

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

CALL TO ORDER at 7:00 PM with Pledge to the Flag

TEMPORARY CHAIRMAN: William Taylor

ROLL CALL: Robert Soltis, Michael Orr, Robert Stickner. William Taylor

Others in attendance: Shirley Bilek

RE-ORGANIZATION OF BOARD

Motion to **Appoint Chairman** William Taylor

by Robert Soltis 2nd: Michael Orr Motion Carried

Motion to **Appoint Vice Chairman** Michael Orr

by Robert Soltis 2nd: William Taylor Motion Carried

APPROVE APPOINTMENTS AS LISTED

Secretary/Office Manager: Shirley Bilek

Treasurer: Michael Orr

Assistant Treasurer: Shirley Bilek

Road Foreman: Gary Wade

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

Engineer: Mark Corey

Township Solicitor: Knox Law - Patricia Kennedy

CPA Firm to perform Township Audit 2025: Herberlein & Falk, PC

Motion to accepts these appointments

by Robert Soltis 2nd: Michael Orr Motion Carried

APPOINTED EMPLOYEES AS FOLLOWS:

Elected Part-Time

Michael Orr, William Taylor and Robert Soltis

Non-Elected Full-Time employees:

Gary Wade, Dennis Kreider, Shirley Bilek

Non-Elected Part-Time employees

George Phillips, Jacob Eaton, Michael Hill, Raymond Smith

Motion to accept appointed employees

by Michael Orr 2nd: Robert Soltis Motion Carried

NON-PAID APPOINTMENTS as follows:

Chairman of Vacancy Board - David Soltis

Representative to Erie County Planning - Michael Orr

ECATO voting delegate and alternates

Delegate: Michael Orr Alternate: Shirley Bilek

Representative & Alternate to West Erie County Communications

Delegate: Michael Orr Alternate: Robert Soltis
Agricultural Advisory Committee
Brad Rogers, Robert Soltis, Greg Petrus, Stu Revak
Community Service Program Officer – William Taylor
West County Clean Up Committee Delegate -William Taylor
Emergency Management Coordinator - Shawn Wroblewski
West Erie County Emergency Management Agency –
voting delegate Michael Orr & Alternate: Robert Soltis
Elk Creek Township Planning Commission
Michael Orr, John Moyak, Gary Bilek, William Taylor
Representative and voting delegate to PSATS Convention -
Michael Orr
West County Paramedics Delegate: Robert Soltis Alternate: Michael Orr
Fire COG
Delegate: Michael Orr Alternate: William Taylor
Erie COG
Delegate: Michael Orr Alternate: Shirley Bilek
MPO / TAC
Delegate: Robert Soltis

Motion to approve non-paid appointments:

by Robert Soltis

2nd: William Taylor

Motion Carried

APPOINT THE FOLLOWING:

BANKS for TOWNSHIP FUNDS

ANDOVER BANK (General Fund & Payroll)

Names approved for signature card:

William Taylor, Michael Orr, Robert Soltis, Shirley Bilek

PLGIT (Liquid Fuel & Savings)

Names approved for cards:

William Taylor, Michael Orr, Robert Soltis, Shirley Bilek

BANK OF MONTREAL (BOM – Credit Card)

Names approved for signature card:

William Taylor, Michael Orr, Robert Soltis, Shirley Bilek

NEWSPAPERS OF PUBLICATIONS:

West County News Journal and Erie Times News

BOND FOR TREASURER & ASSISTANT

\$ 450,000.00 each

Motion to approve banks, publications and bonds

by William Taylor

2nd Michael Orr

Motion Carried

APPOINT SECRETARY AS ADMINISTRATOR FOR:

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

Motion to approve secretary for administrator as presented:

by: William Taylor 2nd: Michael Orr Motion Carried

LOCAL SERVICE TAX -

\$52.00 a year FOR EMPLOYEES IN ELK CREEK TOWNSHIP

EARNED INCOME TAX–

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

Acknowledgment of set tax fees: William Taylor, Michael Orr and Robert Soltis

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, W. Taylor) \$18.00 hr.

TREASURER Michael Orr \$ 18.00 hour

Elk Creek Township Tax Collector Commission 5 %

Secretary/Office Manager - Shirley Bilek \$ 21.00 hour with benefits

Road Foreman - Gary Wade \$26.00 hour with benefits

Full Time CDL - Dennis Kreider \$23.50 hour with benefits

Part Time CDL without benefits:

Raymond Smith \$18.00 hour

Jacob Eaton \$21.00 hour

Michael Hill \$ 21.00 hour

Part Time Non CDL without benefits George Phillips \$16.50 hour

Motion to accept compensation for employees

by William Taylor 2nd: Robert Soltis Motion Carried

COMPENSATION FOR NEW FULL TIME/PART TIME EMPLOYEE

New Hire Probation period 90 days

\$ 18.00 hour without benefits.

New Hire After probation of 90 days

\$ 19.00 hour without benefits.

New Hire with qualification per Road Foremen on all Equipment
after 6 months

\$ 20.00 hour without benefits.

Motion to accept compensation for new full time/ part time employees

by William Taylor 2nd: Robert Soltis Motion Carried

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 to approve holiday, personal and vacation days with pay
by Michael Orr 2nd:Robert Soltis Motion Carried*

SET DATES AND TIMES FOR REGULAR MEETINGS:

FIRST MONDAY OF EACH MONTH @ 7:30 PM

THIRD MONDAY OF EACH MONTH @ 1:00 PM, when needed.

Motion to accept meeting dates and times

by William Taylor *2nd: Michael Orr* *Motion Carried*

SET OFFICE HOURS:

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 to accept office hours by Robert Soltis *2nd: Michael Orr* *Motion*
Carried

SET FEE SCHEDULE:

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 to accept fee schedule by Michael Orr 2nd:Robert Soltis Motion Carried

SET MILEAGE REIMBURSEMENT RATE AS SET BY THE IRS @\$.72

Motion to approve mileage reimbursement at IRS rate for 2025

by Michael Orr

2nd Robert Soltis

Motion Carried

AUTHORIZE SECRETARY / TREASURER TO PAY

Insurance, utilities, rotating credit account bills as they come due, with other incurred bills to be approved at regular monthly meetings.

*Motion to Authorize Secretary/Treasurer to pay invoices as they are due
by Michael Orr 2nd Robert Soltis Motion Carried*

Motion to Adjourn Organizational Meeting at 7:45 PM

by Robert Soltis 2nd Michael Orr Motion Carried

Meeting adjourned

Respectfully Submitted,

Shirley Bilek

Minutes approved 2/2/2026