ELK TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
DECEMBER 7, 2015

The Elk Township Board of Supervisors December Meeting convened at 7:00 PM at the Elk Township Building, Lewisville, PA. The following Supervisors were present: Chairman Albert Jezyk Jr., Vice Chairman Estace Walters and Member James George.

PUBLIC COMMENT ON AGENDA ITEMS
There was no public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE
Ordinance No. 2015-04 Determining the Compensation of Supervisors of Elk Township
Al Jezyk stated that the proposed ordinance was advertised and applies to Supervisors entering office after the enactment date.

On a motion made by Jim George, seconded by Al Jezyk, the Board enacted Ordinance No. 2015-04 Determining the Compensation of Supervisors of Elk Township. Estace Walters abstained from the vote.

Resolution No. 2015-03 Declaring Intent to Follow Schedules & Procedures for Disposition of Records as set forth in the Municipal Records Manual Approved on December 16, 2008, as Amended on July 23, 2009
Al Jezyk stated that this resolution declares the Board's intent to follow the Municipal Records Manual for the disposition of records.

Public Comment: Donna Ellingsen asked what these records are.

Al Jezyk stated that the records are as listed in the next resolution (No. 2015-04).

On a motion made by Estace Walters, seconded by Jim George, the Board adopted Resolution No. 2015-03 Declaring Intent to Follow Schedules & Procedures for Disposition of Records as set forth in the Municipal Records Manual Approved on December 16, 2008, as Amended on July 23, 2009. The motion was unanimous.

Resolution No. 2015-04 Authorizing Disposition of Township Records in Accordance with the Municipal Records Manual Approved on December 16, 2008, as Amended on July 23, 2009 (records created prior to 1910 shall not be destroyed without first receiving written consent from the PA Historical & Museum Commission's Bureau of Archives and History)
Al Jezyk stated that this resolution authorizes the disposition of the records listed in the resolution in accordance with the Municipal Records Manual.

Public Comment: Mark Gruber requested that the Historic Commission review any records prior to 1910.

On a motion made by Jim George, seconded by Estace Walters, the Board adopted Resolution No. 2015-04 Authorizing Disposition of Township Records in Accordance with the Municipal Records Manual Approved on December 16, 2008, as Amended on July 23, 2009 (records created prior to 1910 shall not be destroyed without first receiving written consent from the PA Historical & Museum Commission's Bureau of Archives and History). The motion was unanimous.

Resolution No. 2015-05 Appointing Delegates to the Tax Collection Committee
On a motion made by Jim George, seconded by Estace Walters, the Board adopted Resolution No. 2015-05 Appointing Delegates to the Tax Collection Committee. The vote was unanimous.

Union Fire Company No. 1 2016 Contract (revised)
Al Jezyk stated that Union Fire Company No. has added a paragraph to the previously approved contract. The revised contract includes representation from each township/borough on any committee formed for purchasing apparatus.

Estace Walters stated that he attended the recent meeting with the fire company, and some townships/boroughs requested representation for any apparatus purchases.

Jim George stated that there were some questions at the meeting with the fire company about apparatus purchases.

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to sign the Union Fire Company No. 1 2016 Contract (revised). The vote was unanimous.

Union Fire Company No. 1 Ambulance Division 2016 Contract
Al Jezyk stated that the ambulance division contract is something new starting next year.

Estace Walters stated that this was discussed at the meeting with the fire company, the fire company's costs have increased due to added staff and a donor passing away, and the fire company needs more funding.

Public Comment: John Croce asked if this is the same as SCCEMS.

Estace Walters stated that this is not the same as SCCEMS and the 911 operator decides who responds based on caller information.

Jim George stated that Medic 94 provides advanced life support.

Al Jezyk staed that the contract amount is based on the Township's total real estate valuation multiplied by the millage rate.

Jim George stated that some other Townships have a flat EMS per capita tax to support services.

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to sign the Union Fire Company No. 1 Ambulance Division 2016 Contract. The vote was unanimous.

Fulton Bank 24 Month CD Renewal Notice (funds withdrawn & deposited to GF Checking)
Al Jezyk stated that the renewal notice was received for the Fulton Bank 24 Month CD. The funds from the Fulton Bank 24 month CD have been withdrawn and deposited to the National Penn Bank general fund checking account. The Board is considering opening a PLGIT 2-year CD account in the required minimum amount of $97,000.

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to open a PLGIT 2-year CD account in the required minimum amount of $97,000. The vote was unanimous.

TJA Properties (TOJO Mushrooms) Subdivision/Land Development Plan Agreement to Extend Requirements of the PA Municipalities Planning Code Section 508 (53 P.S. 10508)
On a motion made by Jim George, seconded by Estace Walters, the Board agreed to sign the TJA Properties (TOJO Mushrooms) Subdivision/Land Development Plan Agreement to Extend Requirements of the PA Municipalities Planning Code Section 508 (53 P.S. 10508). The vote was unanimous.

Oxford Gun Club Rimfire Shooting Range E& S Control and Post Construction Stormwater Plan dated 11/11/15; Agreement for Professional Plan Review Services
Al Jezyk stated that the Board has received the Oxford Gun Glub Rimfire Shooting Range E & S Control and Post Construction Plan dated November 11, 2015. The plan has been forwarded to the Township Engineer for review.

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to sign the Oxford Gun Club Agreement for Professional Plan Review Services. The vote was unanimous.

Proposed Zoning Ordinance Amendment (revised) – CCPC Correspondence dated 12/1/15
Al Jezyk referred to Chester County Planning Commission correspondence dated December 1, 2015 regarding the proposed zoning ordinance amendment (revised). CCPC's comments include that the proposed zoning ordinance amendments are appropriate.

Public Comment: Donna Ellingsen asked what amendment is this.

Jim George stated the amendment was discussed previously and was revised based on the County's first review comments.

On a motion made by Al Jezyk, seconded by Jim George, the Board authorized the Township Solicitor to advertise the proposed zoning ordinance amendment. The vote was unanimous.

United States Postal Service Lease
Al Jeyzk stated that Board previously approved the United States Postal Service Lease but additional signatures are required.

On a motion made by Estace Walters, seconded by Jim George, the Board agreed to resign the United States Postal Service Lease. The vote was unanimous.

George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan dated 8/19/14 Latest Revision dated 11/18/15 – Concord Land Planners & Surveyors correspondence dated 11/19/15; AECOM (formerly URS) Correspondence dated 11/12/15
Al Jezyk referred to Concord Land Planners & Surveyors correspondence dated November 18, 2015 and AECOM (formerly URS) correspondence dated November 12, 2015 regarding the George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan. The revised plan has been forwarded to the Township Engineer for review.

George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan – Requested Waivers from the Subdivision & Land Development Ordinance: Sections 401.C.2 & 401.C.3 (AECOM has no objection); Section 401.C.2.f (AECOM has no objection); Sections 507.B.1 & 507.B.2 (AECOM has no objection for improving Rogers Road but does not recommend granting waiver of requirement to offer additional Township road ROW for Lot 1)
Al Jezyk stated that the Board has received Subdivision & Land Development Ordinance waiver requests for the George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan. The Board agreed to table these waiver requests.

George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan – Requested Waiver from the Stormwater Management Ordinance Section 402.B.8.h (AECOM has no objection)
Al Jezyk stated that the Board has received a Stormwater Management Ordinance waiver request for the George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan. The Board agreed to table this waiver request.

2016 Final Budget Meeting
The Board agreed to schedule the 2016 final budget meeting for Monday, December 21, 2015 at 6:00 PM.

STAFF REPORTS
Secretary's Report
On a motion made by Estace Walters, seconded by Jim George, the November 2, 2015 Board of Supervisors Meeting Minutes and the November 12, 2015 Lower Oxford Township Special Meeting of Multiple Municipalities Minutes were approved. The vote was unanimous.

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

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

Tax Collector
November: $365.20

Planning Commission
Al Jezyk referred to the November Planning Commission Meeting Minutes stating that the Commission reviewed the engineer's comments on the Gregg subdivision plan.

Zoning Hearing Board
No activity.

Building/Zoning Report
Estace Walters referred to the November Building/Zoning Reports noting one (1) building permit issued and one (1) complaint received.

Roadmaster
Roadmaster Estace Walters reported that he picked up trash, Brian pushed salt into the salt bind, he called the State about some issues, Dave Harlan fixed the drainage problem in Coventry Green and sealed patches, and he removed trash from the barrel in the Chrome Barrens.

Estace stated that Morton Salt is the salt supplier this season and there's been delivery problems with Morton Salt in the past. There is not a lot of capacity in the salt bin and he will keep an eye on this. East Nottingham Township has agreed to try to help with salt if needed.

Estace stated that he will look into how to fix stormwater collection on Reisler Road.

Public Comment: Milt Rudy asked if there is an easement for the Township. Donna Ellingsen asked if the Board has heard more about MS4 and asked about the potholes in the Township Building parking lot.

Estace Walters stated that there is an easement from the center of the road, the Township has not heard more about MS4, and potholes in the Township Building parking lot will be cold patched.

Emergency Management Coordinator
Emergency Management Coordinator Stephen Roberts reported that he and Milt talked about an emergency management presentation for residents and are looking for the Board's thoughts/input.

Al Jezyk stated that the Board would be interested in the presentation and would advertise if needed.

Stephen and Milt will try to address any questions and put together some guidance on emergency management.

Trail Coordinator
No report.

Historic Commission
No report.

Oxford Area Recreation Authority
Al Jezyk referred to the Oxford Area Recreation Authority report noting that Elk appointed a new member Scott Fetterolf and to let the Authority know if any comments/suggestions on its draft 2016 budget.

OLD BUSINESS
Emergency Safety Vests & Road Barriers
Estace Walters stated that new safety vests have been provided to the Emergency Management Coordinators and he has received the new road barriers for use during emergencies.

Zoning Complaint
Public Comment: Stephen Roberts asked if there is any update on the zoning complaint.

Jim George stated that he will follow up with the Township Zoning Officer and there is also a health department violation.

Township House Rental
Estace Walters asked if the renters are doing okay.

Jim George stated that everything has been fine with the renter.

Peacedale Court
Estace Walters stated that the Board needs to look into whether PennDOT has performed the second traffic study.

NEW BUSINESS
Reorganization Meeting
Al Jezyk stated that the Board's reorganization meeting will be held on Monday, January 4, 2016.

PUBLIC COMMENT
No further public comment.

Meeting Adjourned at 8:05 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer