

**Millcreek Township Government Study Commission  
Special Public Meeting**

**January 2, 2025**

A special public meeting of the Millcreek Township Government Study Commission was called to order at 6:00 p.m. by Vice Chairman Art Oligeri in the Assembly Room of the Millcreek Township Municipal Building. Present were Commissioners James DeDad, Art Oligeri, Bill Schaaf, Donna Shaw, Suzanne Weber, Paul Vojtek and John DiPlacido via telephone, Alternates Nancy Shea and Marcia Terry, and Sheryl Williams. Absent were Alternates Bob Enas, Douglas Krugger, Robert Zonna, and PA DCED Local Government Specialists Terri Cunkle and Mary Ammann.

Following the Pledge to the Flag, Mr. Oligeri called for public comment on the agenda, but none was offered. Mr. Oligeri then explained that the purpose of the special public meeting was to meet and discuss the proposals received and to select and award a contract for consulting services for Technical Assistance - "Drafting of Optional Plan, Final Report and Administrative Code."

Mr. Vojtek reported that one proposal was received from Allegheny League of Municipalities (ALOM) by the deadline of December 23, 2024, and that he had reached out to Township Solicitor Mark Shaw to review ALOM's edits of the Professional Services Agreement. It was moved by Ms. Weber, seconded by Mr. Vojtek, to approve the proposal from Allegheny League of Municipalities Public Partners Program for professional services for Technical Assistance, and that the Commission Chairman or Vice-Chairman (in his absence) and Treasurer be authorized to sign the contract.

Discussion ensued regarding why a Professional Services Agreement was included in the RFP mailing. Atty. Lydia Caparosa from the Solicitor's office explained that this is the standard agreement used for most of the Township's contracts after negotiation between the parties. She stated that because the Township ultimately will be paying for the consulting services, it must be contractually protected. Ms. Weber disagreed and stated that the Township should not be signing the contract because it should be between the Government Study Commission and ALOM. She stated that she would reach out to Lucerne County to find out how they ratified their consulting agreement.

Mr. Vojtek stated that it would be wise to have a legal review of the contract before signing. He suggested adding to the motion the wording "after negotiation of the terms of the contract." Mr. Schaaf agreed that more review is needed before signing the contract, especially because both attorneys for the Township and ALOM are on vacation during the holidays. Ms. Weber stated that the agreement will not be signed unless the terms are satisfactory to the Commission. She repeated her earlier motion, which had been seconded by Mr. Vojtek, and the motion carried by unanimous vote.

Mr. Schaaf asked if there could be a possible conflict of interest in using Atty. Shaw for legal advice. Mr. Vojtek said he did not believe that there is any conflict of interest at all.

Commission Alternate Marcia Terry, who works in the insurance field, agreed with Solicitor Mark Shaw's interpretation of the insurance requirements. She noted that ALOM provided a certificate of insurance, but that it was missing a few important items such as tighter limits, professional, contractual liability language, and some of the dates. She opined that ALOM has a lot of work to do on this matter. Mr. Oligeri stated he is in agreement that they should have Atty. Mark Shaw further review the document as well.

Mr. DiPlacido opined that perhaps later on the Commission should consider using an outside legal source, to which Ms. Weber replied that ALOM has a legal team in Public Partners, and Mr. Vojtek agreed that this is part of what they would be purchasing by using ALOM. He suggested that Atty. Shaw continue to review and negotiate the agreement and then invite ALOM to the January 13<sup>th</sup> meeting.

Atty. Caparosa recapped the process at the podium so everyone could hear her more clearly and assured the Commission that the Solicitor’s office was there to protect both them and the Township. She reiterated that the Professional Services Agreement included with the RFP was just the traditional standard professional services agreement that protects the entity soliciting the contract, but noted that ALOM addressed more substantial items in their response that were not included in their original proposal.

More discussion ensued on when the actual when the final report needed to be completed, but the Commission decided to continue that discussion at a later time.

Mr. Oligeri called for further public comment, but none was offered.

Mr. Schaaf advised that the Commission should gather feedback from ALOM as soon as possible regarding getting started and reminded the group that the first step is interviewing the current standing Township government. Mr. Oligeri stated that Public Partners/ALOM has a recommended timeline and will provide committee recommendations by January 13, 2025. Requests were also stated for a list of recommendations as soon as possible, and it was suggested to determine the Supervisors’ availability to meet with the Commission.

There being no further business, it was moved by Mr. Schaaf, seconded by Mr. Wojtek and carried by unanimous roll call vote to adjourn the meeting at 6:38 p.m.

Respectfully submitted,

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Sheryl A. Williams,  
Recording Secretary

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Approved January 13, 2025

**MILLCREEK TOWNSHIP GOVERNMENT STUDY COMMISSION**

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Paul Wojtek, Chairman

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William Schaaf

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James DeDad

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Donna Shaw

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John DiPlacido

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Suzanne Weber

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Art Oligeri