

**ELK TOWNSHIP  
BOARD OF SUPERVISORS  
MEETING MINUTES  
December 5, 2016**

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**

No public comment.

**ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE**

**Christian L. & Fannie K. Fisher Final Minor Subdivision Plan – AECOM e-mail dated 11/15/16; Subdivision/Land Development Plan Agreement to Extend Requirements of the PA Municipalities Planning Code Section 508 (53 P.O. 10508)**

Al Jezyk stated that Stan Corbett has reviewed the Township Planning Commission's recommendation for a waiver of the requirement to dedicate the Old Forge Road additional right-of-way and does not recommend that the Board grant a waiver.

On a motion made by Jim George, seconded by Estace Walters, the Board accepted the Christian L. & Fannie K. Fisher Final Minor Subdivision/Land Development Plan Agreement to Extend Requirements of the PA Municipalities Planning Code Section 508 (53 P.O. 10508). The vote was unanimous.

**Union Fire Company No. 1 Meeting 12/15/16; Union Fire Company No. 1 Ambulance Division Financial Statements for Years Ended December 31, 2015 and 2014 (Restated); Umbreit Korengal & Associates Independent Auditors' Report**

Al Jezyk stated that the Township has received the Union Fire Company No. 1 Ambulance Division Financial Statements for years ended December 31, 2015 and 2014. Al will attend the Union Fire Company No. 1 meeting on December 15, 2016.

**Proposal for the Creation or Modification of an Agricultural Security Area for Tax Parcel 70-1-10.1 Property Owner Marc Balick; Chester County Agricultural Land Preservation Board Correspondence dated 11/10/16**

Al Jezyk stated that the Township has received a Proposal for the Creation or Modification of an Agricultural Security Area for tax parcel 70-1-10.1 owned by Mark Balick. The County has agreed to purchase an agricultural conservation easement and the parcel must be included in the Township's ASA.

**Post Office Proposed Parking Area – AECOM Correspondence dated 11/22/16**

Jim George stated that the Township Engineer has reviewed the proposed gravel parking lot behind the Post Office and has advised that seven (7) SALDO waivers will be required.

Estace Walters stated that the parking lot area will need to be re-seeded.

Al Jezyk stated that it will not be worth it for a few additional parking spots.

The Board agreed to table any further discussion until a later date.

**Chester County Tax Collection Committee Annual Meeting 11/15/16 – OASD**  
**Correspondence dated 11/16/16 & CCTCC Correspondence dated September 2016**

Al Jezyk stated that the annual CCTCC meeting was held on November 15<sup>th</sup> and Brian Cooney attended the meeting as Elk Township's delegate.

**General Contractor for Lawn/Yard Maintenance (Township Building/House & Post Office), Road Signage Maintenance/Installation, Springlawn Road Trail Maintenance**

Estate Walters stated that Brian Carter used to perform lawn/yard/road signage services under the snow contract. Estate will ask Brian Carter to submit a proposal for these services and ask Chris Weaver how much he would charge.

Jim George stated that the rental tenant will need to take care of her own lawn.

**2017 Final Budget Meeting**

The 2017 Final Budget Adoption Meeting will be held on December 28, 2016 at 6:00 PM.

**2017 Board of Supervisors Reorganization Meeting 1/2/17**

The 2017 Board of Supervisors Reorganization Meeting will be held on January 2, 2017 at 7:00 PM (changed to January 3<sup>rd</sup> due to the legal holiday).

**2017 Board of Auditors Reorganization Meeting 1/3/17**

The 2017 Board of Auditors Reorganization Meeting will be held on January 3, 2017 (changed to January 4<sup>th</sup> due to the legal holiday).

**STAFF REPORTS**

**Secretary's Report**

On a motion made by Estate Walters, seconded by Jim George, the November 7, 2016 Board of Supervisors Meeting Minutes were approved. The vote was unanimous.

**Treasurer's Report**

On a motion made by Jim George, seconded by Estate Walters, the Bills to be Paid for December, with the exception of Roadmaster Payroll, were approved. The vote was unanimous.

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

**Tax Collector**

November 2016: \$243.32

**Trails Coordinator**

Estate Walters reported that Pal Durborow will take care of the trail signs and that Chris Weaver mowed the fields off of Barren Road.

**Planning Commission**

November Planning Commission Minutes: No new business.

**Zoning Hearing Board**

No action.

**Building/Zoning Report**

October/November 2016 Building/Zoning Reports: 1 Zoning Permit issued; 2 Building Permits issued; 2 complaints received.

### **Roadmaster**

Roadmaster Estace Walters reported that he took trash to the dump, cut a tree back from Old Forge Road, inspected some storm drains, met with Stan about the MS4 program, Chris Weaver mowed the banks back and cut the trails, and Brian Carter put up a stop sign on Reisler Road. Stan Corbett still feels that the Township can get a waiver but will still need to do mapping and paperwork. Estace will meet with Raymond Ramberger to ride the roads. East Nottingham Township plans to repave their portion Mt. Olivet Road next spring and we'll need to decide if we're repaving or patching our portion.

### **Historic Commission**

No report.

### **Emergency Management Coordinator**

Emergency Management Coordinator Stephen Roberts reported that there was not much turnout for the POD recruitment exercise, there will be a formal presentation/training for volunteers on January 10th, and all OASD Townships participated in a simulated exercise for a tornado.

Al Jezyk asked how many volunteers are needed and are they still working out areas of communication.

Stephen Roberts stated that they need about 70 people per shift and there will be two (2) shifts.

Deputy Emergency Management Coordinator stated that they are still working on communication and OXREM will be having re-election for officers.

### **Oxford Area Recreation Authority (OARA)**

Scott Fetterolf apologized for not being able to make last month's meeting and thanked Estace for taking care of the trash. Scott reported that Elk's turn for trash duty is almost over, the events committee has been formed, volunteers can go the website for information, Mr. Henry has stepped down as Mayor, OARA will reform in January, and the October event went very well.

Al Jezyk thanked Scott and Estace for volunteering their time for OARA.

### **OLD BUSINESS**

Public Comment: Donna Ellingsen asked what happened to Peacedale Court.

Jim George stated that the Board is still waiting on legal documents from the developer and the Township Engineer has estimated \$19,000 in road repairs. Estace Walters will talk to Dave Harlan about an estimate for the road repairs.

### **NEW BUSINESS**

No new business.

### **PUBLIC COMMENT**

No further public comment.

Meeting Adjourned at 7:40 PM.

Respectfully Submitted,

Terri Kukoda  
Secretary/ Treasurer