

HARBORCREEK TOWNSHIP BOARD OF SUPERVISORS

2025 ORGANIZATION MEETING

JANUARY 6, 2025 9:00 A.M.

Timothy J. May opened the meeting at 9:00 a.m. on Monday, January 6, 2025 at the Harborcreek Township Municipal Building, 5601 Buffalo Road, Harborcreek, PA 16421. Present were Supervisor Dean S. Pepicello, Supervisor Stephen S. Oler, Township Solicitor Robert Ward and Assistant Secretary Shelley Hull.

Pledge of Allegiance

There was no Public Comment

Motion by Timothy J. May to appoint Stephen S. Oler to serve as temporary Chairperson for the Board of Supervisors. Second by Dean S. Pepicello.

VOTE: Timothy May Yes
 Dean Pepicello Yes
 Stephen Oler Yes

Motion by Timothy J. May to adopt **Resolution 25-01** to nominate and elect Stephen S. Oler as the year 2025 Chairperson of the Board of Supervisors. Second by Dean S. Pepicello.

VOTE: Timothy May Yes
 Dean Pepicello Yes
 Stephen Oler Yes

Motion by Timothy J. May to adopt **Resolution 25-02** to nominate and elect Dean S. Pepicello as the year 2025 Vice-Chairperson of the Board of Supervisors. Second by Stephen S. Oler.

VOTE: Timothy May Yes
 Stephen Oler Yes
 Dean Pepicello Yes

Motion by Stephen S. Oler to adopt **Resolution 25-03** to appoint Dean S. Pepicello as the year 2025 Secretary/Treasurer and set his bond at \$750,000.00 and authorize to advertise as required for the year 2025. Second by Timothy J. May.

VOTE: Stephen Oler Yes
 Timothy May Yes
 Dean Pepicello Yes

Motion by Stephen S. Oler to adopt **Resolution 25-04** providing that the Superintendents of Administration, Planning and Zoning and Roads and Public Safety and Parks, Code Enforcement and Public Works are appointed as the Board's liaison to the respective departments and agencies. These responsibilities will include day-to-day communications with department heads and the public; that the Superintendents report to the Board of Supervisors, which retains full authority for decisions. Second by Dean S. Pepicello.

VOTE: Stephen Oler Yes
 Dean Pepicello Yes
 Timothy May Yes

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Motion by Timothy J. May to adopt **Resolution 25-05** appointing Dean S. Pepicello as Superintendent of Administration and Planning & Zoning, and adopt the attached list of departments and job description. Second by Stephen S. Oler.

VOTE: Timothy May Yes
 Stephen Oler Yes
 Dean Pepicello Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-06** appointing Timothy J. May as Superintendent of Roads and Public Safety and adopt the attached list of departments and job description. Second by Stephen S. Oler.

VOTE: Dean Pepicello Yes
 Stephen Oler Yes
 Timothy May Yes

Motion by Timothy J. May to adopt **Resolution 25-07** appointing Stephen S. Oler as Superintendent of Parks, Code Enforcement and Public Works, and adopt the attached list of departments and job description. Second by Dean S. Pepicello.

VOTE: Timothy May Yes
 Dean Pepicello Yes
 Stephen Oler Yes

Motion by Stephen Oler to adopt **Resolution 25-08** appointing Timothy J. May as the representative to the MPO and Dean S. Pepicello as the alternate representative to the MPO. Second by Dean S. Pepicello.

VOTE: Stephen Oler Yes
 Dean Pepicello Yes
 Timothy May Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-09** appointing Aubrea Hagerty-Hanes as the 1% Real Estate Transfer Tax Collector, setting her bond at \$10,000.00 and setting the commission at 2%. Second by Timothy J. May.

VOTE: Dean Pepicello Yes
 Timothy May Yes
 Stephen Oler Yes

Motion by Timothy J. May to adopt **Resolution 25-10** authorizing limited purchasing up to \$4,000.00. Second by Dean S. Pepicello

VOTE: Timothy May Yes
 Dean Pepicello Yes
 Stephen Oler Yes

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Motion by Dean S. Pepicello to adopt **Resolution 25-11** setting the Board of Supervisors' regular meetings to be held the 1st Wednesday of each month at the Municipal Complex at 9:00 a.m. and the 3rd Wednesday of each month at the Municipal Complex at 5:00 p.m. Exception: May 7, 2025 Meeting will be rescheduled for May 14, 2025 @ 5:00 p.m.

Second by Stephen S. Oler.

VOTE: Dean Pepicello	Yes
Stephen Oler	Yes
Timothy May	Yes

Motion by Timothy J. May to adopt **Resolution 25-12** authorizing meetings, seminars, conventions, and school attendance by the Supervisors, Secretary/Treasurer, and Superintendents. Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-13** authorizing the purchase of Federal & State surplus property. Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-14** authorizing the transfer of the 2024 year-end balance to the Capital Reserve Account and remaining project funds to the Community Development accounts for their completion. Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-15** authorizing to borrow from the Capital Reserve Account until tax revenues are received in 2025. Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-16** appointing Dean S. Pepicello as the Pension Plan Administrator, Sean Gallen with Definiti as the Township Pension Plan Actuary & PNC Bank as the Plan Trustee and fund administrator, authorizing costs to be paid by the plan.

Second by Stephen S. Oler.

VOTE: Timothy May	Yes
Stephen Oler	Yes
Dean Pepicello	Yes

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Motion by Stephen S. Oler to adopt **Resolution 25-17** appointing Jon Habursky to the Vacancy Board with his term to expire on December 31, 2025. Second by Dean S. Pepicello.

VOTE: Stephen Oler Yes
 Dean Pepicello Yes
 Timothy May Yes

Motion by Timothy J. May to adopt **Resolution 25-18** appointing Lakeshore Employees Testing Services, Inc. as the CDL Clinical Administrator. Second by Dean S. Pepicello.

VOTE: Timothy May Yes
 Dean Pepicello Yes
 Stephen Oler Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-19** appointing the Board of Supervisors Legal Services and setting their hourly wages as follows:

Robert Ward @ \$140.00 per hour, David Rhodes @ \$145.00 per hour.

Second by Timothy J. May.

VOTE: Dean Pepicello Yes
 Timothy May Yes
 Stephen Oler Yes

Motion by Timothy J. May to adopt **Resolution 25-20** appointing the Board of Supervisors Engineering Services and setting the hourly wage as follows: Mark Corey & Associates @ \$90.00 per hour. Second by Dean S. Pepicello.

VOTE: Timothy May Yes
 Dean Pepicello Yes
 Stephen Oler Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-21** designating Township Depositories and providing required documentation as follows:

General Fund Business Savings,

Shades Beach Project, Local Services Tax Account Erie Bank

Payroll, General Fund, State Fund, Assessment,
Earned Wage Tax, Loan Sinking Fund, Capital
Expenditures, Streetlight Account, Community
Development, Health Reimbursement Account,
Operating Reserve Fund, Shades Beach Project,
Building Construction Fund

Northwest Savings Bank

Second by Timothy J. May.

VOTE: Dean Pepicello Yes
 Stephen Oler Yes
 Timothy May Yes

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Motion by Timothy J. May to adopt **Resolution 25-22** stating the reimbursement of user service fees as listed:

Real Estate Tax Office	\$175.00 per month
East County EMS Admin. Fee	\$2,000.00 per year
East County EMS Acct. Fee	\$210.00 per month
Garage Rental-Sewer Authority	\$500.00 per month
Velocity.Net Communications Inc.	\$185.00 per month
Hbck Historical Society Utilities/Maintenance	\$Variable per month

Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-23** authorizing prepayment of various bills, including payroll, personal deductions, 1099 payments, insurances, and utilities prior to Board approval. Any other prepayments must be hand signed by all three supervisors unless previous Board approval to pay was given by motion at a regular township meeting.

Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-24** authorizing Stephen Seidler and Shelley Hull to issue Purchase Orders. Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-25** authorizing the 2025 mileage rate at .70 cents per mile driven. Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-26** authorizing the Tax Collector closeout of Streetlight collections effective July 1, 2025. Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Timothy May	Yes

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Motion by Dean S. Pepicello to adopt **Resolution 25-27** authorizing the 2025 Commission, Authority, and Board meeting times as follows:

▶ Harborcreek Parks and Recreation Board
3rd Mon. ea month @ 5:00 P.M.

▶ Harborcreek Sewer Authority
2nd Mon. ea month @ 5:30 P.M.

▶ Harborcreek Water Authority
(As needed)

▶ Harborcreek Planning Commission
1st Thurs. ea month @ 6:00 P.M.

Exception: July Meeting will be held on July 10, 2025

▶ Harborcreek Zoning Hearing Board
3rd Tue. ea month @ 7:00 P.M.
(As needed)

Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Stephen S. Oler to adopt **Resolution 25-28** appointing the following to the Harborcreek Township Sewer Authority:

(Term to expire 12/31/2029) David Eaglen

Second by Timothy J. May.

VOTE: Stephen Oler	Yes
Timothy May	Yes
Dean Pepicello	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-29** appointing the following to the Harborcreek Planning Commission:

(Term to expire 12/31/2028) Michael Bean

Replace John Schaefer (Term to expire 12/31/2025) Adam Baker

Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

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Motion by Dean S. Pepicello to adopt **Resolution 25-30** appointing the following to the Zoning Hearing Board:

(Term to expire 12/31/2028) Brian Marshall

Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Stephen S. Oler to adopt **Resolution 25-31** appointing the following to the Parks and Recreation Board:

(Term to expire 12/31/2029) Claudette Terrill

Second by Timothy J. May.

VOTE: Stephen Oler	Yes
Timothy May	Yes
Dean Pepicello	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-32** authorizing the 2025 re-appointments to the Uniform Construction Code Appeals Board and the Uniform Construction Code Solicitor as follows:

UCC Appeals Board	<u>Adam Trott</u>
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<u>Kevin Yurkovic</u>

UCC Solicitor @ \$145.00 per hour	<u>David Rhodes</u>
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Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-33** appointing H. A. Berkheimer & Associates as collector of Earned Income Tax, Local Services Tax, Delinquent Per Capita, and the Tax Hearing Officer. Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

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Motion by Dean S. Pepicello to adopt **Resolution 25-34** adopting the 2025 Personnel Policy Statement reaffirming [Resolution 24-76, Resolution 18-61, Resolution 12-94, Resolution 11-69, Resolution 08-36, and Resolution 99-32] Pension Plan and [Resolution 95-104] Drug and Alcohol Policy. Second by Timothy J. May.

VOTE: Dean Pepicello Yes
 Timothy May Yes
 Stephen Oler Yes

Motion by Timothy J. May to adopt **Resolution 25-35** adopting the 2025 Workers' Compensation Panel of Doctors and Regulations. Second by Dean S. Pepicello.

VOTE: Timothy May Yes
 Dean Pepicello Yes
 Timothy May Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-36** hiring the 2025 exempt salaried employees and set weekly wages effective January 1, 2025.

Zoning Administrator	Connie Cruz	\$1,212.00/week
Assistant Secretary	Shelley Hull	\$1,271.00/week
Comptroller	Stephen Seidler	\$1,400.00/week

Second by Timothy J. May.

VOTE: Dean Pepicello Yes
 Timothy May Yes
 Stephen Oler Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-37** hiring the 2025 hourly personnel and setting their wages effective January 1, 2025 as follows:

Roads Manager	Nick Taccone	\$35.25/hr.	
Garage Manager	Edward Harmle	\$34.00/hr.	
Assistant Manager - Roads	Kurt Heidecker	\$33.00/hr.	
Parks Manager	Matt Taft	\$31.00/hr.	
Heavy Diesel Mechanic	James Downey	\$26.00/hr.	
Heavy Diesel Mechanic	Tyler Scarpino	\$28.50/hr.	
<u>Road Crew:</u>			
Justin O'Hara	\$21.00/hr.	Eric Aikens	\$22.00/hr.
Jason Moczulski	\$24.00/hr.	Anthony Gerg	\$22.00/hr.
Doug Doerr	\$24.50/hr.	Robert Anderson	\$24.00/hr.
Mason Burke	\$21.00/hr.		

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Parks Crew:

Gregory Rzodkiewicz \$28.00/hr. Aaron Jeffress \$23.00/hr.

Administration:

Computer Information Specialist David Eades \$31.00/hr.

Roads Expediter Brian Benovic \$27.50/hr.

Code Enforcement Officer Elena Dodge \$22.50/hr.

Receptionist/Roads Secretary/ Michelle Hannold \$22.00/hr.

Parks Coordinator

Storm Watch \$75.00/day Night Differential \$.50/hr.

Motion died due to lack of second.

Motion by Timothy J. May to adopt **Resolution 25-37** hiring the 2025 hourly personnel and setting their wages effective January 1, 2025 as follows:

Roads Manager Nick Taccone \$35.25/hr.

Garage Manager Edward Harmle \$32.89/hr.

Assistant Manager - Roads Kurt Heidecker \$33.00/hr.

Parks Manager Matt Taft \$31.00/hr.

Heavy Diesel Mechanic James Downey \$26.00/hr.

Heavy Diesel Mechanic Tyler Scarpino \$28.50/hr.

Road Crew:

Justin O'Hara \$21.00/hr. Eric Aikens \$22.00/hr.

Jason Moczulski \$24.00/hr. Anthony Gerg \$22.00/hr.

Doug Doerr \$24.50/hr. Robert Anderson \$24.00/hr.

Mason Burke \$21.00/hr.

Parks Crew:

Gregory Rzodkiewicz \$28.00/hr. Aaron Jeffress \$23.00/hr.

Administration:

Computer Information Specialist David Eades \$31.00/hr.

Roads Expediter Brian Benovic \$27.50/hr.

Code Enforcement Officer Elena Dodge \$22.50/hr.

Receptionist/Roads Secretary/ Michelle Hannold \$22.00/hr.

Parks Coordinator

Storm Watch \$75.00/day Night Differential \$.50/hr.

Second by Dean S. Pepicello.

VOTE: Timothy May Yes

Dean S. Pepicello Yes

Stephen Oler No

Motion by Timothy J. May to adopt **Resolution 25-38**, all permanent full-time employees receiving health care benefits shall contribute 1% of their gross pay, with the exception of Longevity pay, to the Harborcreek Township Employee Health Care Plan effective January 1, 2025. Second by Dean S. Pepicello.

VOTE: Timothy J. May Yes

Dean S. Pepicello Yes

Stephen Oler Yes

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Motion by Dean S. Pepicello to adopt **Resolution 25-39** appointing temporary/part-time personnel for 2025 and setting the wages for hours worked effective January 1, 2025 as follows:

Security Officer	Richard Kelley	\$14.00/hour
EMA Coordinator	Brian Benovic	\$27.50/hour
Electrician	Thomas Berlin	\$50.00/hour

Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-40** approving Pristine Floor Cleaning Inc. janitor services agreement which includes setting wage and cleaning times for the township building at \$100.00 per cleaning on Tuesday and Thursday of each week with the contract expiring on 12/31/2025. Second by Dean S. Pepicello.

VOTE: Timothy J. May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-41** establishing the year 2025 Parks and Zoning Fees (as attached). Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-42** retaining the services of McGill, Power, Bell & Association for the year 2024 audit and authorizing the Secretary to sign the Audit Engagement Letter. Second by Stephen S. Oler.

VOTE: Timothy May	Yes
Stephen Oler	Yes
Dean Pepicello	Yes

Motion by Stephen S. Oler to adopt **Resolution 25-43** appointing Dean S. Pepicello as TCC Representative and Shelley Hull as 1st Alternate and Timothy May as 2nd Alternate to the Erie County Tax Collection Committee. Second by Timothy J. May.

VOTE: Stephen Oler	Yes
Timothy May	Yes
Dean Pepicello	Yes

Motion by Timothy J. May to adopt **Resolution 25-44** appointing St. Vincent's Occupational Health for our occupational health services. Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

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Motion by Dean S. Pepicello to adopt **Resolution 25-45** authorizing the renewal of the following agreements:

AARP, Edmunds & Associates, Municipal Software Ag. w/ Fairview Twp. And Girard Twp., East County EMS Accounting and Financial Services, Intergovernmental Cooperation Ag. Between Harborcreek Twp. And Greenfield Twp. for joint emergency operations plan for Emergency Management Services. And Ag w/ Law. Park Police for Police Services for the parks dept.

Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-46** appointing Dean S. Pepicello as the PHEAA administrator. Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-47** authorizing the Pension Employee Benefit payments (3% employee deductions) to be made quarterly to PNC Bank.

Second by Timothy J. May.

VOTE: Dean S. Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-48** authorizing the year 2025 street light assessments to be uniformly assessed by district per the Second-Class Township Code, Article XX, Section (3). Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-49** reaffirming the Community Services Program Agreement with the Erie County Probation/Parole Department & District Court.

Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

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Motion by Timothy J. May to adopt **Resolution 25-50** appointing Dean S. Pepicello, David Eades, and Shelley Hull as the receiver of Berkheimer payments, resident and non-resident payments, and listing information. Second by Stephen S. Oler.

VOTE: Timothy May Yes
 Stephen Oler Yes
 Dean Pepicello Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-51** updating the authorized personnel credit card usage per attached list. The credit card usage control person as Shelley Hull and the credit card usage backup person as Michelle Hannold. Second by Timothy J. May.

VOTE: Dean Pepicello Yes
 Timothy May Yes
 Stephen Oler Yes

Motion by Timothy J. May to adopt **Resolution 25-52** authorizing the payment of the following loan(s) per schedule for the year 2025: Building Construction Loan (Northwest Savings Bank). Second by Dean S. Pepicello.

VOTE: Timothy May Yes
 Dean Pepicello Yes
 Stephen Oler Yes

Motion by Timothy J. May to adopt **Resolution 25-53** adopting the Open Records Law setting a schedule of charges for copies of public records as attached. Second by Stephen S. Oler.

VOTE: Timothy May Yes
 Stephen Oler Yes
 Dean Pepicello Yes

Motion by Dean S. Pepicello to adopt **Resolution 25-54** authorizing the Code Enforcement Officer(s) to verify Complaints and Other Pleadings having to do with Civil and Criminal Code Enforcement Prosecutions through the Solicitor. Second by Timothy J. May.

VOTE: Dean Pepicello Yes
 Timothy May Yes
 Stephen Oler Yes

Motion by Timothy J. May to adopt **Resolution 25-55** authorizing access to the Safety Deposit Box at Erie Bank to Dean S. Pepicello, Stephen Seidler, David Eades and Shelley Hull. Second by Stephen S. Oler.

VOTE: Timothy May Yes
 Stephen Oler Yes
 Dean Pepicello Yes

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Motion by Dean S. Pepicello to adopt **Resolution 25-56** authorizing and empowering its Local Tax Collector, H.A. Berkheimer & Associates, to impose and retain costs of collection on delinquent taxes. Second by Timothy J. May.

VOTE: Dean Pepicello	Yes
Timothy May	Yes
Stephen Oler	Yes

Motion by Timothy J. May to adopt **Resolution 25-57** acknowledging the authority of Brookside, Fairfield, and Harborcreek Fire Departments, Harborcreek Township Emergency Response Team and East County EMS to exclusively engage in and provide for emergency fire and safety services, including Basic Life Saving Services (BLS) in their respective area of Harborcreek Township, Erie County, Pennsylvania; and further acknowledging that Advanced Life Saving Services (ALS) shall be provided by East County EMS as primary and Emergycare, Inc. as backup, for the year 2025; and providing that Erie County Dispatch shall be the exclusive provider of dispatch services for emergency calls of all nature in Harborcreek Township.

Second by Dean S. Pepicello.

VOTE: Timothy May	Yes
Dean Pepicello	Yes
Stephen Oler	Yes

There was no Public Comment

Motion by Dean Pepicello to adjourn the organization meeting at 9:25 a.m.

Dean S. Pepicello
Secretary/Treasurer/Supervisor
HARBORCREEK TOWNSHIP SUPERVISORS