

Regular Meeting

November 9, 2021

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

Following the Pledge to the Flag, Mr. Morgan 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.com/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 no later than 24 hours before the scheduled meeting to make arrangements to participate via telephone. Ms. Williams confirmed that no one had called to participate via telephone.

On recommendation by Chief Scott Heidt, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the following Millcreek Police Department promotions within the Patrol Division:

1. Sergeant Scott Irwin to Lieutenant.
2. Corporal Mark Irwin to Sergeant.
3. Corporal Brandon Heynes to Sergeant.
4. Patrolman Joseph Makowski to Corporal.
5. Patrolman Kevn Giuca to Corporal.
6. Patrolman Graeme Perkins to Corporal.

Chief Heidt also recognized the following officers who were approved for promotion on September 14, 2021:

1. Lieutenant Donald Kucenski to Captain; he will continue as the Investigative Services Commander.
2. Sergeant Timothy Fallon to Lieutenant; he will remain in the Investigative Services Division.
3. Sergeant Christopher Hauber to Lieutenant; he will remain in the Special Services Division.
4. Corporal David Parmeter to Sergeant; he will remain in the Investigative Services Division.
5. Corporal Adam Hardner to Sergeant; he will remain in the Investigative Services Division.

Mr. Morgan congratulated the officers, thanked them for their service and excused the officers and their families for a reception.

Mr. Morgan called for Public Comment on agenda items other than development or rezoning applications. No comments were offered.

On motion by Mr. Ouellet, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve the minutes from the October 26, 2021 Regular Meeting.

On motion by Mr. Ouellet, seconded by Mr. Bock, it was carried by unanimous roll call vote to approve payment of the General Fund bills in the amount of \$384,002.52, and Sewer Revenue Fund bills totaling \$215,044.42.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to approve Change Order #1 for the Asbury and Belle Valley Athletic Field Resurfacing Project, reducing the total amount of the Lindy Paving contract by \$14,752.00, bringing the final contract cost to \$56,407.50.

On recommendation of Chief Heidt, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the purchase of seventeen (17) Cradle Point Modem/Router units and antennas from AT&T FirstNet for \$8,297.53, to be funded by a grant award from the Department of Justice and to also include one year of cellular service on selected devices.

On recommendation of Chief Heidt, it was moved by Mr. Bock, seconded by Mr. Ouellet and carried by unanimous roll call vote to approve the purchase of two (2) ruggedized Dell Latitude 7220 computers from Velocity Network for a total cost of \$5,198.00 under COSTARS Contract #003-445.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to authorize Process and Data Automation to create a program for Sewer Revenue to run a station with three (3) pumps, at a cost not to exceed \$5,000.00.

On recommendation of Public Works Director Gary Snyder, it was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to purchase one (1) Panasonic Toughbook computer for the Fleet Maintenance Department from Connection Public Sector Solutions in the amount of \$4,988.32, to be kept in the service truck and used during service calls.

On recommendation of Solicitor Mark Shaw, it was moved by Mr. Ouellet and seconded by Mr. Bock to enact Ordinance 2021-12: An Ordinance of the Township of Millcreek, Erie, County Pennsylvania Establishing Traffic Control Devices, i.e. Stop Signs, at the Intersections of Lehigh Street and Greenwood Street; Greenwood Street and High Street; and Oakland Street and High Street, in Millcreek Township. Dennis McAndrew, 1547 High Street, stated that High Street has become a short cut because of LECOM development, and asked that further study be done on intersections before installing stop signs because he opined that stop signs are being installed with no rhyme or reason. Motion carried by unanimous roll call vote.

Mr. Shaw announced that the Township is revising its Zoning Ordinance as well as the Zoning Map per the Comprehensive Plan, and the draft version is currently under review by the Planning Commission and the Erie County Planning Department. He reported that a Public Hearing is scheduled for the December 14, 2021 Supervisors' meeting, at which time action is expected to be taken by the Board.

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-58: A Resolution pursuant to Resolution 2015-R-20 and the Municipal Records Manual to approve proposed disposition of certain Township records. Mr. Morgan noted that these police Dash/Cam videos will reach the end of their retention periods between November 10 and 23, 2021.

On recommendation of Treasurer Mark Zaksheske, it was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to renew the Township's Stop Loss Insurance Agreement with Highmark for 2022.

On recommendation of Planning and Development Director Matthew Waldinger, it was moved by Mr. Ouellet, seconded by Mr. Bock, and carried by unanimous roll call vote to approve the FY2021 CDBG Grant Funding Agreement with the U.S. Department of Housing and Urban Development, an award of \$242,539 to be spent in 2022.

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 approve an amendment to the Tyler New World Dashboard Software Agreement to upgrade MPD software at no cost to the Township.

On recommendation of Solicitor Mark Shaw, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to approve a request from the property owners of Hialeah Court to energize five (5) streetlights that were installed but never energized, and to add the streetlights to the existing Phase IV of the Asbury Woods Estates Subdivision.

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 promote Streets Maintenance Laborer Charles Gardner to Streets Maintenance Foreman at an hourly rate of \$32.35, effective December 1, 2021.

Mr. Ouellet reported that the Board met with Solicitors Mark Shaw and Lydia Caparosa in Executive Session on October 28, 2021 and November 4, 2021 to discuss legal and personnel matters.

Solicitor Mark Shaw reported that the Township received a letter of resignation from Auditor Ronald Wilga on October 1, 2021 because he is no longer a resident of Millcreek Township. He explained that the Township has 45 days to accept the resignation, followed by 30 days to fill the vacancy. If unable to fill the vacancy, the Vacancy Board will be asked to fill the vacancy within 15 days. On recommendation of Mr. Shaw, it was moved by Mr. Ouellet, seconded by Mr. Bock and carried by unanimous roll call vote to accept Mr. Wilga's resignation. Mr. Morgan thanked Mr. Wilga for his service and wished him well.

There being no further business to come before the Board or any Citizens to be Heard, it was moved by Mr. Ouellet and seconded by Mr. Bock to adjourn the meeting at 9:59 a.m.

Sheryl A. Williams
Township Secretary

APPROVED: November 23, 2021

John E. Morgan

Daniel P. Ouellet

James S. Bock