the Township will utilize previous and future 902 Grants to cover the remaining balance of the purchase.

On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the hiring of Larry Occhibone as a full time Public Safety/Public Works Dispatcher at an hourly rate of \$19.00, effective March 23, 2020. Mr. Morgan opined that the Township should transfer Dispatch to the County's 911 Center and reduce dispatch staff through attrition.

On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by a 2-1 vote, with Mr. Morgan voting no, to begin the process of hiring a part-time dispatcher.

On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Morgan, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the hiring of Matthew McMurray as a Streets Maintenance Laborer, effective March 23, 2020, at an hourly rate of \$20.20, effective March 23, 2020.

On recommendation of Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to hire the following part-time staff for the Spring Season:

NAME	POSITION	HOURLY RATE
MIHS POOL		
Leona Carlson	Aquatic Director	\$13.00
Kathleen Magoon	Water Ex. Supervisor	\$10.50
Emily Kehl	Pool Supervisor/WSI	\$10.50
Laurel Kurtic	WSI	\$ 9.50
Kristen Owens	WSI	\$ 9.50
Karen Link	WSI	\$ 9.50
Annie DiFrank	WSI	\$ 9.50
Sydney McGarry	WSI	\$ 9.50
Sophie Beilharz	WSI	\$ 9.50
Steve Owens	WSI	\$ 9.50
Celia Fortebraccio	WSI	\$ 9.50
Emma Louie	WSI	\$ 9.50
Abby Spicher	WSI	\$ 9.50
Evelyn Wilson	Guard	\$ 7.95 Rate Change
Kate Baker	Guard	\$ 8.45
Erich Fuhrman	Guard	\$ 8.45
Nellie Fallon	Guard	\$ 8.45
Olivia Sanders	WSI	\$ 9.00 Rate Change
Emma Sanders	Guard	\$ 8.45 Rate Change
Michael Rahner	Guard	\$ 8.45
Brayden Carpinello	Guard	\$ 8.45
Anthony Cuzzola	Guard	\$ 8.45 Rate Change
Aidan Fickenworth	Guard	\$ 8.45
Jadyn Danylko	WSI	\$ 9.00 Rate Change
Chloe Heeter	WSI	\$ 9.00 Rate Change
Kayla Radu	WSI	\$ 9.00 Rate Change
Emily Moore	Guard	\$ 8.45 Rate Change
Robbie Maholic	Guard	\$ 8.45
Leah Prischak	Guard	\$ 8.45
Jordan Nuzback	WSI	\$ 9.00 Rate Change
Eve Wareham	WSI	\$ 9.00 Rate Change
Alexandria Pierce	WSI	\$ 8.50 New Hire
Brynn Moylan	Guard	\$ 7.65 New Hire
Macy Anthony	Guard	\$ 7.65 New Hire
CHILDREN'S PROGRAMS		
Samantha Howard	Youth Dance Supv.	\$10.50
ADULT FITNESS		
Haley Haggerty	Adult Dance Supv.	\$10.50
Charlotte Haggerty	Adult Dance Supv.	\$10.50
Karle Lyons	Supervisor Tabata	\$10.50
Dave Wayman	Supervisor Tai Chi	\$10.50
Kathy Wayman	Supervisor Qi Gong	\$10.50
Laurie Gualtier-King	Supervisor Aerobics	\$10.50
Susan McCall	Supervisor Zumba	\$10.50
Shannon Eggleston	Supervisor Piloslide	\$10.50
Nylene Baney	Supv. Body Sculpt	\$10.50
Nancy Rovin	Yoga (sub)	\$10.50
Kathy Smith	Supervisor Yoga	\$10.50
Jeanne Espy	Supervisor Yoga	\$10.50

NAME	POSITION	HOURLY RATE
ADULT LEISURE		
Jim Oldham	Supervisor Mahjong	\$10.50
Laura Oldham	Supervisor Mahjong	\$10.50
Darlene Bennett	Supervisor Art	\$10.50
Lauren Ertgard	Supervisor Knitting	\$10.50
Charles Elliott	Supervisor Seat Weave	\$10.50
Mark Coursey	Supervisor Grilling	\$10.50
Alberta DeCrease	Supervisor Art (Sub)	\$10.00
BARN SUPERVISOR		
Evelyn Bossar		\$ 9.50
Charles Elliott		\$ 9.50
Susan Shickler		\$ 9.50
Lauren Ertsgard		\$ 9.50
VOLUNTEERS		
Joe Logue	Tuite	
Carl Werner	QiGong	
Amy Easly	QiGong	
Mary Desmone	Tai Chi	
Carol Stitzinger	Tai Chi	
Lenore Zausen	Tai Chi/Qi Gong	
Bonita Faulkner	Mahjong	
Susan Moore	Knitting	
Tom Womack	Model Airplane	
William Brown	Community Band	

On request of Recycling Coordinator Jessica Stutzman, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to authorize two (2) employees to attend the 2020 PROP Conference in Gettysburg from July 27-31, 2020 for a total cost of \$2,082.00 and with use of a personal vehicle.

On request of Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Ouellet, seconded by Mr. Morgan and carried by unanimous roll call vote to authorize Ms. Marsteller to attend the PA Park and Recreation Society Conference from March 17-20, 2020 at Seven Springs, PA for a total cost of \$1,327.00, and with use of a Township vehicle.

Mr. Bock reported that the Board met in Executive Session with Solicitor Mark Shaw on February 27, 2020 and March 5, 2020 to discuss legal matters.

Mr. Ouellet reported that the Township received three awards from the PSATS 51st Annual Citizen Communication Contest: Two awards for Cable TV Programs and one award for the 2020 calendar.

On recommendation by Chief Heidt, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the following:

Purchase of three (3) 2020 Ford Interceptor SUVs from TriStar Motors for a total cost of \$99,705.00 under COSTARS Contract #013-146.

Equipment installation for the 2020 Ford Interceptors to be completed at Team Force Inc. in Windber, PA at a total cost of \$14,992.40. Quotations were solicited and received by Chief Heidt as follows: Team Force Inc. - \$14,992.40, PA Public Safety LLC - \$15,554.49, and Fleet Reps - \$16,070.00.

Purchase of three (3) replacement Mobile Data Terminals from VNET for a total cost of \$7,185.00 under COSTARS Contract #003-445.

Purchase of three (3) Watch Guard wiring packages and camera upgrades for the current in-car video systems for a total cost of \$3,120.00.

Purchase of seventy (70) Streamlight handgun lights from Markl Supply for \$7,420.00. Quotations were solicited and received by Chief Heidt as follows: Markl Supply - \$7,420.00, Uniform Outfitters - \$7,420.00, and Galls - \$12,599.30. Solicitor Mark Shaw noted that although two identical bids were received, it is allowable to award the contract to Markl Supply since the handguns had also been purchased from Markl Supply.

Permission for two firearms instructors to attend Red Dot Sights for Duty Pistols training in Allison Park on April 6 and 7, 2020 at a total cost of \$1400.00 and with use of a Township vehicle.

Permission for IT Manager Kris Filson and Ptlmn. Buckner to attend the PA TraCS user group meeting in Hershey on May 7, 2020 at a total cost of \$401.50 and with use of a Township vehicle.

On recommendation by Chief Heidt, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried 2-1, with Mr. Morgan voting no:

Purchase of three (3) replacement Mobile Data Terminal, mounts and keyboards from GovConnection for a total cost of \$600.00 under COSTARS Contract #003-025.

Purchase of three (3) replacement Mobile Data Terminal routers and antennas from AT&T for a total cost of \$3,613.73.

Student Ambassadors Nina DiPlacido and Evelyn Moore reported on the latest news from McDowell High School, as follows: The swim team and girls' bowling teams are advancing to state championships, the robotics team placed 17th out of 54 in international competition, and the boys basketball team has continued to advance through the District playoff games.

Dennis McAndrew, 1547 High Street, asked why Township dispatch service has not been switched to the Erie County 911 yet, and stated that attrition was supposed to have been used in the interim. Mr. Bock explained that more information is needed before a transfer could occur, as the Township would still need to maintain a dispatch system and the personnel to handle non-emergency calls.

George Espy, Fairview, representing Empower Erie, spoke in support of establishing a Community College in Erie County. Mr. Morgan asked if there were PA grant funds available, to which Mr. Espy replied that the state would supply \$3.7 million in grant funds to cover tuition for students for the first two years until they would be eligible for FAFSA grants. He also emphasized that tuition would be approximately \$125.00 per credit hour, which is substantially less than tuition for surrounding 4-year colleges and universities.

With no further business to come before the Board or citizens to be heard, on motion by Mr. Morgan, seconded by Mr. Ouellet, the meeting was adjourned at 10:53 a.m.

Sheryl A. Williams
Township Secretary

Approved: March 24, 2020

James S. Bock _____

John E. Morgan _____

Daniel P. Ouellet _____