

**ELK CREEK TOWNSHIP SUPERVISORS
AGENDA – ORGANIZATIONAL MEETING – JANUARY 5, 2026**

Call to Order 7:00 PM with Pledge to the Flag

Temporary Chairman: _____

**Roll Call: Robert Soltis, Michael Orr, Robert Stickner.
Others in attendance:**

RE-ORGANIZATION OF BOARD

Motion to Appoint Chairman

Appointed: _____ **Motion:** _____ **2nd:** _____

Motion to Appoint Vice Chairman

Appointed: _____ **Motion:** _____ **2nd:** _____

MOTION TO ACCEPT THE FOLLOWING APPOINTMENTS

Secretary/Office Manager

**Treasurer & Assistant Treasurer
Treasurer: Assistant Treasurer:**

Road Foreman

**Motion to Appoint Roadmaster(s)
Michael Orr, William Taylor and Robert Soltis**

**Engineer
Mark Corey**

**Township Solicitor
Knox Law**

**CPA Firm to perform Township Audit 2024
Herberlein & Falk, PC**

Motion: _____ **2nd:** _____

Motion to Appoint employees as follows:

Elected Part-Time

Michael Orr, Robert Stickner and Robert Soltis

Non-Elected Full-Time employees:

Gary Wade, Dennis Kreider, Shirley Bilek

Non-Elected Part-Time employees

**George Phillips, Robert Harrington, Albert Youschak,
Jacob Eaton, Michael Hill, Raymond Smith**

Motion: _____ **2nd:** _____

Motion to approve NON-PAID APPOINTMENTS as follows:

Chairman of Vacancy Board - Delegate: _____

Representative to Erie County Planning - Delegate: _____

ECATO voting delegate and alternates

Delegate: _____ **Alternate:** _____

Representative & Alternate to West Erie County Communications

Delegate: _____ **Alternate:** _____

Agricultural Advisory Committee

Brad Rogers, Alan Bartko, Greg Petrus, Stu Revak

Community Service Program Officer -

West County Clean Up Committee Delegate - William Taylor

Emergency Management Coordinator - Shawn Wroblewski

West Erie County Emergency Management Agency voting delegate & alternate.

Delegate: _____ **Alternate:** _____

Elk Creek Township Planning Commission as follows:

Michael Orr, John Moyak & Gary Bilek

Representative and voting delegate to PSATS Convention

Michael Orr

West County Paramedics

Delegate: _____ **Alternate:** _____

West County Communications:

Delegate: _____ **Alternate:** _____

Fire COG

Delegate: _____ **Alternate:** _____

Erie COG

Delegate: _____ **Alternate:** _____

MPO / TAC

Delegate: _____ **Alternate:** _____

Motion: _____ **2nd:** _____

Motion to Appoint the following:

Banks for Township Funds as follows:
ANDOVER BANK (General Fund & Payroll)
PLGIT (Liquid Fuel & Savings)

Newspaper of Publication as follows:
WEST COUNTY JOURNAL & ERIE TIMES NEWS

Bond for Treasurer & Asst. Treasurer
\$450,000.00 each

Motion: _____ **2nd:** _____

Motion to appoint the Secretary as the following administrator:

CAO for Pension Plan
Open Records/RTK Officer
Floodplain Administrator
Storm Water Management Administrator
Permit Officer

Motion: _____ **2nd:** _____

Local Services Tax -
\$52.00 a year FOR EMPLOYEES IN ELK CREEK TOWNSHIP

Earned Income Tax –
1% (0.4% Municipal: 0.6% School District)

Motion: _____ **2nd:** _____

MOTION TO SET COMPENSATION AS FOLLOWS:

Recommendation to auditors: Wages for ELECTED SUPERVISORS

FULL TIME CDL No Full Time CDL Supervisors \$20.75 hr.

FULL TIME NON-CDL No Full Time NON-CDL Supervisors \$19.25 hr.

PART TIME CDL No Part Time CDL Supervisors \$18.75 hr.

PART TIME NON-CDL (R. Soltis, M. Orr, R. Stickner) \$18.00 hr.

TREASURER Michael Orr \$ 18.00 hour

Elk Creek Township Tax Collector Commission 5 %

Secretary/Office Manager(Shirley Bilek \$ 20.00 hour with benefits)
\$ _____ hour

Road Foreman (Gary Wade \$25.00 hour with benefits)
\$ _____ hour

Full Time CDL (Dennis Kreider \$22.50 hour with benefits)
\$ _____ hour

Part Time CDL (Raymond Smith \$18.00, Robert Harrington \$20.00,
Jacob Eaton \$20.00 Michael Hill \$ 20.00)
\$ _____ hour

Part Time Non CDL (George Phillips \$15.50)
\$ _____ hour

Motion: _____ **2nd:** _____

Motion to approve New Hires as follows:

New Hire Probation

90 days \$ 18.00 hour without benefits.

New Hire After probation

\$ 19.00 hour with benefits.

New Hire with qualification on all Equipment

\$ 20.00 hour with benefits.

Motion: _____ 2nd: _____

Motion to approve the following with pay:

Designated holidays for full time employees :

New Years Day (Wednesday, Jan 1, 2025)

Good Friday (Friday April, 18, 2025)

Memorial Day (Monday, May 26, 2025)

4th of July (Friday, July 4, 2025)

Labor Day (Monday, Sept 1, 2025)

Veterans Day (Tuesday, Nov 11, 2025)

Thanksgiving Day (Thursday, Nov 27, 2025)

The day after Thanksgiving (Friday Nov 28, 2025)

Christmas Day (Thursday, Dec 25, 2025)

Designate number of personal days for Full Time employees: 3

Designate Vacation for Full Time employees

1 week after 1 year (Shirley Bilek 5 yrs)

2 weeks after 5 years (Dennis Kreider 6 yrs)

3 weeks after 10 years of service

4 weeks after 20 years of service (Gary Wade)

Motion: _____ 2nd: _____

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: _____ 2nd: _____

Motion to Set office hours as follows:

Monday 8:30 – 5:00 PM

Tuesday 8:30 – 5:00 PM

Wednesday 8:30 – 5:00 PM

Thursday 8:30 – 5:00 PM

Friday 8:30 – 5:00 PM

Motion: _____ 2nd: _____

Motion to set fee Schedule as follows:

Building Permit Exemption: \$40.00

Driveway Permit Fee: \$100.00

\$500.00 per 1 load of gravel, includes permit

\$900 per 2 loads of gravel, includes permit

**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 \$50.00

Credit Card fee TBD

Motion: _____ 2nd: _____

Motion to Set mileage reimbursement rate in 2025 as set by the IRS.

IRS Rate for 2026 @ \$.72

Motion: _____ 2nd: _____

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.**

Motion: _____ 2nd: _____

Motion to Adjourn Organizational Meeting at _____ PM

Motion: _____ 2nd: _____

Respectfully Submitted:

Name and Date