

**Millcreek Township Government Study Commission
Regular Meeting**

January 13, 2025

The regular meeting of the Millcreek Township Government Study Commission was called to order at 5:30 p.m. by Vice Chairman Art Oligeri in the Assembly Room of the Millcreek Township Municipal Building. Roll call was taken. In attendance were Commissioners James DeDad, John DiPlacido, Art Oligeri, Bill Schaaf, Donna Shaw, Paul Vojtek (via telephone) and Suzanne Weber; Alternates: Bob Enas, Douglas Krugger, Nancy Shea, Marcia Terry and Robert J. Zonna, and PA DCED Local Government Specialist Mary Ammann, and Sheryl Williams.

Following the Pledge to the Flag, Mr. Oligeri called for public comment on agenda items. None was offered.

On motion by Ms. Weber, seconded by Mr. DeDad, the minutes from the December 18, 2024 regular meeting were approved by unanimous roll call vote.

On motion by Mr. Vojtek, seconded by Mr. DeDad, the minutes from the January 2, 2025 Special Public Meeting were approved by unanimous roll call vote.

Mr. Oligeri stated that Agenda Item 6., the ratification of the decision to execute the contract between the Millcreek Township Government Study Commission, Millcreek Township and ALOM/Public Partners did not require action, because it was approved by unanimous vote at the January 2, 2025 Special Public Meeting.

On motion by Mr. DeDad, seconded by Mr. Vojtek, payment of the bills totaling \$449.08 was approved by unanimous roll call vote. Mr. DeDad noted that the bills were from the months of November and December for secretarial services and duplication of materials for the meetings.

New Business

Mr. Oligeri welcomed the consultant team of Allegheny League of Municipalities (ALOM)/Public Partners, who introduced themselves as Michael Foreman, Lead Consultant, Jerry Andree and Toby Cordek. The consultant team offered a presentation on the PA Sunshine Act (Open Meetings Law) and addressed questions from the commission regarding meetings and procedures.

Committee Assignments

Lead Consultant Michael Foreman referenced a handout titled "Millcreek Government Study Commission Committees – Types," noting that there are three (3) basic committees recommended, and he defined each committee and its role:

Budget Committee – to develop a working budget for the operation of the government study commission that identifies various expenses incurred throughout the commission's work ending in November 2025.

Local Government Structure Committee – to study, examine and evaluate municipal operations of townships similar in type, size and structure to Millcreek Township.

Public Outreach, Public Relations, Public Education and Promotions Committee – to implement a public outreach strategy to reach voters.

The Consultant also recommended two Committees of the Whole.

Mr. Vojtek informed the consultants that a Budget Committee was formed at the December 18, 2024 meeting and is chaired by Treasurer Jim DeDad, but that a budget has not yet been created. The other members are Sue Weber, Bill Schaaf and Doug Krugger. Ms. Weber announced that she wanted to resign from the Budget Committee and Paul Vojtek offered to take her place. It was moved by Mr. Schaaf, seconded by Mr. Oligeri and carried by unanimous roll call vote to accept Ms. Weber's resignation and to appoint Mr. Vojtek to serve in her place on the Budget Committee. Mr. Oligeri asked for other Alternates who might want to serve on the Budget Committee, and Bob Enas volunteered. On motion by Mr. Schaaf, seconded by Ms. Weber, it was carried by unanimous roll call vote to appoint Bob Enas to the Budget Committee.

Mr. Oligeri asked for volunteers to serve on the Local Government Structure Committee, and the following people volunteered: Bill Schaaf, Sue Weber, John DiPlacido, Marcia Terry and Robert Zonna. On motion by Mr. Vojtek, seconded by Mr. DeDad, the Local Government Structure Committee was approved.

Mr. Oligeri then asked for volunteers to serve on the Public Outreach, Public Relations, Public Education and Promotions Committee, and the following people volunteered: Donna Shaw, Sue Weber, Art Oligeri, Robert Zonna, Marcia Terry and Doug Krugger. On motion by Mr. DeDad, seconded by Mr. Vojtek, the six volunteers were appointed to the Public Outreach, Public Relations, Public Education and Promotions Committee. There was discussion on whether this committee should involve the entire study commission, and Robert Zonna opined that everyone should be involved to better spread information to the community, but the consultants advised that this committee should start with a smaller group, and as information is gathered, it can involve the entire commission.

Mr. Oligeri asked Mr. Foreman what the timeline should be for upcoming meetings. Mr. Foreman read from Exhibit A, p. 14 of the consultant agreement referencing the Work Schedule, broken down by months from January 2025 through November 2025. He noted that the final draft report will be completed by the consultants no later than June 6, 2025. A final report that may or may not include a recommendation on an optional plan of government will be completed, published widely and filed with the Township Secretary no later than June 30, 2025. Mr. Foreman stated that one or more public forums will take place to discuss the purpose and progress of the study commission's work in July and August 2025, and that the filing of the final report and if recommended by the commission, an optional plan of government with the Erie County Board of Elections must occur no later than September 5, 2025 for the question to be placed on the November 4, 2025 election ballot. He further explained that during October, consultants will work with the study commission to strategize and plan a public outreach effort using various media outlets to provide information on the contents of the final report and any potential optional plan of government being recommended, with commission literature advancing the approval of the referendum question to be distributed throughout Millcreek Township.

There was no action on Agenda Item No. 10 regarding the Commission Operating Budget, because a budget has yet to be prepared, but the goal is to have it ready by the January 27, 2025 meeting.

Alternate Marcia Terry asked how much has been budgeted for the Government Study Commission, to which Mr. DeDad replied that the Township has budgeted \$100,000.

Other Business

Mr. Vojtek suggested that the Millcreek Government Channel may be a good way to present the Commission's recommendations to the public, and advised reserving October 17, 2025, because November would be too late. Ms. Weber replied that the Public Outreach committee can look into this.

Ms. Weber commended Mr. Vojtek for the time and effort that he spent over the holidays to finalize the agreement with ALOM.

Ms. Weber announced that she is resigning from the Commission itself but would like to become an Alternate, and recommended that Robert Zonna be appointed as a Commissioner, since he earned the next highest amount of votes after the first seven commissioners in the November election. She also recommended that Mr. Zonna take her place on both the Local Government Structure and Public Outreach Committees, and that she take his place as an Alternate on both of those committees, thereby essentially trading places with Mr. Zonna and still allowing them both remain on the same committees.

On motion by Mr. Vojtek, it was seconded by Ms. Shaw and carried by unanimous roll call vote to accept Ms. Weber's resignation from the Commission. On motion by Mr. Schaaf, it was seconded by Mr. DeDad and carried by unanimous roll call vote to appoint Mr. Zonna as a Commissioner and Ms. Weber as an Alternate. On motion by Mr. Vojtek, seconded by Mr. DeDad, it was carried by unanimous roll call vote to appoint Ms. Weber and Mr. Zonna to the committee positions mentioned above as Alternate and Commissioner, respectively, subject to Mr. Zonna being sworn in as Commissioner and completing the proper financial interest forms.

Alternate Nancy Shea stated that she would like Kim Huff to be appointed as an Alternate to the Commission, if possible, because she was instrumental in getting the government study question passed. On motion by Ms. Weber, it was seconded by Ms. Shaw and carried by unanimous roll call vote to appoint Kim Huff as an Alternate on the Commission. Mr. Oligeri asked Ms. Huff if she would like to serve on one of the committees, and she said she would be willing to serve on the Public Outreach Committee. Ms. Shea also volunteered to serve on the Public Outreach Committee. On motion by Ms. Weber, seconded by Mr. DeDad, it was carried by unanimous roll call vote to appoint Nancy Shea and Kim Huff to the Public Outreach, Public Relations, Public Education and Promotions Committee.

Discussion ensued on when and where the committees will meet, and it was suggested that a meeting of the whole Public Outreach Committee be added to the agenda for January 27, 2025. Mr. Foreman advised that each committee should choose a Chair and set their initial meeting dates tonight after this meeting ends.

There was no public comment. Mr. Oligeri thanked the ALOM team for making the trip to Erie and he looks forward to working together.

On motion by Mr. Schaaf, seconded by Ms. Weber, the meeting was adjourned at 7:09 pm.

Respectfully submitted,

Sheryl A. Williams,
Recording Secretary

Approved January 27, 2025

MILLCREEK TOWNSHIP GOVERNMENT STUDY COMMISSION

John DiPlacido, Secretary