

**ELK CREEK TOWNSHIP SUPERVISORS
MINUTES – ORGANIZATIONAL MEETING – JANUARY 2, 2024**

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

Temporary Chairman: Robert Soltis

2. Roll Call: Robert Soltis, Michael Orr, Robert Stickner, all present. Other in attendance William Taylor and Deborah Orr.

3. RE-ORGANIZATION OF BOARD

Motion to Appoint Chairman

Appointed Robert Soltis Motion: Stickner 2nd: MD Orr

Motion to Appoint Vice Chairman

Appointed Michael Orr Motion: Stickner 2nd: Soltis

4. APPOINTMENTS

Motion to Appoint Secretary/Assistant Treasurer

Appointed Shirley Bilek Motion: Stickner 2nd: MD Orr

Motion to Appoint Treasurer

Appointed Robert Soltis Motion: Stickner 2nd: MD Orr

Motion to Appoint Road Foreman

Appointed Gary Wade Motion: Stickner 2nd: MD Orr

Motion to Appoint Roadmaster(s)

Appointed Robert Soltis Motion: Stickner 2nd: MD Orr

Appointed Robert Stickner Motion: Soltis 2nd: MD Orr

Appointed Michael Orr Motion: Stickner 2nd: Soltis

Motion to Appoint Engineer

Appointed **Mark Corey** Motion: Stickner 2nd: MD Orr

Motion to Appoint Township Solicitor

Appointed **Knox Law -Pat Kennedy** Motion:Stickner 2ndMD Orr

Motion to Appoint CPA Firm to perform Township Audit 2023

Appointed **Felix & Gloeckler** Motion:Stickner 2nd MD Orr

Motion to Appoint Elected Part-Time employees

Appointed **Robert Soltis** Motion: Stickner 2nd: MD Orr

Appointed **Robert Stickner** Motion: Soltis 2nd: MD Orr

Appointed **Michael Orr** Motion: Stickner 2nd: Soltis

Motion to Appoint Non-Elected Full-Time employees

Appointed **Gary Wade** Motion: Stickner 2nd: MD Orr

Appointed **Dennis Kreider** Motion: Stickner 2nd: MD Orr

Motion to Appoint Non-Elected Part-Time employees

Appointed **Shirley Bilek** Motion: Stickner 2nd: MD Orr

Appointed **George Phillips** Motion: Stickner 2nd: MD Orr

Appointed **Robert Harrington** Motion: Stickner 2nd: MD Orr

Appointed **Albert Youschak** Motion: Stickner 2nd: MD Orr

Appointed **Daniel Sherman** Motion: Stickner 2nd: MD Orr

5. NON-PAID APPOINTMENTS

Motion to Appoint Chairman of Vacancy Board

Appointed **William Taylor** Motion: MD Orr 2nd: Stickner

Motion to Appoint Representative to Erie County Planning:

Appointed **Michael Orr** Motion: Soltis 2nd: Stickner

Motion to Appoint ECATO voting delegate and alternates

Appointed Del **Michael Orr** Motion: Soltis 2nd: Stickner

Appointed Alt **Shirley Bilek** Motion: MD Orr 2nd: Stickner

Appointed Alt **Robert Stickner** Motion: Soltis 2nd: MD Orr

Motion to Appoint Rep & Alt. to West Erie County Communications

Appointed Rep **Robert Stickner** Motion: Soltis 2nd: MD Orr

Appointed Alt **Michael Orr** Motion: Soltis 2nd: Stickner

Motion to Appoint Agricultural Advisory Committee

Appointed **Robert Stickner** Motion: MD Orr 2nd: Stickner

Appointed **Brad Rogers** Motion MD Orr 2nd: Stickner

Appointed **Alan Bartko** Motion MD Orr 2nd: Stickner

Appointed **Greg Petrus** Motion MD Orr 2nd: Stickner

Appointed **Stu Revak** Motion: MD Orr 2nd: Stickner

Motion to Appoint Community Service Program Officer

Appointed **Robert Soltis** Motion MD Orr 2nd: Stickner

Motion to Appoint to West County Clean Up Committee Delegate

Appointed **William Taylor** Motion: Stickner 2nd: Soltis

Motion to Appoint Emergency Management Coordinator

Appointed **Shawn Wroblewski** Motion: Stickner 2nd: MD Orr

Motion to Appoint West Erie County Emergency Management Agency (WECEMA) voting delegate

Appointed **Robert Stickner** Motion: MD Orr 2nd: Soltis
Alternate: **Michael Orr** Motion: Soltis 2nd: Stickner

Motion to Appoint Elk Creek Township Planning Commission

Appointed **William Taylor** Motion: Soltis 2nd: Stickner

Appointed **Michael Orr** Motion: Soltis 2nd: Stickner

Appointed **John Moyak** Motion: Soltis 2nd: Stickner

Motion to Appoint Rep to PSATS Convention and name voting delegate

Appointed **Michael Orr** Motion: Soltis 2nd: Stickner

**Motion to Appoint Banks for Township Funds
ANDOVER BANK (General Fund, Payroll and ARPA)
PLGIT (Liquid Fuel & Savings)**

Appointed **Andover & PLGIT** Motion: Soltis 2nd: Stickner

**Motion to Appoint Newspaper of Publication
WEST COUNTY JOURNAL & ERIE TIMES NEWS**

Appointed **WCNJ & ETN** Motion: Stickner 2nd: MD Orr

Motion to Appoint CAO for Pension Plan

Appointed **Secretary** Motion: MD Orr 2nd: Stickner

Motion to Appoint Open Records/RTK Officer

Appointed **Secretary** Motion: MD Orr 2nd: Stickner

Motion to Appoint Floodplain Administrator

Appointed **Secretary** Motion: MD Orr 2nd: Stickner

Motion to Appoint Storm Water Management Administrator

Appointed **Secretary** Motion: MD Orr 2nd: Stickner

Motion to Appoint Permit Officer

Appointed Secretary Motion: MD Orr 2nd: Stickner

Motion to Appoint Delegates to EACOG (Erie Area COG)

Appointed Del. Michael Orr Motion: Soltis 2nd: Stickner

Appointed Alt. Robert Soltis Motion: MD Orr 2nd: Stickner

Appointed Alt. Robert Stickner Motion: MD Orr 2nd: Soltis

Motion to Appoint Delegate & Alternate to Fire COG

Appointed Del. Michael Orr Motion: Soltis 2nd: Stickner

Appointed Alt. Robert Stickner Motion: MD Orr 2nd: Soltis

6. SET TAXES: Make motion to set taxes as follows:

Township Millage:

5.00 mil

Roll Call Vote: Stickner Yes, Soltis Yes, MD Orr Yes

Local Services Tax -

\$52.00 a year FOR EMPLOYEES IN ELK CREEK TOWNSHIP

Roll Call Vote: Stickner Yes, Soltis Yes, MD Orr Yes

Earned Income Tax –

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

Roll Call Vote: Stickner Yes, Soltis Yes, MD Orr Yes

Motion: MD Orr 2nd: Stickner

7. COMPENSATION: Make motion to set pay as follows:

Recommend to auditors, Wages for ELECTED SUPERVISORS

FULL TIME CDL Township has no Full Time CDL at this time \$20.75

FULL TIME NON-CDL \$19.25 hour

PART TIME CDL \$ 18.75 hour

PART TIME NON-CDL (Robert Soltis, Michael Orr, Robert Stickner)

\$18.00 hour

Motion: Soltis 2nd: Stickner

TREASURER (Robert Soltis) \$ 18.00 hour

Motion: Stickner 2nd: MD Orr

Elk Creek Township Tax Collector Commission 5%
Motion: MD Orr 2nd: Soltis

Set compensation for Secretary/Assistant Treasurer \$ 20.00 hour

Set compensation for Road Foreman (Gary Wade) \$ 23.00 hour

Full Time CDL (Dennis Kreider) \$ 20.00 hour with benefits.

**Part Time CDL (Albert Youschak, Robert Harrington, Daniel Sherman)
\$20.00 hour without benefits.**

Motion: MD Orr 2nd: Stickner

Part Time Non CDL (George Phillips) \$ 16.00 hour without benefits

Motion MD Orr 2nd: Stickner

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 Stickner 2nd: MD Orr

Designate holidays for full time employees:

**New Years Day (Monday, Jan 1, 2024)
Good Friday (Friday Mar 29, 2024)
Memorial Day (Monday, May 27, 2024)
4th of July (Thursday July 4, 2024)
Labor Day (Monday, Sept 2, 2024)
Veterans Day (Monday, Nov 11, 2024)
Thanksgiving Day (Thursday. Nov 28, 2024)
The day after Thanksgiving (Friday Nov 29, 2024)
Christmas Day (Wednesday, Dec 25, 2024)**

Designate number of paid personal days for Full Time employees 3

Designate Vacation for Full Time employees

**1 week after 1 year, 2 weeks after 5 years (Dennis Kreider), 3 weeks after
10 years of service and 4 weeks after 20 years of service (Gary Wade)**

Motion to Set bond limit for Treasurer (Robert Soltis) : \$450,000.00

Motion Stickner

2nd: MD Orr

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: Sticker

2nd: MD Orr

Motion to Set office hours:

Monday 9:00 -11:00AM and 1:00 – 5:00 PM

Tuesday 9:00 -11:00AM and 1:00 – 5:00 PM

Wednesday CLOSED

Thursday 9:00 -11:00AM and 1:00 – 5:00 PM

Friday CLOSED

Motion: Stickner

2nd: Soltis

Make motion to set fee Schedule for:

Building Permit Exemption: \$40.00

Driveway Permit Fee: \$75.00

**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: MD Orr

2nd: Stickner

Motion to Set mileage reimbursement rate:

IRS Rate for 2024 @ \$.67 beginning January 1, 2024

Motion: MD Orr

2nd: Soltis

**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: Stickner

2nd: MD Orr

Motion to Adjourn Organizational Meeting at 7:35 PM

Motion: Stickner

2nd: MD Orr

Respectfully Submitted:

Michael D Orr

**Michael D. Orr
Recording Secretary**