

**Millcreek Township Government Study Commission
Regular Meeting**

December 18, 2024

The regular meeting of the Millcreek Township Government Study Commission was called to order at 4:30 p.m. by Chairman Paul Vojtek in the Assembly Room of the Millcreek Township Municipal Building. Roll call was taken, and in attendance were Commissioners James DeDad, John DiPlacido, Art Oligeri, Bill Schaaf, Donna Shaw, Paul Vojtek and Suzanne Weber, Alternates Bob Enas, Douglas and Nancy Shea, PA DCED Local Government Specialists Terri Cunkle and Mary Ammann, and Sheryl Williams. Alternates Marcia Terry and Robert Zonna arrived at 4:34 p.m. and 4:43 p.m., respectively.

Following the Pledge to the Flag, Ms. Weber suggested that the Draft Minutes from the December 4, 2024 Organization be amended to state that she withdrew her nomination of Bill Schaaf for Treasurer. On motion by Mr. DeDad and seconded by Mr. Schaaf, the minutes from the December 4, 2024 Organization Meeting were approved as amended.

Mr. Vojtek called for public comment on agenda items. None was offered.

Old Business

Mr. Vojtek reported that the Commission received a proposal from Sheryl Williams for her services as Recording Secretary, estimated at approximately 750 hours at the rate of \$40.00/hour. He asked if the Township Treasurer had determined whether it was possible to deduct taxes from her wages or if she would be paid and issued an IRS 1099 form, to which she replied that the Township Treasurer is looking into whether taxes will be able to be deducted from her wages. Mr. DePlacido asked Ms. Williams if she would also supply Right-to-Know services to aid him as Commission Secretary, to which she replied yes. On motion by Ms. Weber, seconded by Ms. Shaw, it was carried by unanimous roll call vote to appoint Sheryl Williams as Recording Secretary at a total cost not to exceed \$7500.00, to include the provision of Right-to-Know services.

Mr. Vojtek asked the Commission if a separate website should be established, or if paying to add a page onto the Township's website would be a more economic option. Mr. DeDad opined that it would not be unusual to use the Township website, and Ms. Weber inquired as to the cost, which is unknown. Ms. Shaw suggested that this is something that the Public Relations Committee could discuss and Ms. Cunkle advised that this is typically part of the consultant's duties and a decision could wait until after a consultant is chosen.

Mr. Vojtek introduced the concept of remote attendance to meetings and remote voting, noting that WQLN is livestreaming the meetings but that a TEAMS platform is not an option for the meetings. He informed the group that a conference telephone is available for meetings, and Township Solicitor Mark Shaw explained that a microphone must be near the conference telephone so that the public can hear the caller. He also advised that the Commission may want to require a certain number of members be present for the meetings. It was moved by Ms. Weber, seconded by Mr. DeDad and carried by unanimous roll call vote to permit Commissioners to attend the meetings remotely and to vote remotely, with the stipulation that the caller can be heard by the public, and with the goal being that at least four (4) members attend in person.

New Business

Mr. Vojtek suggested that a Special Meeting be scheduled to publicly review and announce the RFPs received for consulting services, due December 23, 2024. He reported that two (2) consultants have indicated that they will be submitting proposals. It was moved by Ms. Weber, seconded by Mr. Oligeri,

and carried by unanimous roll call vote to advertise and schedule a Special Public Meeting for Thursday, January 2, 2025 at 6:00 p.m. in the Millcreek Township Assembly Room for the purpose of reviewing and announcing the RFPs received, to select a consultant and to make a recommendation to the Board of Supervisors of their selection at the Board's January 6, 2025 regular meeting.

Committee Reports

Budget Committee Chairman Jim DeDad reported that the Budget Committee met with Ms. Cunkle and Ms. Ammann, who advised that the creation of a budget can wait until a consultant is chosen. Mr. DeDad stated that funds will be available through the Township at a cost of approximately \$1.85 per resident until more information is known regarding future costs, and that the committee is planning to meet again in early January before the Commission's first regular meeting. Mr. DiPlacido asked how funds will be disbursed, and Mr. DeDad replied that it is his understanding that he will be coordinating this with the Township.

Other Business

Mr. Vojtek asked Ms. Cunkle how long she will stay involved with the Commission since she has a new position with the DCED. Ms. Cunkle stated that she and Ms. Ammann plan to continue to work together for now and advise the Commission as needed, but also noted that Ms. Ammann has 15+ years of experience with municipal government as well.

Public Comment

Former Supervisor and current Auditor John Groh encouraged Commissioners to attend the Board of Supervisors Organization Meeting on Monday, January 6, 2025 at 9:00 a.m., followed by a regular meeting at 9:30 a.m., and the annual Auditors Meeting on Tuesday, January 7, 2025 at 1:00 p.m., to learn more about how the Township organizes each year and how Supervisor Salaries are determined. Mr. Groh also relayed that in 2018, the Supervisors approved the "Embrace Millcreek" Comprehensive Plan, which led to a study by the PA Economy League which made financial recommendations to avoid possible bankruptcy in the future. Ms. Cunkle offered to email the study to the Commission for review.

Good of the Order

Ms. Cunkle reported that the updated supplement of the Second Class Township Code will not be printed for approximately 2 months, but the most current version is always accessible on the DCED website. Representative Ryan Bizzarro's office is also assisting with providing copies for the Commissioners. She recommended that Commissioners study and become familiar with the Code, and also encouraged them to attend the Supervisor public meetings.

Ms. Shaw stated that a political sign from the November election needs to be removed at the intersection of Peach Street and Interchange Road, and Ms. Weber said she would have it removed.

Mr. Vojtek asked Solicitor Mark Shaw if all Commissioners must sign the approved meeting minutes, to which he replied it is a good idea.

Mr. Vojtek suggested that future Agenda packets be sent electronically rather than providing paper copies at the meetings. Mr. Vojtek advised that he will be out of town for the next meeting and will need the call-in number, and asked Ms. Williams to circulate the information to the Commission. He also asked if the meetings will be available to view in real time (live), to which WQLN Production Manager Bill Moon replied yes by using the YouTube App.

There being no further business or Public Comment, it was moved by Mr. Schaaf, seconded by Mr. Oligeri and carried by unanimous roll call vote to adjourn the meeting at 5:05 p.m.

Respectfully submitted,

Sheryl A. Williams,
Recording Secretary

Approved January 13, 2025

MILLCREEK TOWNSHIP GOVERNMENT STUDY COMMISSION

Paul Vojtek, Chairman

James DeDad

John DiPlacido

Art Oligeri

William Schaaf

Donna Shaw

Suzanne Weber