

Regular Meeting

March 28, 2023

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 James Bock, Daniel Ouellet, Kim Clear, Mark Zaksheske, Robert Donikowski, Matthew Waldinger, Chief Carter Mook, Jessica Stutzman, Lydia Caparosa, Esq. and Sheryl Williams. Mark Shaw, Esq. was absent.

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

On motion by Mr. Ouellet, seconded by Ms. Clear, it was carried by unanimous roll call vote to approve the minutes from the March 14, 2023 Regular Meeting and the March 23, 2023 Special Public Meeting.

On motion by Mr. Ouellet, seconded by Ms. Clear, it was carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$745,381.71, and Sewer Revenue Fund bills totaling \$537,087.46.

A Public Hearing was held on the following:

WESTMINSTER DEVELOPMENT, LLC. Land Development Plan. A land development plan to show the construction of a 5,014 square foot building addition with associated parking at 4810 Pittsburgh Avenue (tax parcel ID 33-097-418.0-010.06) along the west line of Pittsburgh Avenue, south of West Grandview Boulevard, in the South Gore Tract. Index 776-012.

Planning and Development Director Matthew Waldinger reported that at their Regular Meeting on March 7, 2023, the Planning Commission recommended approval. Mike Sanford, Sanford Surveying, 4621 Atlantic Avenue, reported that he designed the plan for a simple building addition with parking, stating that more space was needed for the warehouse. There was no further public comment either in favor or in opposition to the plan. On recommendation of Mr. Waldinger, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to approve the Westminster Development, LLC Land Development Plan.

On recommendation by Chief Carter Mook, the following requests were approved by unanimous vote on motion by Ms. Clear, seconded by Mr. Ouellet:

Authorization for A.J. Grack Business Interiors to replace and install new wall partitions and desks in the police department in the amount of \$22,508.30 under PA Commonwealth Contract #4400025808.

Authorization to upgrade fifteen (15) patrol cars with smartphones via the FirstNet "Free Smartphone for Life" program at a cost of \$39.99 per month.

Authorization to purchase fifteen (15) ballistic vests from Uniform Outfitters of Erie at a cost of \$22,073.61, under COSTARS Contract #513237, with anticipated grant reimbursement of 50% in 2023.

Quotations for comprehensive advertising to better communicate upcoming changes and/or information to residents were solicited and received as follows: Lamar - \$4,980.00 for six rotating billboards from 4/14/2023 to 7/9/2023; BlueLine Media – no quote; Outfront, PA – unable

to quote for six billboard spaces. On recommendation of Community Relations and Sustainability Director Jessica Stutzman, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried by unanimous roll vote to award the contract to Lamar for \$4,980.00 for the period of 4/14/2023 to 7/9/2023 to display six rotating billboards.

Quotations for engineering of the East Gore Sewer Station Project were solicited and received by Sewer Project Manager David Wright, as follows: Greenman-Pedersen, Inc - \$29,000; Burgess & Niple - \$33,900.00; CT Consultants, Inc. - \$49,715.00. On recommendation of Public Works Director Robert Donikowski, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to award the contract to Greenman-Pedersen, Inc. (GPI) for \$29,000, contingent upon the execution of a Professional Services Agreement and authorization for the Chariman to execute the contract.

Attorney Lydia Caparosa reported that there are three (3) upcoming ordinances currently under review: A Sewer Ordinance Amendment anticipated to be enacted at the April 11, 2023 meeting which will clarify that the Board will be adopting any future quarterly sewer rate changes by resolution rather than by ordinance; A Fireworks Ordinance Amendment is being drafted to reflect Act 74 of 2022, allowing Townships to regulate the use of commercial fireworks between 10:00 p.m. and 10:00 a.m.; and the SALDO (Subdivision and Land Development Ordinance) will be updated later this year as a result of the adoption of the Comprehensive Plan.

On motion by Mr. Ouellet, seconded by Ms. Clear, it was carried by unanimous roll call vote to adopt Resolution 2023-R-11; A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve Proposed disposition of certain Township records. Mr. Bock reported that the records being destroyed are police and human resource department records that have reached the end of their retention periods.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to adopt Resolution 2023-R-12; A Resolution of Millcreek Township, Erie County, Pennsylvania to authorize the filing and acceptance of the attached Enterprise Zone Application to the Pennsylvania Department of Community and Economic Development under the auspices of the Enterprise Zone Program. Mr. Waldinger explained that any area zoned for business use may provide tax credits of up to 25% of the amount invested, or up to \$500,000, for the rehabilitation of buildings within the Enterprise Zone.

On motion by Ms. Clear, seconded by Mr. Ouellet, it was carried unanimously to approve a Memorandum of Understanding (MOU) with the Jefferson Educational Society to sign a letter of support for the 2023 ECGRA Multi-Municipal Collaboration Grant application at no cost to the Township.

On motion by Ms. Clear and seconded by Mr. Ouellet, it was carried 2-1, with Mr. Bock voting no, to approve a Memorandum of Agreement (MOA) with the American Federation of State, County and Municipal Employees (AFSCME) Local 3530 regarding the new title of the Animal Control – Code Enforcement Officer position. Ms. Clear explained that after several months of investigation and research, it was decided to move the Animal Enforcement Officer position to the Code Enforcement Department where it will remain a union position. Mr. Bock stated that he opposed this change, opining that the position should remain in the police department, where there may be an interested officer who may want to fill this position. He also noted that the position is 8:00 am – 4:30 p.m.; therefore, the police department will have to respond to any animal enforcement calls received after 4:30 p.m.

On recommendation by Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to promote Scott Bridger to Parks & Recreation Foreman, effective March 29, 2023 at an hourly rate of \$36.35.

On recommendation of Human Resources Manager Diane Lyons, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to hire Robert Rodemoyer for part-time Engineering Services from March 29, 2023 to May 31, 2023 at an hourly rate of \$45.67.

On recommendation of Ms. Lyons, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to hire Robert Rodemoyer as the Township Engineer, effective June 1, 2023, at an annual salary of \$95,000.00.

On recommendation of Human Resources Coordinator Shawn McClelland, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to hire Emily Dylewski as Receptionist/Switchboard Operator, effective April 3, 2023, at an hourly rate of \$16.46.

On recommendation by Parks and Recreation Director Ashley Marsteller, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to rehire seven (7) employees for Seasonal Maintenance and to maintain the Millcreek Golf and Learning Center at an hourly rate of \$17.00.

On recommendation of Human Resources Manager Diane Lyons, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to hire Ryan Geist as a Part-Time Dispatcher, effective April 14, 2023, at an hourly rate of \$14.00 while training, and then \$15.00 thereafter.

On recommendation of Chief Carter Mook, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried by unanimous roll call vote to authorize three (3) department employees to attend mandatory PSP Terminal Agency Coordinator training on May 11, 2023 in Monroeville, PA.

On recommendation of Community Relations & Sustainability Director Jessica Stutzman, Human Resources Manager Diane Lyons, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to authorize a department employee to attend PROPS's (Professional Recyclers of Pennsylvania) continuing education classes in Gettysburg from July 17-21, 2023 with use of personal vehicle with mileage reimbursement, for a total cost of \$1,531.00.

Mr. Bock reported that the Board met with Solicitor Mark Shaw in Executive Session on March 23, 2023 to discuss real estate matters relating to Parks and Recreation facilities, utility easements, litigation for Orphan's Court petitions, opioid settlements, Ordinance enforcement matters, Zoning Hearing Board matters, public safety at the Township Building.

Dennis McAndrew, Millcreek resident, asked if the real estate tax billing was done properly, to which Mr. Bock answered yes, the mileage is correct. Mr. McAndrew opined that hiring another dispatch employee is a duplication of services, since taxpayers are already being billed for Erie County 911 services. Mr. Bock explained that the position filled at this meeting is a part-time position for when coverage is needed.

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. Ouellet to adjourn the meeting at 5:35 p.m.

Sheryl A. Williams
Township Secretary

APPROVED: April 11, 2023

James S. Bock

Daniel P. Ouellet

Kim Clear