

## Regular Meeting

August 10, 2021

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 9:30 a.m. by Vice Chairman Daniel Ouellet in the Assembly Room of the Millcreek Township Municipal Building. Present were Daniel Ouellet, James Bock, Mark Zaksheske, Gary Snyder, Matthew Waldinger, Capt. Carter Mook, Mark Shaw, Esq. and Sheryl Williams. John Morgan and Chief Scott Heidt were absent.

Following the Pledge to the Flag, Mr. Ouellet announced that the regular meetings of the Millcreek Township Board of Supervisors are being televised live online via Go Live via YouTube.com, [www.millcreektownship/meetings](http://www.millcreektownship/meetings), with closed captioning available. Members of the public may attend in person in the General Assembly Room. Persons who wish to offer testimony at any hearing or to offer comments during the Public Comment portion of the meeting, but who do not wish to attend in person must contact the Township Secretary, Sheryl Williams, (814) 833-1111 or at [swilliams@millcreektownship.com](mailto:swilliams@millcreektownship.com) no later than 24 hours before the scheduled meeting to make arrangements to participate via telephone.

Captain Mook introduced the new Animal Control/Code Enforcement Officer, Richard Lyall, and Supervisor James Bock administered the Oath of Office.

Mr. Ouellet called for Public Comment on agenda items other than development or rezoning applications. None was offered.

On motion by Mr. Bock, seconded by Mr. Ouellet, it was carried by unanimous roll call vote to approve the minutes from the July 27, 2021 Regular Meeting.

On motion by Mr. Bock, seconded by Mr. Ouellet, it was carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$746,266.64, and Sewer Revenue Fund bills totaling \$54,280.04.

A Public Hearing was held on the Intermunicipal Transfer of a Liquor License into Millcreek Township.

Mr. Ouellet announced that the Hearing was regarding the transfer of Liquor License R-3856 from Chaos, LLC, 1201 State Street, City of Erie, to 1.5 Oz. to Freedom, LLC, 948 West Erie Plaza Drive, Unit 8 in Millcreek Township. Attorney Craig Zonna, 456 West 6<sup>th</sup> Street, representing the Applicant, offered to answer any questions. There was no public comment and Mr. Ouellet closed the Hearing.

Solicitor Mark Shaw explained that a Resolution is required by the Pennsylvania Liquor Control Board to complete an intermunicipal liquor license transfer and verified that the Hearing had been properly advertised. On motion by Mr. Bock, seconded by Mr. Ouellet, it was carried by unanimous roll call vote to adopt Resolution 2021-R-40; A Resolution of the Township of Millcreek, County of Erie, Commonwealth of Pennsylvania, Approving the Intermunicipal transfer of Pennsylvania Liquor License R-3856 into the Township of Millcreek from the City of Erie.

Planning and Development Director Matthew Waldinger reported that the Township is trying to complete its ADA accessible ramp installations this year, and there are two (2) additional ramps that should be added to the contract: Autumnwood Drive and Four Seasons Trail, and Pleasant Valley Drive and Oakbark Court. On recommendation by Mr. Waldinger, it was moved by Mr. Bock, seconded by Mr. Ouellet, and carried by unanimous roll call vote to approve Change Order #2 for the Millcreek Township Sidewalk Accessibility Project, Phase IX, in the amount of

\$4,600.00, bringing the new total contract amount with Lindy Paving to \$212,988.00. Atty. Shaw commended Mr. Waldinger and his department for completing the Sidewalk Accessibility Project one year early.

Public Works Director Gary Snyder reported that when roads are paved, unevenness may occur at the base of some of the ramps, and he stated that this is happening at the intersection of Cobblestone and Donna Drives. On recommendation of Mr. Snyder, it was moved by Mr. Bock, seconded by Mr. Ouellet, and carried by unanimous roll call vote to approve Change Order #1 for the Millcreek Township Paving Project No. 2 in the amount of \$1,343.00 to install curbing at this ramp to ensure pedestrian safety.

On recommendation by Mr. Snyder, and on separate motions by Mr. Bock, seconded by Mr. Ouellet, the following were approved:

Purchase and installation of carpeting from South One Supply for the remaining first floor offices and Berkheimer's office on the second floor of the Municipal Building in the amount of \$18,822.50, under COSTARS contract #0000535729.

The labor cost for the roof installation of the roof of the Salt Barn by ClearSpan Company at a cost of \$19,124.54; this is a warranty repair.

Purchase and installation of twelve (12) Security Cameras from Wilkins Co. to complete camera security for the outside grounds at a cost of \$14,165.00.

Purchase of five (5) traffic signal controllers from Traffic Products at a cost of \$16,000.00.

Eighteen (18) manhole grade rings from Waterford Precast at a cost of \$1,187.64

Thirty-six (36) composite grade rings and twenty-four (24) manhole inserts from LB Water at a cost of \$5,579.20, under COSTARS Contract #016026.

On recommendation of Capt. Carter Mook, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to purchase seventeen (17) ballistic vest kits from Uniform Outfitters for a total price of \$19,634.49, 50% of which will be reimbursed by the Federal Bullet Proof Vest Partnership.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the purchase of renewal software for the Township's two (2) sign boards for the Emergency Management and Streets Departments from All Traffic Solutions at a total cost of \$1900.00.

On recommendation of Chief Scott Heidt and IT Manager Kris Filson, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to adopt Resolution 2021-R-41; 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 these records will reach the end of their retention periods between August 11 and 24, 2021.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to adopt Resolution 2021-R-42; A Resolution approving Millcreek Township's FY 2021 Action Plan Requesting CDBG Financial Assistance from the U. S. Department of Housing and Urban Development, and to authorize the Chair to sign the accompanying forms.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve and authorize the Chair to sign an agreement with JP Morgan/Chase for the purpose of accepting residents' credit card payments for street lighting, permit fees, and other miscellaneous Township payments.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve a Stormwater Management Maintenance Agreement and Stormwater Management Plan for 880 Arbuckle Road - Christine Farrington, Developer.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve a Sidewalk Deferral Agreement for 880 Arbuckle Road - Christine Farrington, Developer.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the release of M and T Bank Letter of Credit #SB2268840001 in the amount of \$14,250.00 for The Hammocks – RWF Millcreek II LLC, Developer.

On recommendation of Human Resource Manager Diane Lyons, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to approve the hiring of Christopher DiCarlo as a part-time Police Dispatcher at an hourly rate of \$12.00, effective August 11, 2021.

On recommendation of Capt. Carter Mook, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to authorize a limited number of patrol officers to attend Standardized Field Sobriety Testing Practitioner training from August 31, 2021 through September 2, 2021 at the National Guard Armory in Cambridge Springs at no cost to the Township and with travel by department vehicle.

On recommendation of Capt. Mook, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to authorize West Ridge Fire Department Fire Police to provide traffic control for the annual Cross Country Meet near Brown's Farm on Sterrettania Road.

It was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to authorize five (5) current and former Supervisors to attend the annual ECATO Picnic on August 26, 2021 at a cost of \$15.00 per person, with two (2) Supervisors paying their own way.

On recommendation of EMA/Code Enforcement Office Coordinator Shalan Anderson, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to authorize sending a letter of confirmation to PennDOT stating that Township Fire Departments will be coordinating services with the Barber National Institute for their annual "Beast on the Bay" event on September 11, 2021.

Mr. Ouellet reported that the Board met with Solicitor Mark Shaw in Executive Session on July 29, 2021 and August 5, 2021 to discuss legal and personnel matters.

On recommendation of Atty. Shaw, it was moved by Mr. Bock and seconded by Mr. Ouellet to approve an amended agreement with Emergency Reporting for Records Management System software to include the 929 Team at an additional cost of \$400.00, bringing the total amount of the contract to \$5,928.00. No public comment was offered. Motion carried by unanimous roll call vote.

Mary Ann McDanniels-Kulesa, 5200 Henderson Road, relayed an incident at the Belle Valley Pool over the past weekend during which the chair lift malfunctioned and emergency assistance was called to remove her from the pool. She submitted a written report to the Board.

Richard Reca, 5200 Henderson Road, Ms. Kulesa's attendant, expressed his concern for her well-being during the incident.

There being no further business to come before the Board or any other Citizens to be Heard, it was moved by Mr. Bock and seconded by Mr. Ouellet to adjourn the meeting at 10:17 a.m.

Sheryl A. Williams  
Township Secretary

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APPROVED: August 24, 2021

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John E. Morgan

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Daniel P. Ouellet

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James S. Bock