

ELK CREEK TOWNSHIP SUPERVISORS Minutes January 6, 2020 Re-Organizational Meeting

Temporary Chairman Robert Soltis called the meeting to order at 7:03 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. There were many residents present, including Mike Orr, Karen and Denny Teed, Jim Duda and William Taylor.

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

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

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

Mr. Hill made a motion to appoint Mark Corey as Township engineer. The motion was seconded by Mr. Soltis.

Mr. Hill made a motion to appoint Attorney Christine Hall McClure as Township solicitor. The motion was seconded by Mr. Stickner. Mr. Soltis asked if there was any discussion. No discussion occurred.

A motion was made by Michael Hill to appoint CPA firm Felix & Gloekler, PC to provide the 2019 Township audit. This motion was seconded by Mr. Soltis. 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 only Part Time Elected Employee appointed was Robert Soltis.

The Supervisors named Erin Anderson, Gary Wade and Robert Harrington as Full Time Employees and George Phillips, Daniel Sherman, Albert Youschak and Christopher Redmond 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, Robert Stickner and Erin Anderson.

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, Ed Warhola and Michael Hill to the Agricultural Advisory Committee.

Robert Soltis was reappointed as the Community Service representative.

The Board reappointed Chuck Kanarr 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 were reappointed to Elk Creek Township Planning and Dennis Teed as a newly appointed member.

A motion was made by Michael Hill to appoint Robert Soltis as voting delegate to PSATS (May 2020 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.

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

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

The 2020 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 increase 75 cents per hour FT CDL \$19.50 and PT non CDL \$18.00 to coordinate with the non-elected employee wage increase.

Compensation for Secretary/Treasurer will be salary at \$33,060.00, as budgeted; Senior CDL will be \$17.75; Full Time CDL will be \$16.35; Part Time CDL will be \$15.00 and Part Time Non CDL will be \$14.10 as set in the 2020 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 Stickner made a motion to approve all compensation above, as stated. Robert Soltis seconded this motion. Roll call vote. All aye. Motion passed.

Treasurer bond remains the same at \$450,000. Michael Hill made the motion to set the bond at \$450,000 and Mr. Stickner seconded the motion. Call for discussion. Board agreed that amount is still sufficient for 2020. All aye. Motion passed.

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 secretary overtime with the new law for salary paid workers. Mr. Hill stated either overtime can be paid for meetings or extra time off can be taken throughout the month to reduce hours. The Board decided to leave the office hours as stated.

The amount of donations to the EVFD \$1,000, the CVFD \$10,000, the Albion Public Library will be \$500.00, as well as the \$4,000 in diesel fuel to CVFD, as stated in the 2020 Budget.

The Township permit fees are as follows: Building Permit Exemption Fee \$40.00, Driveway Permit Fee \$75.00 w/411(2RC not 411) \$175.00 or w/limestone \$225.00 and Storm water Permit Fee \$100.00 over 999 sq ft with additional engineer fees over 4,999 sq ft..

Michael Hill made a motion to approve all hours and fees, as stated but with a change to the driveway permit fee from 411 to 2RC at \$175. Robert Stickner seconded this motion. No discussion. All aye. Motion passed.

The IRS set the 2020 mileage rate at .575 cents per mile. Michael Hill made a motion to set this rate for the Township and Mr. Stickner seconded. All aye. Motion passed.

Michael Hill 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 passed.

Robert Soltis asked for public comment at this time. None was received.

Michael Hill made a motion to adjourn. Robert Stickner seconded. All in favor. The meeting adjourned at 7:25 pm.

Respectfully Submitted,

Erin Anderson, Secretary/Treasurer