

Regular Meeting

October 10, 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, Matthew Waldinger, Robert Rodemoyer, P.E., Fire Chief Michael Cliff, Police Chief Carter Mook, Mark Shaw, Esq., and Sheryl Williams.

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 26, 2023 Regular Meeting.

On motion by Mr. Ouellet, seconded by Ms. Clear, it was carried by unanimous roll call vote to approve payment of General Fund bills in the amount of \$3,875,502.79, and Sewer Revenue Fund bills totaling \$1,773,562.86.

George Jurcevich, CPA, CGFM - Senior Manager of Zelenkofske Axelrod, LLC, gave a presentation on the 2022 Audit Results of Millcreek Township and Millcreek Township General Authority. He explained that that this was an unmodified, clean opinion of financial statements, meaning that there were no issues and no deficiencies, and the Township is in compliance. He noted that because each entity had over \$750,000 in Federal Program Funds due to the Corona Virus grants, the Township was required to perform a "Single Audit" in 2022. He also explained that there was a new accounting standard for 2022, GASB 87, "Leases," meaning that liabilities and right of use assets related to operating are now being reported on the financial statements.

Mr. Jurcevich presented the financial highlights as follows: Governmental Activities total assets decreased by about 2.7% and its liabilities increased by about 11.8%, which are mainly attributed to the most recent pension actuarial valuation. Business-Type Activities total assets decreased by about 0.6% and its liabilities increased by about 21%, again due to pension valuation and simply due to the timing of year end invoices and payments.

Comparison of Governmental Fund Revenues from 2022 increased by 0.22%, and Expenditures increased by about 12.3%, mainly due to an increase in capital projects for the year. The General Fund had a net loss of \$4.6 million, mostly due to the increase in capital projects in 2022, resulting in a Fund Balance of approximately \$29.2 million, with \$9.4 million being unassigned. The Budgetary Cushion Ratio was a strong 29.3%, while 10% is considered to be generally sufficient for normal increases and contingencies. There were no questions, and the Board thanked Mr. Jurcevich for his presentation.

Planning and Development Director Matthew Waldinger reported that a proposal for Professional Planning Services for administration of the Township's \$3.5 million RACP grant was solicited and received from Altair Real Estate Services, as follows: a two-year project coordination component agreement at \$34,000 per year, not to exceed \$100,000 on an as-needed basis subject to work orders detailing scope, deliverables, and cost. On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried 2-1, with Mr. Bock voting no, to approve the Altair proposal for Planning Services for the administration of the RACP Grant.

On recommendation of Mr. Waldinger, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to approve a quotation from All Traffic Solutions, Inc. for a three-year software renewal for traffic sign boards at a cost of \$4,845.99, a savings of \$855.00

over three years. The cost is to be divided equally between the EMA and Public Works in the amount of \$2,422.50 each.

On recommendation of Mr. Waldinger, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to approve Change Order #1 for the West Lake Sewer Project in the amount of \$3,050.00 for Chivers Construction, Inc. to cut and level the wet well barrel and change the alignment of the effluent pipe, bringing the new total contract price to \$348,550.00.

Tabled from September 26, 2023, on recommendation of Solicitor Mark Shaw, it was moved by Mr. Ouellet, second by Ms. Clear and carried by unanimous roll call vote to approve and accept a Stormwater Management Plan for 3340 Zimmerly Road – Hanh Ngyuen, Viet and Tuan Pham, Developer, subject to the execution of the revised sidewalk deferral agreement.

Atty. Shaw reported that the proposed SALDO ordinance is still under review with the Township Engineer, and he anticipates that it will be approved by the end of the year. He also reported that the revised Animal Resource Officer position is being posted, that it was formerly a position in the Police Department but will now become part of the Code Enforcement Department, which will require amending the Township Code.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve a Land Development Plan for Dick's Sporting Goods - Cafaro Peachcreek Joint Venture Partnership, Developer.

On recommendation of Mr. Waldinger, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to approve a Sidewalk Deferral Request for 5511 West Lake Road – Carl W. Ukasik, Developer, as the developer has completed all stormwater management requirements and there are currently no sidewalks in the area.

Treasurer Mark Zaksheske explained that the Township's provider of worker's compensation insurance, MRM, is a trust, and as such the Township has a right to elect officers of the trust's Board. He stated that the annual election of Board members occurs in Pittsburgh, and rather than travel there for the meeting, he is advising that the Township vote by Proxy. On recommendation by Mr. Zaksheske, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried by unanimous roll call vote to authorize Chairman James Bock to sign the Proxy to allow MRM to vote on behalf of the Township.

Mr. Zaksheske reported that it was recently discovered that the option for receiving vaccinations at network pharmacies was not included in the Township's health insurance plan as a payable benefit but is covered only when received in a doctor's office. Because many doctors refer their patients to a pharmacy for a vaccination, it was recommended by Mr. Zaksheske, moved by Ms. Clear, seconded by Mr. Ouellet and carried by unanimous roll call vote to add vaccination services to the pharmacy side of the Township's health insurance plan.

Mr. Zaksheske reported that because the Township is self-insured, it is necessary to carry stop gap insurance to cover large health insurance claims over \$105,000, and the current provider's costs are going up 42% this year. The Township's broker, HUB, took the insurance to market and was able to find a favorable quote from Symetra with a small increase of 1.22% over the current year's cost. On recommendation of Mr. Zaksheske, it was moved by Mr. Ouellet, seconded by Ms. Clear and carried by unanimous roll call vote to authorize Mr. Zaksheske to engage Symetra as the Township's stop loss carrier for 2024.

Ms. Clear reported that the Township has addressed previous issues with animal enforcement and has renamed the position as "Animal Resource Officer." This position will require special training and education, and the position will now be a part of the Planning and Development/Code Enforcement Department. On recommendation of Human Resource Manager Diane Lyons, it was moved by Ms. Clear, seconded by Mr. Ouellet and carried by unanimous roll call vote to authorize Ms. Lyons to begin the process of filling the Animal Resource Officer position.

On recommendation of Police Chief Carter Mook, the following requests were unanimously approved as moved by Ms. Clear and seconded by Mr. Ouellet:

Permission to send Cpl. Shollenberger, Department Traffic Investigator, to the PCARS 2023 Collision Reconstruction Seminar at the Erie Bayfront Convention Center from October 31, 2023 – November 2, 2023, at no cost to the Township.

Permission to send nine (9) officers to the National Criminal Justice Center's "Sexual Assault Investigation Academy" in Buffalo, NY from December 4-8, 2023, at no cost to the Township except for meals (approximately \$3,415.50), and with all other costs and wages to be reimbursed from the SART Grant via the Crime Victim Center.

On motion by Ms. Clear, seconded by Mr. Ouellet, it was approved by unanimous roll call vote to authorize Mr. Bock, Mr. Ouellet, Ms. Clear and Mr. Zaksheske to attend the 2023 ECATO Convention on October 26, 2023 in Edinboro for a total cost of \$140.00.

Mr. Bock announced that the Board met with Solicitor Mark Shaw on October 5, 2023 to discuss personnel matters related to insurance and benefits, litigation matters related to Orphans' Court Petition, code enforcement matters and Right-of-Way construction, and real estate matters related to Parks and Recreation facilities and lease of Township property.

Mr. Bock announced that Halloween Trick-or-Treat Hours will be on Tuesday, October 31, 2023 from 6:00 – 8:00 p.m.

Mr. Bock announced that the Township will again be participating in Operation Green Light for Veterans from November 6-12, 2023, and the Township building will be lit in green in honor of our veterans.

There were no further Solicitor Communications. Ms. Clear reported that she and other Township staff participated in the McDowell Homecoming Parade and passed out candy to residents. She then introduced one of two new Student Ambassadors, McDowell Senior Emma Hills, and thanked their advisor, Crystal Myers, for her assistance with the program. Ms. Hills reported that she is active in ROTC and has an interest in politics.

Millcreek resident Dennis McAndrew urged the Board to use due diligence when preparing the 2024 budget, as the County is already raising taxes and the Township had to raise taxes this year to support the new fire department. He also asked Mr. Waldinger if he has contacted the owners of Kmart to discuss the possible purchase and redevelopment of their West 26th Street building, similar to what Harborcreek is doing with their Kmart building, to which Mr. Waldinger replied that he is currently monitoring the situation and may contact them in the future.

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 10:24 a.m.

Respectfully submitted,

Sheryl A. Williams
Township Secretary

APPROVED: October 24, 2023

James S. Bock

Daniel P. Ouellet

Kim Clear