

**Millcreek Township Government Study Commission  
Regular Meeting**

**January 27, 2025**

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

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

On motion by Mr. DiPlacido, seconded by Mr. DeDad, the minutes from the January 13, 2025 regular meeting were approved by unanimous roll call vote. Mr. Vojtek noted that future draft minutes will be sent for review to Mr. Vojtek, Mr. DiPlacido and Mr. Foreman, the consultant, and will be signed by the Secretary after they are approved.

Treasurer James DeDad reported that there were no bills to be approved.

**New Business**

Michael Foreman, Lead Consultant from Allegheny League of Municipalities (ALOM) Public Partners, gave a summary presentation on the Second Class Township Code and how it relates to Millcreek Township's current form of government. He emphasized that the Board of Supervisors is an elected governing body of three officials who legislate and oversee implementation of policy. He emphasized that the Second Class Township Code is the only code that allows supervisors to become employees, as in Millcreek Township. Mr. Foreman explained that the other elected officials of the Township are the Tax Collector, who serves a four-year term and collects real estate taxes and assessments, and the Board of Auditors, three elected residents who serve six-year staggered terms. The Auditors set wages and a compensation package for the Supervisors and may or may not conduct financial audits of a township's finances. He noted that the Board of Auditors does not perform an audit for Millcreek Township.

Mr. Foreman reported that there are currently 1454 Townships of the Second Class in Pennsylvania, and that there are certain criteria for townships to change their forms of government. He stated that a township may employ a Township Manager, which is created by ordinance. Mr. DiPlacido asked if there is a requirement for an independent audit, to which Mr. Foreman replied that the Supervisors have the discretion to do so. He stated that larger populated townships such as Millcreek hire a Certified Public Accountant (CPA) to audit their finances, which requires adoption of a resolution to appoint a CPA and advertisement of the intention to appoint one.

During his presentation, Mr. Foreman referenced a handout created by Ms. Weber listing the twenty-five (25) largest townships in Pennsylvania by population. Mr. DeDad noted that there was one missing township from the list, Northampton Township in Bucks County, population 39,915. Ms. Weber said she would update her list.

Mr. Zonna inquired about the early history of townships, why they were formed and their primary duties, asking if cities ever merge. Mr. Foreman explained that townships were originally formed to assist commerce by providing roads so that farmers and others could more easily transport farm goods and wares from town to town. The townships formed their own governing bodies and grew due to the

migration of people who were drawn to rural municipalities where there was more open land and which offered

lower millage or tax rates than the cities. He stated that sometimes smaller townships do merge and combine their boundaries.

Ms. Shea asked if it is customary for a governing body of three members to appoint themselves as members of a new authority board of five members. Mr. Foreman clarified that a separate statute, the Municipalities Authorities Act, states that a governing body does the appointing of board members, normally five, to an authority with staggered terms. He opined that he was unsure if more than two members from the current government body may be appointed because that could constitute a quorum, which could give the governing body control of the authority when voting on authority business.

Mr. Oligeri asked if Supervisors act as both legislative and executive members, to which Mr. Foreman answered yes. He noted that the Board of Supervisors has a choice to serve as employees or not. Mr. DiPlacido asked if there is one Manager and five Supervisors, can the Supervisors become employees? Mr. Foreman explained that the board of supervisors may serve as employees.

Mr. Zonna asked what are the advantages that a manager can bring to a township? Consultant Toby Cordek answered that as townships grow, so do their expectations from residents. He explained that managers receive special credentials through the International City/County Managers Association (ICMA), which educates and provides local government professionals with needed resources and affords them the opportunity to network with other managerial colleagues.

Mr. Krugger asked if townships that employ a manager and three supervisors have the option of making the supervisors paid employees, to which Mr. Foreman replied that usually supervisors who serve with a manager prefer to take a step back from day-to-day operations of the township and have the manager supervise the operations. Mr. Cordek added that some managers serve as CAOs (Chief Administrative Officers) and some serve as CEOs (Chief Executive Officers), depending on each municipality's preference.

Mr. DeDad asked for clarification regarding elected supervisor compensation based on population if the supervisors are non-employees of the township. Mr. Foreman explained that the maximum annual salary that an elected supervisor of Millcreek Township can earn as a non-employee is \$8,385.00, based on its population. This is often referred to as "meeting pay." He stated that if Supervisors are also employees, the Board of Auditors may award the Supervisors a salary and compensation package, which is earned in addition to the \$8,385.00. Atty. Lydia Caparosa from the Solicitor's office clarified that Millcreek Township has never enacted a Salary Ordinance for elected supervisors, so therefore Millcreek Supervisors do not earn the additional "meeting pay" salary for attending meetings.

### Committee Reports

Treasurer James DeDad reported that the Budget Committee met and will be presenting the budget for approval later in the meeting.

Mr. DiPlacido reported that the Local Government Structure Committee met on January 23, 2025 Present were ALOM Consultants Michael Foreman, Jerry Andree and Toby Cordek; Commissioners John DiPlacido, Bill Schaaf, and Robert Zonna; and Alternates Sue Weber and Marcia Terry. Mr. DiPlacido was elected Chair and Marcia Terry was appointed Recording Secretary. Mr. DiPlacido reported that the committee made tentative plans to visit Cranberry Township on February 18, 2025 to interview the Township Manager and one or two Supervisors. He stated that the committee identified two other townships of interest: Hempfield Township and Upper Macungie Township. Mr. Foreman reported that interviews are being planned with three other townships, two of which have

optional forms of government: Indiana Township in Allegheny County and College Township in Centre County. Mr. DiPlacido announced that the committee will meet again on February 3, 2025 at 3:30 pm.

Mr. Oligeri reported that the Public Outreach, Public Relations, Public Education and Promotions Committee met and elected Mr. Oligeri as Chair and Donna Shaw as Vice Chair. He stated that Kim Huff and Doug Krugger were appointed IT Liaisons to the Township IT Department, and that Sue Weber was appointed Recording Secretary. The committee met earlier today with Township IT Manager John Fleming, who informed them that the Government Study Commission can be a part of the Township website at no cost to the commission. The commission will continue to operate “A Better Millcreek” page at a cost of \$79.00 monthly, and a link to “A Better Millcreek” will be installed on the Township website’s Government Study Commission page so that residents can easily locate either page. The committee is also working on how to best disseminate information to residents from February through November. Their next meeting is February 10, 2025 at 4:30 p.m.

Committee of the Whole Reports

Mr. Vojtek noted that today’s agenda lists February 10<sup>th</sup> for the interviewing of the Township Supervisors, and February 24<sup>th</sup> for the Optional Plans of Government presentation. He proposed swapping the dates so that the Commission can have more time to learn about the optional forms of government, interview the Cranberry staff, and better prepare their questions for Millcreek Township’s Supervisors. Mr. Cordek supported the proposal, stating that this will also benefit Mr. DiPlacido’s committee as well.

Government Study Commission Budget

Treasurer James DeDad presented the proposed Government Study Commission budget. Mr. Cordek noted that the Professional Services consulting fee was a “not-to-exceed” amount of \$70,360. Other line items included: Advertising & Public Communications - \$16,615, Mileage reimbursement - \$1,000, and Administrative Expenses - \$12,025, for a total of \$100,000. On recommendation of Treasurer James DeDad, it was moved by Mr. Vojtek, seconded by Mr. Oligeri and carried by unanimous roll call vote to approve the Government Study Commission Budget.

Ms. Weber stated that she will update her list of the Twenty-five Most Populous Second Class Townships and add Northampton Township in Bucks County, and will research the employment status of its Supervisors.

There being no further business nor anything for the Good of the Order, the meeting was adjourned at 7:05 pm on motion by Mr. Oligeri, seconded by Mr. Vojtek.

Respectfully submitted,

Sheryl A. Williams,  
Recording Secretary

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Approved February 10, 2025

**MILLCREEK TOWNSHIP GOVERNMENT STUDY COMMISSION**

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John DiPlacido, Secretary