

ELK CREEK TOWNSHIP SUPERVISORS Minutes January 4, 2021 Re-Organizational Meeting

Temporary Chairman Robert Soltis called the meeting to order at 7:05 pm, followed by The Pledge of Allegiance.

Roll call showed Michael Hill, Robert Soltis and Robert Stickner present. Temporary Secretary/Treasurer Erin Anderson was also present. No public present.

Michael Hill made a motion to appoint Robert Soltis as Chairman. Robert Stickner seconded the motion.

Robert Soltis made a motion to appoint Michael Hill as Vice Chairman. Robert Stickner seconded.

A motion was made by Robert Soltis to appoint Erin Anderson as Secretary/Treasurer. The motion was seconded by Michael Hill.

A motion was made by Mr. Soltis to appoint Michael Hill as Road Foreman. The motion was seconded by Mr. Stickner.

A motion was made by Mr. Soltis to appoint Michael Hill, Robert Soltis and Robert Stickner as Road Masters. The motion was seconded by Mr. Hill.

Mr. Soltis made a motion to appoint Mark Corey as Township engineer. The motion was seconded by Mr. Stickner. Mr. Soltis asked if there was any discussion. Discussion about bidding the engineer position, as other townships have, for 2022.

Mr. Hill made a motion to appoint Attorney Christine Hall McClure as Township solicitor. The motion was seconded by Mr. Stickner.

A motion was made by Robert Soltis to appoint CPA firm Felix & Gloekler, PC to provide the 2020 Township audit. This motion was seconded by Mr. Hill. Mr. Soltis asked if there was any discussion. No discussion occurred.

All AYE votes were received on the prior position appointments. Motions passed.

The Supervisors appointed Michael Hill as the only Full Time Elected Employee and the Part Time Elected Employees appointed were Robert Stickner and Robert Soltis.

The Supervisors named Erin Anderson, Gary Wade and Dennis Kreider as Full Time Employees and George Phillips, Robert Harrington and Albert Youschak as Part Time Employees.

The Board appointed William Taylor as Chairman of the Vacancy Board.

The Board appointed Mike Orr as representative to Erie County Planning.

Robert Soltis was appointed as representative to Erie County Township Association (ECATO) with alternates to be Michael Hill and Robert Stickner.

Robert Stickner was appointed as the representative to West County Communications with Robert Soltis to serve as alternate.

The Board reappointed Stu Revak, Alan Bartko, Greg Petrus and Michael Hill to the Agricultural Advisory Committee. Discussion ensued about contacting another individual to serve.

Robert Stickner was appointed as the Community Service representative.

The Board appointed Andrew Pennock as the Emergency Management Coordinator.

Robert Stickner was appointed as voting delegate to the West Erie County Emergency Management Agency.

Dennis Wade, Michael Orr, John Moyak, William Taylor and Dennis Teed were reappointed to Elk Creek Township Planning Commission.

A motion was made by Michael Hill to appoint Robert Soltis as voting delegate to PSATS (May 2021 Conference) with Michael Hill as the alternate. This was seconded by Robert Stickner.

PLGIT and Andover Bank were appointed as the financial institutions for Township funds.

The Erie Times News and West County Journal were appointed as the Township newspapers of publication with West County Journal as primary.

Erin Anderson was appointed as CAO for Pension, Open Records Officer, Floodplain Administrator, Stormwater Management Administrator and Permit Officer.

All appoints were motioned by Robert Soltis and seconded by Robert Stickner. All AYE votes were received on the prior appointments and designations. Motions passed.

The 2021 Township millage rate will remain the same at 3.0 mills. The Local Service Tax (LST) will also remain the same at \$52.00 per year for employees working in Elk Creek Township. The Earned Income Tax (EIT) also remains unchanged at 1%, (0.4% municipal; 0.6% school dist.)

The Elk Creek Township tax collector commission will remain at 5%.

Robert Soltis recommended to the Auditors that elected employee wages be set at: FT CDL to \$20.00 and PT non CDL to stay the same at \$18.00 to coordinate with the non-elected employee wage increase.

Compensation for Secretary/Treasurer will be salary at \$33,580.00; Senior CDL will be \$18.00; Full Time CDL will be \$16.60; Part Time CDL will be \$15.00 and Part Time Non CDL will be \$14.10 as set in the 2021 budget.

The Full Time employee paid holidays are as follows: New Year's Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, Day After Thanksgiving, Friday prior to Easter, and Christmas Day. Three paid personal days.

Vacation for Full Time employees is designated at 1 week vacation after 1 year, 2 weeks vacation after 5 years and 3 weeks vacation after 10 years of service.

Robert Soltis made a motion to approve all compensation above, as stated. Robert Stickner seconded this motion. Roll call vote. All aye. Motion passed.

Treasurer bond remains the same at \$450,000. Robert Soltis made the motion to set the bond at \$450,000 and Mr. Hill seconded the motion. All aye. Motion carried.

The day and time of the townships regular meeting will be the 1st Monday of each month @ 7:30pm and the 3rd Monday of each month @ 7:30pm, if necessary.

The Township office hours will be 8:30 am to 5:00 pm Monday through Friday. Discussion ensued regarding creating different hours to better service the public. The Board decided to leave the office hours as stated but will address in the future.

The amount of donations to the EVFD \$1,500, the CVFD \$10,000, and \$4,000 in diesel fuel to CVFD with a motion made by Robert Soltis and a second by Michael Hill. All Aye. Motion carried.

The Township permit fees are as follows: Building Permit Exemption Fee \$40.00, Driveway Permit Fee \$75.00 and limestone \$245.00 1 load, \$490 2 loads, and Stormwater Permit Fee \$100.00 over 999 sq ft with additional engineer fees over 4,999 sq ft..

Robert Soltis made a motion to approve all hours and fees, as stated. Robert Stickner seconded this motion. No discussion. All aye. Motion passed.

The IRS set the 2021 mileage rate at .56 cents per mile. Mr. Soltis made a motion to set this rate for the Township and Mr. Hill seconded. All aye. Motion carried.

Robert Soltis made motion to authorize the Township Secretary/Treasurer to pay the monthly bills as they come due, including, but not limited to: Utilities, insurance, revolving credit account bills with remaining bills to be approved at regular monthly meetings. Robert Stickner seconded said motion. All aye. Motion carried.

Robert Soltis made a motion to adjourn. Robert Stickner seconded. All in favor. The meeting adjourned at 7:45 pm.

Respectfully Submitted,

Erin Anderson, Secretary/Treasurer