

## Regular Meeting

June 14, 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, Mark Zaksheske, Matthew Waldinger, Robert Donikowski, Ashley Marsteller, Jessica Stutzman, Mark Shaw, Esq. and Sheryl Williams.

Following the Pledge to the Flag, Solicitor Mark Shaw recommended that the Agenda be amended to add one (1) item due to time constraints. On recommendation by Solicitor Shaw, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote, per Section 712.1(e) of the Pennsylvania Right-to-Know Law, to add the following item to the Agenda under No. 12. Communications:

### **Request to Fill Streets Department Vacancy**

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 May 24, 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 \$228,776.20 and Sewer Revenue Fund bills totaling \$155,694.88.

On recommendation of Recycling Coordinator Jessica Stutzman, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve a quotation for the printing of 28,500 copies of the 2023 Millcreek Township Calendar by Printing Concepts at a cost of \$25,000.20, under COSTARS contract #009-042.

Planning and Development Director Matthew Waldinger reported that bids were solicited and received for the Berkeley Road Sidewalk Project as follows: Amendola Construction and Maintenance - \$154,560.00, Lindy Paving, Inc. - \$187,600.00, Vavala Concrete Construction - \$197,874.00. Mr. Waldinger explained that this project will be funded from CDBG (Community Development Block Grant) funds from the 2021 Fiscal Year Sidewalk Replacement allocation. On 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 for the Berkeley Road Sidewalk Project to Amendola Construction and Maintenance for \$154,560.00.

Parks and Recreation Director Ashley Marsteller reported that bids were solicited and received for masonry repairs to the building and chimney of the Erie Golf Course as follows: Jesse L. Fiske Sr., LLC - \$14,200.00, James Restoration – No Quote, Kodrzycki & Son Masonry, LLC - \$8,824.00. On recommendation of Ms. Marsteller, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to award the masonry repair contract to Kodrzycki & Son Masonry, LLC in the amount of \$8,824.00.

On recommendation of Public Works Director Robert Donikowski, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to purchase two (2) Barnes Chopper Pumps, Model #4SCMB25044, with accessories for the Industrial Pump Station for the total price of \$41,941.20 under COSTARS contract #541-212.

On recommendation of Mr. Donikowski, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to purchase a new Genset Model C80D6C Generator for the West Lake Pump Station for the price of \$35,900.00 under COSTARS contract #008-024.

On recommendation of Solicitor Mark Shaw, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to accept a proposal from Altair Real Estate Services for consulting services related to development of a strategic revitalization plan for the Presque Isle Gateway District for a 12-month period at a monthly rate of \$5,000.00, with the provision of any needed real estate services at a rate of 3%, subject to execution of a Professional Services Agreement by the Board Chair in a form acceptable to Solicitor Shaw and the Board Chair.

On recommendation of Mr. Shaw, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to accept a proposal from Sammartino, Stoudt and Lo Presti to perform an appraisal for property along W. 8<sup>th</sup> Street within the Presque Isle Gateway District in the amount of \$4,000.00.

Ms. Clear reported that quotations for a Truck Vault Cabinet for the MPD evidence processing vehicle were solicited and received by Chief Heidt as follows: Northeastern Communications - \$4,544.28, Hook and Ladder Fire Rescue Products LLC - \$4,803.00, and PA Public Safety - \$4,925.00 plus shipping. It was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to purchase the Truck Vault Cabinet from Northeastern Communications at a cost of \$4,544.00.

On recommendation of Chief Heidt and Public Works Director Robert Donikowski, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to adopt Resolution 2022-R-29; 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 June 15 and 28, 2022, and Treasurer Mark Zaksheske noted that Public Works records to be disposed consist of MTWA, MTSA and Sewer Revenue Fund records that have reached the end of their 7-year retention period.

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 adopt Resolution 2022-R-30; A Resolution Approving Millcreek Township's FY 2022 Action Plan Requesting CDBG Financial Assistance from the U.S. Department of Housing and Urban Development. Mr. Waldinger clarified that these funds in the amount of \$236,114.00 will be used in 2023, and that the Berkeley Road Sidewalk Project previously approved at this meeting is being funded by 2021 CDBG funds.

On recommendation by Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve a Norfolk Southern Railway License Agreement for the Wolf Road Forcemain Project, and to authorize Sewer Technical Manager David Wright to electronically sign the agreement. Mr. Waldinger explained that a licensing fee of \$20,300.00 plus \$1,900.00 for liability insurance for a 20-year term is required for the Township to bore underneath the railway during the forcemain project, and there may be additional construction costs as well.

On recommendation of Human Resource Manager Diane Lyons and Treasurer Mark Zaksheske, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to approve an agreement with J.L. Nick & Associates, Inc., retroactive to May 31, 2022, to search for a Civil Engineer for the Township to fill a vacancy, at a fee of 20% of the candidate's first year compensation, subject to the execution of a Professional Services Agreement by the Board Chair in a form acceptable to Solicitor Shaw and the Board Chair.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to approve a Sidewalk Deferral Agreement for 1647 West Gore Road – Robert W. and Elise E. Sesler, Developer, as there are no sidewalks currently present adjacent to the lot nor are there plans to install sidewalks at this time. Solicitor Shaw noted that the document will be recorded, therefore the Township does have the ability to enforce construction of sidewalks in the future.

On recommendation of Treasurer Mark Zaksheske, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to adopt the new IRS Mileage Reimbursement Rate of \$0.625 per mile, effective July 1, 2022.

On recommendation of Human Resources Manager Diane Lyons, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to authorize Ms. Lyons to begin recruitment of a Communications Coordinator.

On recommendation of Park and Recreation Director Ashley Marsteller, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to authorize the hiring of the following employees for the Summer Season:

<b>NAME</b>	<b>POSITION</b>	<b>RATE</b>	<b>START DATE</b>
<b>DAY CAMP</b>			
Lexi Rich	Day Camp Counselor	\$13.00	6/20/22
<b>LIFEGUARDS</b>			
Erin Bright	Lifeguard	\$12.50	6/20/22
Clara Gibson	Lifeguard	\$12.50	6/20/22
Kara Hoffman	Lifeguard	\$12.50	6/20/22
Chelsea Spiegel	Lifeguard/WSI	\$14.50	6/20/22
Alexandra Pierce	Supervisor/WSI/Lifeguard	\$16.00	6/13/22 Rate Change
Sarah Meyers	Asst. Supv./WSI/Lifeguard	\$15.00	6/13/22 Rate Change
Jordan Nuzback	Supervisor/WSI/Lifeguard	\$16.00	6/13/22 Rate Change
Emily Kehl	Asst. Supv./WSI/Lifeguard	\$15.00	6/13/22 Rate Change
<b>TENNIS</b>			
Emma Heinlein	Tennis Program Assistant	\$12.50	6/20/22

On recommendation of Human Resource Manager, it was moved by Ms. Clear, seconded by Mr. Bock and carried by unanimous roll call vote to authorize Ms. Lyons to fill a Streets Department Maintenance Laborer vacancy due to a resignation.

Mr. Ouellet reported that the Board met with Mr. Shaw in Executive Session on June 2 and 9, 2022 to discuss legal and personnel matters.

Kathi Umpleby, 2916 Broadlawn Drive, apologized for misspelling Mr. Bock’s name in a letter she wrote to the Board requesting a refund of the \$1000.00 fee she had to pay for her Zoning Hearing Board appeal, and asked if she would be receiving a response, to which Mr. Ouellet replied that a response will be coming. Ms. Umpleby thanked the Board and the Parks and Recreation Department for the camp program.

Dennis McAndrew, 1547 High Street, reiterated his comments from the last meeting stating that the use of electric bicycles, or “ebikes,” is on the rise and that many riders are not obeying traffic signs and speed limits. Solicitor Mark Shaw reported that state law regulates the speed and horsepower of electric bicycles, and that speed is not to exceed 26 mph. Ms. Clear said she will

discuss this with Chief Heidt and Captain Mook.

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 10:05 a.m.

Sheryl A. Williams  
Township Secretary

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APPROVED: June 28, 2022

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Daniel P. Ouellet

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James S. Bock

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Kim Clear