

**ELK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 4, 2016**

The Elk Township Board of Supervisors Reorganization Meeting convened at 7:15 PM at the Elk Township Building, Lewisville, PA. The following Supervisors were present: Albert Jezyk, Jr., Estace Walters, and James George.

REORGANIZATION OF ELK TOWNSHIP

Appointment of Temporary Chairman

On a motion made by Albert Jezyk, seconded by Jim George, Estace Walters was appointed as Temporary Chairman of the Board of Supervisors. Albert Jezyk abstained from the vote.

Appointment of Chairman

On a motion made by Estace Walters, seconded by Jim George, Al Jezyk was appointed as Chairman of the Board of Supervisors. Al Jezyk abstained from the vote.

Appointment of Vice Chairman

On a motion made by Jim George, seconded by Al Jezyk, Estace Walters was appointed as Vice Chairman of the Board of Supervisors. Estace Walters abstained from the vote.

Appointment of Township Roadmaster

On a motion made by Al Jezyk, seconded by Jim George, Estace Walters was appointed as Township Roadmaster. Estace Walters abstained from the vote.

Appointment of Township Assistant Roadmasters

On a motion made by Estace Walters, seconded by Jim George, Al Jezyk was appointed as Township Assistant Roadmaster. Al Jezyk abstained from the vote.

On a motion made by Estace Walters, seconded by Al Jezyk, Jim George was appointed as Assistance Township Roadmaster. Estace Walters abstained from the vote.

Appointment of Township Secretary/Treasurer & Open Records Officer

On a motion made by Estace Walters, seconded by Jim George, Terri Kukoda was appointed Township Secretary/Treasurer and Open Records Officer. The vote was unanimous.

Appointments, Designations & Selections

On a motion made by Estace Walters, seconded by Jim George, the following Appointments, Designations, and Selections were made:

Engineer: AECOM Corporation
Solicitor: R. Samuel McMichael
Zoning Hearing Board Solicitor: Parke, Barnes, Spangler, Oeste & Wood

Planning Commission Members: Mark Gruber & Melanie Ryan – Four (4) Year Terms
Planning Commission Secretary: Mary Gruber
Zoning Hearing Board Member: Samuel Smith – Three (3) Year Term

Third-party Agency for Administration and Enforcement of the Uniform Construction Code: Accurate Building Inspections, Inc.

Zoning Officer: Scott Moran

Public Trails Coordinator: F. Palmer Durborow

Signing of Checks: Two Signatures Required (Board Member and Treasurer)

General Fund: National Penn (acquired by BB&T, closing mid 2016), PLGIT

State Fund: PLGIT

Other Funds: National Penn (acquired by BB&T, closing mid 2016), PLGIT,

Fulton Bank

Fire Company: Union Fire Company No. 1

Mileage Reimbursement: IRS Standard Mileage Rate

Newspapers of Record: Chester County Press & Daily Local News

PSATS Annual Educational Conference & Trade Show Authorized Attendees: Board of

Supervisors, Township Secretary, Township Roadmaster, Township Assistant

Roadmaster, Emergency Management Coordinator, Deputy Emergency Management

Coordinator

PSATS Annual Educational Conference & Trade Show Voting Delegate: Township

Secretary/Treasurer

Tax Collector's Bond: To be set by Clerk of Courts.

Treasurer's Bond: \$500,000.00

The vote was unanimous.

PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

Resolution No. 2016-01 A Resolution Adopting the Multi-Jurisdictional Hazard Mitigation Plan of the County of Chester

Emergency Management Coordinator Stephen Roberts provided an overview of the County's Multi-Jurisdictional Hazard Mitigation Plan, and noted that adopting the plan will help the Township receive disaster funds if needed in the future.

On a motion made by Jim George, seconded by Estace Walters, the Board adopted Resolution No. 2016-01 A Resolution Adopting the Multi-Jurisdictional Hazard Mitigation Plan of the County of Chester. The vote was unanimous.

Resolution No. 2016-02 Outlining Methods/Agencies to Fulfill Public Safety Needs for Efficient Administration of Emergency Management Communication Systems of Chester County Department of Emergency Services

On a motion made by Jim George, seconded by Estace Walters, the Board adopted Resolution No. 2016-02 Outlining Methods/Agencies to Fulfill Public Safety Needs for Efficient Administration of Emergency Management Communication Systems of Chester County Department of Emergency Services. The vote was unanimous.

Resolution No. 2016-03 Appointment of Zoning Hearing Board Member Samuel Smith

On a motion made by Estace Walters, seconded by Al Jezyk, the Board adopted Resolution No. 2016-03 Appointment of Zoning Hearing Board Member Samuel Smith. The vote was unanimous.

AECOM 2016 Planning and Engineering Services Agreement

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to sign the AECOM 2016 Planning and Engineering Services Agreement. The vote was unanimous.

Agreement between Elk Township and Scott Moran

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to sign the Agreement between Elk Township and Scott Moran. The vote was unanimous.

Agreement between Elk Township and Accurate Building Inspections, Inc.

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to sign the Agreement between Elk Township and Accurate Building Inspections, Inc. The vote was unanimous.

George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan dated 8/19/14 last revised 11/18/15 – AECOM Correspondence dated 12/9/15

Al Jezyk referred to AECOM correspondence dated December 9, 2015 providing review comments on the George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan dated August 19, 2015 last revised November 18, 2015.

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 (Rogers Road) (AECOM has no objection with regard to improving Rogers Road)

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to grant the following waivers for the George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan: Elk Township 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 (Rogers Road)(AECOM has no objection with regard to improving Rogers Road). The vote was unanimous.

George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan Requested Waiver from the Stormwater Management Ordinance Section 402.B.8.h (AECOM has no objection)

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to grant the following waiver for the George Robert Gregg & Carolyn Mildred Gregg Subdivision Plan: Elk Township Stormwater Management Ordinance Section 402.B.8.h (AECOM has no objection). The vote was unanimous.

Oxford Gun Club Rimfire Shooting Range E& S Control and Post Construction Stormwater Plan dated 11/11/15 – AECOM Correspondence dated 12/17/15

Al Jezyk referred to AECOM correspondence dated December 17, 2015 providing review comments on the Oxford Gun Club Rimfire Shooting Range E & S Control Plan and Post Construction Stormwater Plan dated November 11, 2015.

Lancaster Home Builders Erosion & Sedimentation/Stormwater Management Plans Lot 1 & Lot 3 – AECOM Correspondences dated 12/29/15; Concord Land Planners & Surveyors, Inc. Correspondences dated 11/30/15

Al Jezyk referred to AECOM correspondences dated December 29, 2015 providing review comments on the Lancaster Home Builders Erosion & Sedimentation/Stormwater Management Plans Lot 1 and Lot 3, and referred to Concord Land Planners & Surveyors, Inc. correspondence dated November 30, 2015 providing responses to the Township Engineers previous review comments.

Penn DOT Bridge Replacement Project SR 3004 (State Road) over Little Elk Creek – Township Correspondence dated 12/10/15, Larson Design Group Correspondence dated 12/7/15, PennDOT Correspondence dated 12/7/15

Al Jezyk referred to Elk Township correspondence dated December 10, 2015, Larson Design Group correspondence dated December 17, 2015, and Penn DOT correspondence dated December 7, 2015. Larson Design Group is Penn DOT's consultant for the Little Elk Creek bridge replacement project and has requested that the Township provide overhead/underground utility and easement information. The Township has advised Larson Design Group that the Township does not own and is not responsible for any land or utilities within the right-of-way, and that any other rights-of-way or easements should be researched at the Chester County Recorder of Deeds.

Chester County & PennvDOT Notice of Open House Plans Display Camp Bonsul Road Bridge over Big Elk Creek (CC Bridge #26) – 1/21/16 @ New London Township Building 5:00 – 7:00 PM

Al Jezyk referred to the Chester County's notice of open house plans display for the Camp Bonsul Road Bridge over Big Elk Creek. The open house is scheduled for January 21, 2016 from 5:00 – 7:00 PM at the New London Township Building and is open to the public.

PA Liquor Control Board Correspondence dated 11/12/15 – Gruber Application for License, Manufacture, Storage or Transportation

Al Jezyk referred to PA Liquor Control Board correspondence dated November 12, 2015 informing the Township of Mark Gruber's application for license, manufacture, storage or transportation.

County of Chester Department of Emergency Services Correspondence Re: Suggested Emergency Radio Satellite Signal Booster Ordinance

Al Jezyk referred to the Chester County Department of Emergency Services correspondence regarding the suggested emergency radio satellite signal booster ordinance. The Board agreed to forward the sample ordinance to the Township Solicitor for review.

FEMA Correspondences dated 12/18/15 & 12/9/15 - Flood Insurance Rate Map (FIRM) & Flood Insurance Study (FIS)

Al Jezyk referred to FEMA correspondences dated December 18, 2015 and December 9, 2015 regarding the new flood insurance rate map and study. The Township Engineer has advised that there are no proposed mapping changes for Elk Township and is no need for action at this time, but that revisions to the flood ordinance may be required in the future.

Public Comment: Lin Klein expressed concern about the FEMA maps.

Fulton Bank 9 Month CD Renewal Notice

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to withdraw the Fulton Bank 9 month CD funds and deposit the funds into a PLGIT account. The vote was unanimous.

Penn DOT Correspondence dated 12/15 15 – Amish Buggies Warning Signs

Al Jezyk referred to Penn DOT correspondence dated December 15, 2015 advising that it has issued work orders to install Amish buggies warning signs on Routes 472 and 841.

Peacedale Court – Township Correspondence dated 12/19/15 Re: New Speed Study

Al Jezyk referred to Township correspondence dated December 19, 2015 requesting that Penn DOT provide the results of the new speed study for the Peacedale Court "No Left Turn" sign.

PA Department of Auditor General Compliance Audit of Union Fire Co. #1 Relief Association

Al Jezyk referred to PA Department of Auditor General compliance audit of the Union Fire Company #1 Relief Association. The audit includes three (3) findings for non-compliance with prior recommendations related to undocumented expenditures and insufficient bond coverage. The Board agreed to look into the findings for non-compliance with prior recommendations.

STAFF REPORTS

Secretary's Report

On a motion made by Jim George, seconded by Estace Walters, the December 7, 2015 Board of Supervisors Meeting Minutes and the December 21, 2015 Final Budget Meeting Minutes were approved. The vote was unanimous.

Treasurer's Report

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

Tax Collector

December 2015: \$544.50

Total 2015: \$24,319.94

Planning Commission

Planning Commission December Meeting Minutes include that Commission reviewed the Zoning Ordinance Amendment and reviewed Township Engineer's comments on the Gregg sewage facilities planning module.

Zoning Hearing Board

No action.

Building/Zoning Report

December Building/Zoning Report: No Zoning/Building/Occupancy/Demolition/Sign permits issued; one (1) complaint received.

Roadmaster

Roadmaster Estace Walters reported that he and Brian assisted the fire company with the barn fire on Blake Road; Brian cut up a tree on Barren Road; he cleaned up trash on Barren Road, took trash to the landfill, and patched holes in the Township Building parking lot. Estace expressed thanks to Linn Klein and others who are constantly picking up trash on Hickory Hill Road.

Emergency Management Coordinator

Emergency Management Coordinator Stephen Roberts provided an update on the County's new radio systems, suggested various updates to the Township website, and requested a meeting with the Board to discuss emergency management coordination. The Board agreed to meet with the Emergency Management Coordinator and Deputy Emergency Management Coordinator to discuss emergency management coordination.

Oxford Area Recreation Authority

December Oxford Area Recreation Authority December Report includes that approval of the budget has been delayed and there was a question on the formula used to decide Township contribution.

Historic Commission

No report.

OLD BUSINESS

Jim George provided an update on the status of a zoning enforcement notice.

NEW BUSINESS

On a motion made by Al Jezyk, seconded by Estace Walters, the Board agreed to purchase new flags for the Township Building. The vote was unanimous.

PUBLIC COMMENT

No public comment.

Meeting Adjourned at 8:30 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer