ELK TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION AND REGULAR MEETING MINUTES JANUARY 5, 2009

The Elk Township Board of Supervisors Reorganization Meeting convened at 7:00 PM at the Elk Township Building, Lewisville, PA. The following Supervisors were present: Palmer Durborow, Estace Walters and Albert Jezyk, Jr.

<u>REORGANIZATION OF ELK TOWNSHIP - 2009</u> <u>Appointments/Reappointments:</u>

On a motion made by Estace Walters, seconded by Albert Jezyk, Pal Durborow was appointed as Chairman of the Board of Supervisors.

On a motion made by Albert Jezyk, seconded by Pal Durborow, Estace Walters was appointed as Vice Chairman of the Board of Supervisors.

On a motion made by Pal Durborow, seconded by Estace Walters, the following appointments/reappointments were made for the year 2009. The vote was unanimous.

Secretary/Treasurer	Terri Kukoda
Open Records Officer	Terri Kukoda
Building Inspector	George Guss
Zoning Offficer	George Guss
Codes Enforcement Officer	George Guss
Engineer	URS Corporation
Alternate Engineer	Stantec Consulting Services
Solicitor	R. Samuel McMichael,
Alternate Solicitor	To Be Determined
Planning Commission	Delbert Steele (4 year term)
	Fran Dilenno (4 year term)
	Mary Gruber, Secretary
Zoning Hearing Board	Suzanne Dougherty (3 year term)
	Mark Plaugher (2 year term)
	Samuel Smith (1 year term)
	Alternates (2 to be appointed)
Zoning Hearing Board Solicitor	Parke, Barnes, Spangler, Oeste & Wood
Signing of Checks	Two Signatures Required
	(Supervisor and/or Treasurer)
Signing of Payroll Checks	Two Signatures Required (Supervisor)
General Fund	National Penn (formerly People's Bank of
	Oxford), and PLGIT
State Fund	PLGIT
Other Funds	National Penn (formerly Peoples
	Bank of Oxford), PLGIT, and Fulton Bank
Mileage Reimbursement	.55 cents
Voting Delegate State Convention	Terri Kukoda
Newspaper of Record	Chester County Press & Daily Local News

Treasurer's Bond Tax Collector's Bond Fire Company Auditors (appointed) \$500,000.00 \$15,000.00 Union Fire Company Penny DeFrank Elaine Gessner Phyllis Moore

On a motion made by Pal Durborow, seconded by Albert Jezyk, Estace Walters was appointed as Township Roadmaster. Estace Walters abstained from the vote.

The Board of Supervisors Reorganization Meeting closed at 7:05 PM followed immediately by the Elk Township Board of Supervisors Meeting.

PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE Resolution No. 2009-01 Public Records Policy

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board adopted Resolution No. 2009-01 Public Records Policy. The vote was unanimous.

Resolution No. 2009-02 Public Records Fee Policy

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board adopted Resolution No. 2009-02 Public Records Fee Policy. The vote was unanimous.

Resolution No. 2009-03 Walters Property Tax Parcel 70-2-23

On a motion made by Albert Jezyk, seconded by Pal Durborow, the Board adopted Resolution No. 2009-03 Walters Property Tax Parcel 70-2-23. Estace Walters abstained from the vote.

Resolution No. 2009-04 Appointment of Zoning Hearing Board Members

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board adopted Resolution No. 2009-04 Appointment of Zoning Hearing Board Members. The vote was unanimous.

Long View Farms Final Subdivision Plan

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board agreed to accept the Government Specialists, Inc. extension letter dated December 24, 2008 for the Long View Farms Final Subdivision Plan. The vote was unanimous.

The Bluffs at Big Elk Creek

Pal Durborow referred to URS correspondence dated December 26, 2008 regarding the status of improvements. Issues to be addressed include stormwater management areas, as-built plans, debris removal, installation of iron pins, replacement of stop signs, and approval of required legal documents. The Township will bill the Developer for any costs associated with salting roads in the subdivision.

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Transportation Management Association (TMA) Local Match Certification

The Board agreed to sign the TMA Local Match Certification providing for Township matching funds in the amount of \$400.00.

Post Office Committee Lease with Township

Pal Durborow stated that the previous lease between the Township and Post Office Committee expired in 2000. The Board agreed that the lease is to be reviewed by the Township Solicitor for updating. The Board also agreed that the Post Office Committee is to be audited by Township Auditors.

Chester County Health Department Township Hall Inspection

The Chester County Health Department will not issue a "License to Operate" until a hand sink is installed in the kitchen. The Board agreed that a hand sink will be installed as soon as possible. The water has been re-tested and did not test positive for Coliform.

Procedure to Appoint Public Accountant for 2009 Audit

The Board agreed to proceed with advertising for the appointment of a Public Account to perform the 2009 Audit. The Board will appoint a Public Account if the appointed Auditors are not able to serve.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Albert Jezyk, the October 14, 2008 Special Meeting Minutes (Proposed Budget); the December 1, 2008 Board of Supervisors Meeting Minutes; and the December 15, 2008 Special Meeting Minutes (Final Budget) were approved. The vote was unanimous.

Treasurer's Report

On a motion made by Al Jezyk, seconded by Estace Walters, the Bills to be Paid for January, with the exception of Roadmaster Payroll, were approved. The vote was unanimous.

On a motion made by Al Jezyk, seconded by Pal Durborow, the Bill to be Paid for Roadmaster Payroll was approved. Estace Walters abstained from the vote.

Tax Collector

Real Estate: \$673.27 Total 2008: \$25,608.99

Planning Commission

Pal Durborow referred to the December Planning Commission Meeting Minutes stating that there was no new business.

Zoning Hearing Board

The TJA Properties (TOJO Mushrooms) Zoning Hearing has been postponed indefinitely. The hearing will be advertised and adjacent property owners notified when rescheduled.

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Zoning Officer

Pal Durborow referred to the January Zoning Officer Report stating that two (2) Building Permits. Code issues include a complaint about animals loose in the neighborhood - chickens, goats, etc., and an abandoned house with trash in the back. On-going projects include The Bluffs at Big Elk Creek, various single homes and various inquiries regarding codes, zoning, etc.

Roadmaster

Roadmaster Estace Walters referred to the December Roadmaster Report stating that debris was cleaned from roads during heavy winds on New Years Eve; he spoke with resident about a mound of dirt in a cul-de-sac that could damage plows; signs were installed; Carter & Sons salted The Bluffs at Big Elk Creek; and the salt bin has been filled.

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board agreed to pay the Robert Folk invoice in the amount of \$5,000.00 for rental of the salt storage area. The vote was unanimous.

Post Office Committee

Pal Durborow referred to the 4th Quarter Post Office Committee Report noting a starting balance of \$14,485.09; income of \$1,374.00; expenses of \$275.00; and an ending balance of \$15,584.09.

Historic Commission

No report.

OLD BUSINESS

No old business.

NEW BUSINESS

The Board agreed to research the installation of Armstrong Cable on Mt. Olivet Road.

PUBLIC COMMENT

No public comment.

Meeting Adjourned at 7:40 PM.

Respectfully Submitted,

Terri Kukoda Secretary/ Treasurer

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