

# ELK CREEK TOWNSHIP SUPERVISORS

## AGENDA

February 5, 2024

**1. Call to Order with the Pledge to the Flag**

**2. Roll Call:**

Robert Soltis	Present/Absent
Michael Orr	Present/Absent.
Robert Stickner	Present/Absent

**3. Agenda Additions:**

**4. Public Comments:**

**5. Reports:**

Public Works – Gary Wade

Suit-Kote Budgetary Form

We have received 93.65 tons of the 250 tons required by Co-Stars per contracted season 2023-2024.

Planning Commission– Michael Orr

Next Meeting Date: Feb 26 2024    Location: Elk Creek Twp Bldg.    Time: 7:30 PM

Steinheiser Mylars – signed by Planning Commission, needs Supervisors signatures.

Duane Taylor Subdivision– signed by Planning Commission, needs Supervisors signatures.

Junkins Subdivision – needs signed by Planning Commission, needs Supervisors signatures.

West County Comm – Robert Stickner

Next Meeting Date: April 11, 2024    Location: 6852 Meadville Rd. Time: 7:00 PM

Erie County Planning – Michael Orr

Next Meeting Date: Feb 8, 2024    Location: Blasco Library    Time: 6:00 PM

ECATO – Robert Soltis

Next Meeting Date: Feb 22 2024    Location: Summit    Time: 9:00 AM

ECATO Scholarship committee requested that the information to be posted on the website. Shirley has updated website to include this request.

WECEMA – Robert Stickner

Next Meeting Date: March 1 2024 Location: 6852 Meadville Rd. Time 10:00 AM

Fire COG – Michael Orr

Next Meeting Date: March 1, 2024    Location: A.V.F.D. Bldg.    Time 6:30 PM

Erie COG – Michael Orr

Next Meeting Date: Feb 7 2024    Location: Fairview    Time: 2:00 PM

MPO - Robert Soltis

Next Meeting Date: Feb 14, 2024 Location: Zoom or Erie Transit Time: 10:00 AM

**6. Act on Supervisors Re-Organizational meeting minutes of January 2, 2024.**

**Motion to accept:** 2<sup>nd</sup> Carried Y or N

**7. Act on Supervisors meeting minutes of January 2, 2024.**

**Motion to accept:** 2<sup>nd</sup> Carried Y or N

**8. Act on Supervisors meeting minutes of January 15, 2024.**

**Motion to accept:** 2<sup>nd</sup> Carried Y or N

**9. Financial Report**

**General Fund Checking - 126** \$

**Liquid Fuel Checking - 8014** \$

**PLIGIT Checking - 8043** \$

**Capital Improvement – 8050** \$

**Motion to accept:** 2<sup>nd</sup> Carried Y or N

**10. Presentation of Bills:**

**Motion to accept:** 2<sup>nd</sup> Carried Y or N

**11. Correspondence:**

Joshua Montgomery is currently covering a position in Venango County. His temporary contact for Elk Creek is Troy Cyphert. Phone number and email are on file in the township office.

Meeting dates for 2024 ECATO, WECEMA, EACOG, Fire COG and MPO have been received and posted in the office.

Erie Sand & Gravel 2024 Pricing has been received.

Wilkinson Aggregates 2024 Pricing has been received.

Morley Road Culvert #1 award has been received from Mark Corey.

Reassessments due to Farmstead, Homestead, Clean & Green. County/ Muni Taxes reduced by \$191,700.00.

Floodplain Management Annual Report due by Feb 28<sup>th</sup>

Senator Laughlin's Municipal Leaders Grant Workshop, Thursday Feb 8, 2024 at Tom Ridge Center in Erie. Michael Orr and Shirley Bilek are registered attend.

Erie Co Tax Collection District (ECTCD) report has been received and is available for review.

Cintas Uniforms – spoke with someone about getting a quote. Would like a meeting.

Armstrong rate.

Road Concerns:

Fillinger Road  
West Road  
Thrasher Road

Blazy Road  
Miller Road  
Babbitt Road

Reservoir Road  
Eureka Road

RTK – Trash and Recycling Bids – Shirley Replied

RTK – American Transparency-Name and Gross Wages for the 2023 year - Shirley Replied

ECGRA – Erie County Gaming Revenue Authority Grant

FNB – balance for 2022 John Deere tractor \$90,826.04.

PPC Report – Edinboro Fire Department

PPC Report – Cranesville Fire Department

**12. Unfinished Business:**

Verizon Phone replacement phones have been received by Robert Soltis. Still needs to call Verizon to set up for Michael Orr. Remove Erins name and add whom? \_\_\_\_\_.

Insurance Claim # 009196004987 for Screener rental from Murrysville Machinery awaiting approval from insurance company.

**13. New Business:**

2024-2025 Co-Star Salt Agreement

Motion to pay CVFD remainder of 2023 donation of \$1261.

**Motion:** 2<sup>nd</sup> Carried Y or N

Office Hours have changed as follows:

Monday 8:30-11:30 and 12:30-3:30  
Tuesday 8:30 – 11:30 and 12:30-3:30  
Wednesday CLOSED or by appointment  
Thursday 8:30-11:30 and 12:30 – 3:30  
Friday CLOSED

Motion to remove Shirley Bilek as Assistant Treasurer and add Robert Stickner.

**Motion:** 2<sup>nd</sup> Carried Y or N

Motion to bond Robert Stickner for \$ \_\_\_\_\_.

**Motion:** 2<sup>nd</sup> Carried Y or N

Motion for revised signature cards needed at Andover to read as signatures as: Robert Soltis, Robert Stickner, and Michael Orr.

**Motion:** 2<sup>nd</sup> Carried Y or N

Motion for revised signature cards needed at PLIGIT to read as signatures as: Robert Soltis, Robert Stickner, and Michael Orr.

**Motion:** **2<sup>nd</sup>** **Carried** **Y or N**

Floodplain Management Annual Report due by Feb. 28, 2024.

Form C-404, Report of Building Permits was due by Jan 26, 2024 it was filed by Shirley.

2024 Seal Coat Bid participation request received from Harborcreek. Michelle must have an answer by Feb 16, 2024.

The 2024 bidding thresholds for local government agencies were published in the December 23, 2023 Pennsylvania Bulletin. Effective January 1, 2024, the bidding thresholds are as follows:

\$0 - \$12,600 No quotes or bidding required

\$12,600 - \$23,199 Three telephonic or written quotes required

\$23,200 and above Formal, public bidding required

Yearly bids for gravel, seal coat, brine, modified 2A material and paving should be starting.

2023 Audit by Felix and Gloekler P.C. to begin Feb 19, 2024.

Sign LVR awarded contract. Return ASAP and request 50% payment of project.

Motion to advertise for members for Elk Creek Township Planning Commission in the West County News Journal.

**Motion:** **2<sup>nd</sup>** **Carried** **Y or N**

Motion to advertise for Part-Time CDL driver with details of job description in the West County News Journal.

**Motion:** **2<sup>nd</sup>** **Carried** **Y or N**

Re-organizational minutes from Auditors? Pension?

Hexad engineering company for Windstream. Permit inquiry for fiber optic cable placement on township roads.

Request to pay the re-organizational auditors for each year starting 2019. No records are on file as payment to our auditors from this year forward. Auditors will have the right to refuse payment if they wish. Minutes must be provided as to show who the auditors were for 2019-20-21-22-23-24.

**Motion:** **2<sup>nd</sup>** **Carried** **Y or N**

#### **14. Ordinances:**

#### **15. Resolutions:**

3 of 2024 Disposition of Records

**16. Miscellaneous:**

**CVFD fuel usage for the month of January 2024:**

Monthly Usage	YTD Usage	YTD Cost \$
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**17. Permits:**

- #011024-01 Beau Robinson, 6919 Rt 6, New Construction
- #012924-01 Maleno-Canpany, Lot#8 Hunter Ridge, New Construction

**18. Good of the Order:**

**19. Motion to Adjourn:** \_\_\_\_\_ <sup>2<sup>nd</sup></sup> \_\_\_\_\_ **Carried**      **Y or N**

**Adjourned:** \_\_\_\_\_

Minutes taken by: \_\_\_\_\_