

**ELK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 3, 2017**

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: 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. Estace Walters 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. Jim George abstained from the vote.

Appointment of Township Secretary/Treasurer & Open Records Officer

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

Appointment of Professional Consultants

On a motion made by Estace Walters, seconded by Jim George, the following appointments were made:

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

The vote was unanimous.

Appointment of Commission/Board Members

On a motion made by Al Jezyk, seconded by Jim George, the following appointments were made:

Planning Commission Secretary: Mary Gruber
Planning Commission Member: Fran Dilenno – Four (4) Year Terms
Zoning Hearing Board Member: Mark Plauger – Three (3) Year Term

The vote was unanimous.

Appointment of Third-Party Agency for Administration and Enforcement of the Uniform Construction Code

On a motion made by Al Jezyk, seconded by Jim George, Accurate Building Inspections, Inc. was appointed as the third-party agency for administration and enforcement of the Uniform Construction Code. The vote was unanimous.

Appointment of Township Zoning Officer

On a motion made by Al Jezyk, seconded by Jim George, Scott Moran was appointed as Township Zoning Officer. The vote was unanimous.

Appointment of Public Trails Coordinator

On a motion made by Al Jezyk, seconded by Jim George, F. Palmer Durborow was appointed as Public Trails Coordinator. The vote was unanimous.

Designations & Selection of Depositories

On a motion made by Al Jezyk, seconded by Jim George, the following designations and selections of depositories were made:

Signing of Checks: Two Signatures Required (Board Member and Treasurer)
General Fund: BB&T, PLGIT
State Fund: PLGIT
Other Funds: BB&T, PLGIT, Fulton Bank

The vote was unanimous.

Miscellaneous

On a motion made by Estace Walters, seconded by Jim George, the following miscellaneous items were agreed upon by the Board:

Fire Company: Union Fire Company No. 1; Union Fire Company No. 1 Ambulance Division
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.

General Contractors

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to the following general contractors:

Road Signage Installation: Carter & Son Lawncare (\$125.00 p/sign)
Township Building Mowing: Carter & Son Lawncare (\$35.00)
Roadbank Mowing: Weavers Mowing & Tractor Service, LLC (\$75.00 p/hr)

Emergency Tree Work: Snyder & Sons (\$215 p/hr for 3 men, 1 chipper, 1 chipper truck, 1 bucket truck)

The vote was unanimous.

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to the following general contractor:

Post Office HVAC Maintenance: Mason-Dixon Mechanical Co. (\$100 p/hr)

Jim George abstained from the vote.

PUBLIC COMMENT ON AGENDA ITEMS

Donna Ellingsen asked who usually attends the PSATS conference.

Al Jezyk stated that the Township Secretary attends. Jim George stated that he attended one year and may attend this year.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

AECOM 2017 Planning and Engineering Services Agreement

Al Jezyk stated that AECOM does work on a timely basis and is very thorough.

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to sign the AECOM 2017 Planning and Engineering Services Agreement. The vote was unanimous.

2017 Agreement between Elk Township and Accurate Building Inspections, Inc.

Al Jezyk stated that this is the same agreement as last year with the same rates.

Estace Walters stated that Scott Moran does a good job and costs less than previous companies.

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.

2017 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.

SCCEMS (Medic 94) 2015 Annual Report

Al Jezyk read aloud the SCCEMS letter dated December 12, 2016 regarding the 2015 Annual Report for Southern Chester County EMS-MEDIC 94.

MS4 Advanced Waiver Approval Request; AECOM Correspondence dated 12/22/16 to DEP

Al Jezyk stated that Stan Corbett feels that Elk will qualify for the MS4 waiver and sent the advanced waiver request to DEP.

Public Comment: James Whitesell asked when will this take effect and have to be followed.

Jim George stated that Elk has been determined to have an urbanized area which requires an MS4 permit and that the Stormwater Management Ordinance must still be followed.

Al Jezyk stated that hopefully Elk will get a waiver and if not, will have to start working towards the MS4 permit.

DGS Statewide Contract for Sodium Chloride (Road Salt) for the August 2017 – July 2018 Season

On a motion made by Al Jezyk, seconded by Estace Walters, the Board agreed to purchase 250 tons of road salt for the August 2017 to July 2018 season. The vote was unanimous.

Resolution No. 2017-01 Appointment of Zoning Hearing Board Member

On a motion made by Estace Walters, seconded by Al Jezyk, the Board adopted Resolution No. 2017-01 Appointment of Zoning Hearing Board Member Mark Plaughter. The vote was unanimous.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Jim George, the December 5, 2016 Board of Supervisors Meeting Minutes and the December 28, 2016 Final Budget Meeting Minutes (one correction "2018" to "2017") were approved. The vote was unanimous.

Public Comment: Linn Klein asked where the agricultural security area parcel is located. (Linn will stop by the Township Office to look at the Zoning Map.)

Treasurer's Report

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

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

Tax Collector

December 2016: \$405.66

Trail Coordinator

Estace Walters reported that he talked with Pal Durborow about big branches across Springlawn Road and Pal will take care of it.

Planning Commission

December Meeting Minutes: Planning Commission reviewed the DEP correspondence dated November 8, 2016

Zoning Hearing Board

No action.

Building/Zoning Report

No report.

Roadmaster

Roadmaster Estace Walters reported that Jim and he worked on getting plow on the truck; Jim got new hoses for plow and took truck to M&W for brakes; Jim worked on tenant house on the well; Jim and he cut a tree down on Old Forge Road; he picked up tires and bags of trash on Kings

Row Road; Ray had a storm where he plowed and salted roads; and we are done getting trash at the rec fields.

Jim George stated that the plow weighs 700-800 pounds and he wasn't able to get it onto the truck. Jim took the truck to M&W for new hoses and brake work, and will still need to get the plow onto the truck.

Estate stated that he talked to East Nottingham Township about paving Mt. Olivet Road and will tell East Nottingham Township that Elk Township is interested.

Emergency Management Coordinator

Emergency Management Coordinator Stephen Roberts reported that the POD exercise is still scheduled for January 24th at Penns Grove Elementary. Training will start at 4:00 PM followed by a walk-thru and then a demonstration. They would like volunteers previously involved in the January 10th preparatory event.

Stephen stated that OXREM elects officers every two (2) years and has elected him as the Chair and Milt Rudy as Secretary.

Al Jezyk thanked Stephen and Milt and stated that the Township is lucky to have them.

Oxford Area Recreation Authority

December Report: 2017 budget approved; applied for a PECO grant for a fitness trail; looking for sponsors for fitness trail and dog park; large grant funding would be needed if doing a feasibility study for indoor facility; plan to do second Haunted Park for new year; rental fees will be imposed for reserving the park.

Historic Commission

No report.

OLD BUSINESS

Public Comment: Milt Rudy asked if there are any updates on 102 Brick Meetinghouse Road.

Jim George will follow-up with Scott Moran.

Peacedale Court

Estate Walters stated that the developer needs to provide paperwork and AECOM has estimated \$19,000 for road repairs. Estate will have Dave Harlan provide an estimate and follow-up with the Township Solicitor.

NEW BUSINESS

No new business.

PUBLIC COMMENT

James Whitesell asked the Board about a waiver of the site distance requirement for a driveway.

Jim George stated that he talked with Scott Moran and was advised that the driveway doesn't meet the 350 foot site distance requirement.

Al Jezyk stated that he believes that the waiver request needs to go before the Zoning Hearing Board.

Jim George stated that the Board doesn't have the authority to waive the Zoning Ordinance.

Al Jezyk stated that the Board will need to consult the Township Solicitor.

Linn Klein asked about an Avon Grove Sun article stating that the Springlawn Road grant is for six (6) acres.

Jim George stated that his understanding is that it is six hundred (600) acres.

Estate Walters stated that he thinks most of the property is in another township.

No further public comment.

Meeting Adjourned at 8:00 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer