

ELK CREEK TOWNSHIP SUPERVISORS
AGENDA – ORGANIZATIONAL MEETING – JANUARY 3, 2023

1. Call to Order with Pledge to the Flag @ 7:12 PM by the Temporary Chairman Robert Soltis
2. Roll Call, Supervisors: Michael Hill, Robert Soltis, Robert Stickner
Pubic Attendees: Mike Orr, Deb Orr, Bill Taylor, Jim Duda
3. Re-organization of Board
 - Motion to Appoint Robert Soltis Chairman
Motion: Michael Hill Seconded:Robert Stickner Motion Approved
 - Motion to Appoint Michael Hill Vice Chairman
Motion: Robert Stickner Seconded:Robert Soltis Motion Approved
4. APPOINTMENTS:
 - Motion to Appoint Secretary/ Assistant Treasurer SHIRLEY BILEK
by Stickner, 2nd Soltis, Motion Carried
 - Motion to Appoint Treasurer ROBERT SOLTIS
by Stickner, 2nd Soltis, Motion Carried
 - Motion to Appoint Road Foreman GARY WADE
by Stickner, 2nd Soltis, Motion Carried
 - Motion to Appoint Assistance Roadmaster(s) MICHAEL HILL, ROBERT SOLTIS, ROBERT STICKNER by Stickner, 2nd Soltis, Motion Carried
 - Motion to Appoint Engineer MARK COREY
by Hill, 2nd Stickner, Motion Carried
 - Motion to Appoint Township Solicitor CHRISTINE McCLURE
by Hill, 2nd Stickner, Motion Carried
 - Motion to Appoint CPA Firm to perform Township Audit 2021,FELIX & GLOECKLER, PC by Hill, 2nd Stickner, Motion Carried
 - Motion to Appoint ELECTED FULL TIME employee MICHAEL HILL
by Stickner, 2nd Soltis, Motion Carried
 - Motion to Appoint ELECTED PART TIME employees ROBERT SOLTIS
by Hill, 2nd Stickner, Motion Carried
 - Motion to Appoint NON – ELECTED FULL TIME employees
GARY WADE, DENNIS KREIDER by Hill, 2nd Stickner, Motion Carried
 - Motion to Appoint NON – ELECTED PART TIME employees
SHIRLEY BILEK, GEORGE PHILLIPS, ROBERT HARRINGTON,
ALBERT YOUSCHAK, JEANETTE SUMNER, DANIEL
SHERMAN by Stickner, 2nd Soltis, Motion Carried
5. NON-PAID APPOINTMENTS
 - Motion to Appoint Chairman of Vacancy Board WILLIAM TAYLOR
by Hill, 2nd Stickner, Motion Carried
 - Motion to Appoint Rep to Erie County Planning MICHAEL ORR
by Hill, 2nd Stickner, Motion Carried
 - Motion to Appoint Assoc.(ECATO) voting delegate
ROBERT SOLTIS Alt MICHAEL HILL, ROBERT STICKNER
by Soltis, 2nd Stickner, Motion Carried

Motion to Appoint Rep & Alternates to West Erie County Communications
ROBERT STICKNER, Alternate ROBERT SOLTIS by Soltis, 2nd Stickner,
Motion Carried

Motion to Appoint Agricultural Advisory Committee
BRAD ROGERS, ALAN BARTKO, GREG PETRUS, MICHAEL HILL,
STU REVAK by Hill, 2nd Soltis, Motion Carried

Motion to Appoint Community Service Program Officer ROBERT SOLTIS
by Hill, 2nd Stickner, Motion Carried

Motion to Appoint to West County Clean Up Committee Delegate
WILLIAM TAYLOR by Stickner, 2nd Hill Motion Carried

Motion to Appoint Emergency Management Coordinator SHAWN
WROBLEWSKI by Stickner, 2nd Soltis, Motion Carried

Motion to Appoint West Erie County Emergency Management Agency
(WECEMA) voting delegate ROBERT STICKNER Alternate MICHAEL HILL
by Soltis, 2nd Hill, Motion Carried

Motion to Appoint Elk Creek Township Planning Commission
MICHAEL ORR (2023), JOHN MOYAK (2021), WILLIAM TAYLOR (2024)
TONYA MODIUS (2024) by Soltis, 2nd Hill, Motion Carried

Motion to Appoint Rep to PSATS Convention and name voting delegate
SHIRLEY BILEK (voting delegate) ROBERT STICKNER (Alternate)
Motion: Michael Hill Seconded: Robert Stickner Motion Approved

Motion to Appoint Banks for Township Funds
ANDOVER BANK (General Fund, Payroll and ARPA) PLGIT (Liquid Fuel &
Savings) by Hill, 2nd Stickner, Motion Carried

The following: Motion to Appoint Newspaper of Publication
WEST COUNTY JOURNAL & ERIE TIMES NEWS

Motion to Appoint CAO for Pension Plan
TOWNSHIP SECRETARY

Motion to Appoint Open Records/RTK Officer
TOWNSHIP SECRETARY

Motion to Appoint Floodplain Administrator
TOWNSHIP SECRETARY

Motion to Appoint Storm Water Management Administrator
TOWNSHIP SECRETARY

Motion to Appoint Permit Officer
TOWNSHIP SECRETARY

by Soltis 2nd Hill, Motion Carried

6. SET TAXES: Make motion to set taxes as follows:

Township Millage: 3.65 mil

Local Services Tax -

\$52.00 a year FOR EMPLOYEES IN ELK CREEK TOWNSHIP

Earned Income Tax –

1% (0.4% Municipal: 0.6% School District)

by Hill, 2nd Stickner, Motion Carried

7. COMPENSATION: The following was made as follows:

Recommend to auditors, Wages for ELECTED SUPERVISORS

FULL TIME CDL \$ _____ hr

PART TIME Non-CDL \$ _____ hr

Elk Creek Township Tax Collector Commission 5%

Set compensation for Secretary/Assistant Treasurer \$ 16.50 hr

Set compensation for Senior CDL \$ 20.00 hr

Full Time CDL \$ 18.00 hr

Part Time CDL \$ 16.00 hr

Part Time Non-CDL \$ 15.00 hr

Designate holidays for full time employees:

New Years Day, Memorial Day, 4th of July, Labor Day, Veterans Day,

Thanksgiving Day, The day after Thanksgiving, Friday prior to

Easter, and Christmas Day

Designate number of paid personal days for Full Time employees

3 days Designate Vacation Days for Full Time employees ,1 week after 1 year, 2 weeks after 5 years, and 3 weeks after 10 years of service

4 weeks after 20 years of service by Hill, 2nd Stickner, Motion Carried.

8. MISCELLANEOUS: Motion as follows:

Motion to Set bond limit for Treasurer: \$450,000.00

Motion to Set day & time for regular meetings:

FIRST MONDAY OF EACH MONTH @ 7:30 PM

THIRD MONDAY OF EACH MONTH @ 7:30 PM, when needed.

Motion to Set office hours:

MONDAY, TUESDAY, THURSDAY 9:00 to 5:00, OTHER TIMES

BY APPOINTMENT by Hill, 2nd Stickner, Motion Carried

Motion to Set amount of donations: CVFD \$10,000.00

CVFD \$5000.00 for Diesel Fuel

EVFD \$1,500.00

Make motion to set fee Schedule for:

Building Permit Exemption: \$40.00

Driveway Permit Fee: \$75.00

Storm Water Application: \$100.00 OVER 999 (under is exempt),

>5k \$100 + Engineer fees.

Tax Collector Fee Schedule: Certifications \$5.00 per request

Bill Copy \$2.00 per bill

Non Sufficient Funds \$30.00

CC fee TBD

Motion to Set mileage reimbursement rate:

IRS Rate for 2023 is currently 65.5 cents per mile

Motion to Authorize Secretary/Treasurer to pay bills as follows: insurance, utilities, rotating credit account bills as they come due, with other incurred bills to be approved at regular monthly meetings. by Hill, 2nd Stickner, Motion Carried

Motion to Adjourn Organizational Meeting at 7:37 PM.

Respectfully Submitted,

Michael Hill & Robert Soltis