

## Regular Meeting

April 19, 2022

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 5:30 p.m. by Chairman Daniel Ouellet in the Assembly Room of the Millcreek Township Municipal Building. Present were Daniel Ouellet, James Bock, Kim Clear, Mark Zaksheske, Matthew Waldinger, Robert Donikowski, Judy Zelina, Ashley Marsteller, Mark Shaw, Esq. and Sheryl Williams. Chief Scott Heidt was 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 April 5, 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 \$228,302.78.

Parks and Recreation Director Ashley Marsteller reported that bids were solicited and received, then opened for the Scott Park Milling and Paving Project on April 5, 2022, as follows: Joseph McCormick Construction - \$177,206.00, Cross Paving LLC - \$170,831.00, and Lindy Paving Inc. - \$172,172.00. On recommendation of Ms. Marsteller, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to award the contract to Cross Paving LLC in the amount of \$170,831.00.

Planning and Development Director Matthew Waldinger reported that quotations for eleven (11) additional ADA Ramps were solicited and received as follows: Amendola Construction and Maintenance - \$22,770.60, Vavala Concrete - \$20,274.00, and Maya Brothers, Inc. - \$20,950.00. On the recommendation of Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to award the contract to Vavala Concrete for \$20,274.00.

Public Works Director Robert Donikowski reported that bids were advertised and later opened on April 7, 2022 by the Erie Area Council of Governments (EACOG) for the purchase of Aggregates through its Joint Purchasing program. On recommendation of Mr. Donikowski, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to award a contract to Erie Aggregates, the lowest bidder, for the following stone: 500 Ton 2A Stone Delivered - \$19.75/Ton; 1500 Ton Type C #57 Stone Delivered - \$20.00/Ton or Picked Up - \$11.50/Ton.

On recommendation of Treasurer Mark Zaksheske and on separate motions by Mr. Bock, seconded by Ms. Clear, it was carried by unanimous roll call vote to authorize the following:

Purchase of 12,000 Streetlight Billing Forms from ProForma for \$1,424.00.

Contract with Tri-County Letter and Parcel Service to prepare (meter stamp and seal, barcode, sort to zip, bundle and tray, use of permit, and deliver to post office with mail manifest) and mail approximately 8,500 Streetlight Bills in May of 2022 for a total estimated cost of \$4,454.00.

On recommendation of Chief Heidt and on separate motions by Ms. Clear, seconded by Mr. Bock, it was carried by unanimous roll call vote to authorize the following:

Permission to purchase two (2) Havis Rugged MDT Keyboards with integrated touchpads and four (4) Apple iPads and associated equipment from Gov Connections Inc. for a total cost of \$2,062.00 under COSTARS Contract #003-052.

Permission to purchase four (4) MDT Scanners from MRugged Mobile Technology for a total cost \$1,81.34 under COSTARS Contract #003-052.

Parks and Recreation Director Ashley Marsteller reported that quotations were solicited and received as follows for the purchase of a 6.5' x 12' tilt trailer for use in transporting several pieces of groundskeeping equipment, as follows: Ed's Auto & Trailer - \$7,395.00, Fabin's – No Quote, and Boyer RV - \$6,592.00. On recommendation of Ms. Marsteller, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to purchase the tilt trailer from Boyer RV for \$6,592.00.

Public Works Director Robert Donikowski reported that quotations were solicited and received for the purchase of a 52" Zero Turn Lawn Mower for the Sewer Department as follows: Gerlach's – Exmark S-Series \$7,199.00, Gerlach's - Gravely Pro-Turn \$7,628.46, and Wagner Mower & Plow Service Inc. – Gravely Pro-Turn \$7,469.00. On recommendation of Mr. Donikowski, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to purchase the Exmark S-Series Zero Turn Lawn Mower from Gerlach's for \$7,199.00.

A Public Hearing was held on the following Small Subdivision Plan:

**ROBERT W. & ELISE E. SESLER. Small Subdivision Plan. A subdivision plan to show the creation of two lots, Parcel A, a 10,999 square foot lot, and Parcel B, a 9,375 square foot lot, from the lot located at 1647 West Gore Road (tax parcel ID 33-120-542.0-005.00), at the southeast intersection of West Gore Road and Greenwood Street, in Tract 346. Index 724-046**

Planning and Development Director Matthew Waldinger reported that at their April 5, 2022 regular meeting, the Planning Commission recommended approval. Robert Sesler, 3030 Loveland Avenue, spoke on behalf of the petition, stated that Parcel A is located at the intersection of West Gore Road and Greenwood Street, and that he plans subdivide Parcel A to build two (2) duplexes on each new lot for a total of four (4) units. Mr. Waldinger stated that there was no public comment at the Planning Commission. No one else spoke either in favor of or in opposition to the petition.

On recommendation of Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve the Robert W. & Elise E. Sesler Small Subdivision Plan.

Solicitor Mark Shaw reported that the public hearing on Proposed Ordinance 2022-4, An Ordinance of the Township of Millcreek, Erie, County Pennsylvania Amending and Restating the Zoning Ordinance and Zoning Map in its Entirety, was originally scheduled for this evening, but will be held during a Special Public Meeting on Thursday, April 28, 2022 at 5:30 p.m. He relayed that the Planning Commission recommended approval of the proposed ordinance with one exception regarding the Presque Isle Corridor.

On recommendation of Chief Scott Heidt and IT Manager Kris Filson, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to adopt Resolution 2022-R-19; 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 April 20 and May 10, 2022.

On motion by Ms. Clear and seconded by Mr. Bock, it was carried by unanimous roll call vote to approve a Memorandum of Understanding (MOU) with Jefferson Educational Society regarding the annual ECGRA Multi-municipal Collaboration Grants. Solicitor Mark Shaw noted that for the past six (6) years, a Millcreek Township resident has been the recipient of a \$1500.00 scholarship.

On recommendation by 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 the Presque Isle Gateway Market Study to be conducted by 4ward Planning in an amount not to exceed \$17,500.00. Mr. Waldinger noted that 4ward Planning has done previous work for the Township and therefore could complete this study more efficiently utilizing their previous research and data.

Mr. Waldinger explained that due to the pandemic and delay in utility coordination efforts, the Peninsula Drive Trail project design and subsequent construction were delayed. He said the Township is asking for a time extension until June 2023 to utilize the \$2.5 Million grant it received from DCED. On recommendation by Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve an Amendment to the DCED Grant for Peninsula Drive Trail, and to designate Mr. Waldinger and Treasurer Mark Zaksheske as signatories.

On recommendation of Chief Heidt, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve a MACH Subscription Agreement between Millcreek Police Department and Technology Enterprise Group, Inc. to provide TRAC software to access the PA Commonwealth Law Enforcement Assistance Network ("CLEAN") on six (6) patrol car computers free of charge until December 31, 2022, at which time the subscription may be renewed monthly for \$37.50 per computer.

On recommendation by 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 the release of Letter of Credit #1444 from ERIE BANK in the amount of \$284,031.00 for WEST SIDE DEVELOPMENT – West Ridge Medical Partners, LLC, Developer, as all requirements have been satisfied.

On recommendation by 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 the release of Letter of Credit #S98003682 from First National Bank of PA in the amount of \$463,661.00 for MILLCREEK MANOR – Millcreek Manor d/b/a LECOM Senior Living, Developer, as the project is on hold with no plans to move forward. Mr. Waldinger explained that no permits have been issued for construction of this development, that no permits will be issued until a new financial security is in place, and that the agreement is conditional upon Millcreek Manor signing an agreement with the Township which lays out the ground rules for development if they decide to proceed in the next five (5) years.

On recommendation by Parks and Recreation Director Ashley Marsteller, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve the hiring of

approximately sixty (60) part-time employees for the summer months with hourly wages ranging from \$10.50 - \$18.00.

On request of Chief Scott Heidt, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to authorize Chief Heidt to begin the candidate assessment and interview process that will be required for new hires.

On request of Chief Heidt, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to authorize two (2) officers to attend Investigation of Motorcycle Crashes – Level 1 training in Manheim, PA from September 12-16, 2022 at a total cost of \$3,398.50.

On request of Chief Heidt, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to authorize one (1) officer to attend FBI LEEDA Supervision training in Wexford, PA from May 16-20, 2022 at a total cost of \$1,748.00.

On motion by Mr. Ouellet, seconded by Ms. Clear, it was carried by unanimous roll call vote to offer CPR/AED and Stop the Bleed Training to employees on May 2, 3, 4 and 5, 2022 in cooperation with Millcreek Paramedic Service at a total cost of \$13.74 per student.

Public Services Director announced that Millcreek Township earned four (4) awards at the state level from PSATS (Pennsylvania State Association of Township Supervisors): 1<sup>st</sup> Place, Tied for Second Place, and 3<sup>rd</sup> Place in the Cable TV Programs Category, and 3<sup>rd</sup> Place in the Other Publications Category for its 2021 Calendar. Entries were judged on usefulness of information and how well the information was communicated to residents, as well as overall attractiveness and readability.

Mr. Ouellet reported that the Board met with Solicitor Mark Shaw in Executive Session on April 7 and 14, 2022 to discuss legal and personnel matters.

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 6:08 p.m.

Sheryl A. Williams  
Township Secretary

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APPROVED: May 10, 2022

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Daniel P. Ouellet

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James S. Bock

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Kim Clear