

## Regular Meeting

September 26, 2023

The regular meeting of the Millcreek Township Board of Supervisors was called to order at 5:00 p.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, Matthew Waldinger, Robert Donikowski, Fire Chief Michael Cliff, Police Chief Carter Mook, Mark Shaw, Esq., and Sheryl Williams. Robert Rodemoyer, P.E. 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 September 12, 2023 Regular Meeting.

On motion by Ms. Clear, seconded by Mr. Ouellet, it was carried by unanimous roll call vote to approve payment of General Fund bills in the amount of \$1,416,306.72, and Sewer Revenue Fund bills totaling \$103,962.77.

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 approve the purchase of two (2) Blackhawk Automotive 4-ton Porta Power machines and one (1) 10-ton Porta Power machine for the Fleet Maintenance Garage from Amazon at a total cost of \$1,131.49.

On recommendation of Mr. Donikowski, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to purchase one (1) new ½-ton TJ100 Transmission Jack from Snap-on at a total cost of \$2,999.00.

On recommendation of Mr. Donikowski, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to contract Process and Data Automation LLC for the programming and hardware of three (3) Kearsarge and Wolf Road lift stations of the Sewer Department at a cost of \$68,950.00 plus the Startup cost.

On recommendation of Mr. Donikowski, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to purchase two (2) Dell Latitude 5430 Rugged Laptop computers for the Traffic Department at a total cost of \$4,118.00 to control the newly installed traffic cameras throughout the Township.

Planning and Development Director Matthew Waldinger reported that Township Engineer Robert Rodemoyer anticipates that the Stormwater Management Plan (SWM) for 3340 Zimmerly Road – Hanh Ngyuen, Viet and Tuan Pham, Developer, tabled from the September 26, 2023 meeting, will be ready for acceptance at the next meeting. On recommendation of Mr. Waldinger, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried by unanimous roll call to table action on this SWM plan until the October 10, 2023 regular meeting.

Mr. Waldinger reported that the tenants at 1613 Hilborn Avenue, Gerlach's Garden & Floral, were granted exclusion from land development requirements to construct three (3) greenhouses totaling 5,616 square feet at this location, since accessory structures are exempt. No action was required by the Board.

Solicitor Mark Shaw reported that work continues with the Township Engineer on the proposed SALDO ordinance, and it is hoped to be approved by the end of the year.

On recommendation of EMA Coordinator Shalan Anderson, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to adopt Resolution 2023-R-37; A Resolution Proclaiming October 2023 Fire Prevention Month. Mr. Ouellet reported that the theme for 2023 is, "Cooking safety starts with YOU! Pay attention to fire prevention." He encouraged residents to practice safe cooking measures, and to develop a home fire escape plan with all members of the household and practice it at least twice a year, to install smoke detectors on every floor of their home, and to participate in the public safety activities and efforts provided by Millcreek Township's fire and emergency services during Fire Prevention Month 2023.

Solicitor Mark Shaw reported that an intermunicipal agreement with the City of Erie and County of Erie was approved at the last meeting on September 12, 2023 to receive a US Department of Justice "JAG" grant, but that it needed to be approved by resolution. On recommendation of Attorney Shaw, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to adopt Resolution 2023-R-38; A Resolution of the Township of Millcreek, Erie County, Pennsylvania establishing an intermunicipal agreement with the City of Erie and the County of Erie for the purposes of outlining an agreement for allocation of grant monies from a Justice Assistance Grant.

Treasurer Mark Zaksheske reported that the Township has received a Firefighters Relief Association grant and each fire department will receive \$83,929.30. He also reported that \$1.2 million in state aid was received which will cover the entire general employees' pension Minimum Municipal Obligation (MMO) this year, plus \$1 million of the police pension MMO. Mr. Zaksheske clarified that this is more than the Township received last year and more than was budgeted for this year, which is favorable.

On recommendation of CRS Director Jessica Stutzman, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to hire Wendy Nelson as a part-time Equipment Operator at the Millfair Compost and Recycling Center at the rate of \$18.00 per hour, retroactive to September 25, 2023.

On recommendation of Chief Carter Mook, it was moved by Mr. Bock, seconded by Ms. Clear and carried by unanimous roll call vote to hire Genene Mattern as a Crossing Guard at Grandview Elementary School at \$25.00 per hour, effective September 27, 2023, to work mornings only from 8:50 – 9:20 am.

On recommendation of Police Chief Carter Mook, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the following training/travel requests:

Permission for seven (7) officers to attend a one-day "Intimate Partner Violence" conference in Erie on October 3, 2023 for a total cost of \$560.00, which will be reimbursed by a SART Grant from the Crime Victims Center.

Permission for Capt. Scott Sebulak to attend the FBI-LEEDA "Command Leadership" in Painesville, OH from October 9-13, 2023, at a total cost of \$1833.90.

Mr. Bock reported that the Board met in Executive Session with Solicitor Mark Shaw on September 21, 2023 to discuss litigation matters relating to Code Enforcement, Orphans' Court Petition and Right-to-Know requests, and real estate matters related to Parks and Recreation facilities and right-of-way acquisition.

There were no Solicitor Communications.

Millcreek resident Phillip Marzka reported that he is in disagreement with the interpretation of the Code Enforcement department's findings regarding an overgrowth of weeds on the slope of his neighbor's property. He requested that someone meet with him to explain the findings and what can be done. Mr. Bock offered to set up a meeting.

There being no further business to come before the Board, it was moved by Ms. Clear and seconded by Mr. Ouellet to adjourn the meeting at 5:25 p.m.

Sheryl A. Williams  
Township Secretary

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APPROVED: October 10, 2023

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James S. Bock

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Daniel P. Ouellet

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Kim Clear