

**ELK TOWNSHIP BOARD OF SUPERVISORS  
MEETING MINUTES  
NOVEMBER 2, 2015**

The Elk Township Board of Supervisors November Meeting convened at 7:00 PM at the Elk Township Building, Lewisville, PA. The following Supervisors were present: Vice Chairman Estace Walters and Member James George. Chairman Albert Jezyk, Jr. was not present.

**PUBLIC COMMENT ON AGENDA ITEMS**

There was no public comment.

**ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE**

**Open Space Committee Member Appointment**

On a motion made by Jim George, seconded by Estace Walters, Karen Root was appointed to the Elk Township Open Space Committee. The vote was unanimous amongst Supervisors present.

**Oxford Area Recreation Authority Representative Appointment**

On a motion made by Jim George, seconded by Estace Walters, Scott Fetterolf was appointed to represent Elk Township on the Oxford Area Recreation Authority. The vote was unanimous amongst Supervisors present.

**2016 Proposed Budgets – General Fund, Open Space Fund, Liquid Fuels (State) Fund**

Estace Walters stated that the 2016 proposed budgets have been advertised and that there are not many changes from the previous budgets.

**USPS Lease; CBRE Commission Agreement**

Jim George stated that the Board removed from the USPS Lease about eight (8) feet of the parking lot for future use, and that the Board is still discussing the possibility for salt storage.

Public Comments: Donna Ellinsen asked if there are any issues with salt storage. Melanie Ryan suggested the Board consider the Dougherty property for salt storage.

Jim George stated that Stan Corbett has advised that there are many salt storage issues, and that the Board will continue to review these issues with Stan.

On a motion made by Jim George, seconded Estace Walters, the Board agreed to sign the United States Postal Service Lease and the CBRE Commission Agreement. The vote was unanimous amongst Supervisors present.

**SPCA 3-Year Agreement Full Service Contract; SPCA 3-Year Limited Agreement for Services**

Estace Walters stated that the Township previously contracted with SPCA for limited services but it might be better to contract for full services.

Jim George stated that the SPCA has increased per/animal fees and that the limited contract per/animal fees are higher than the full contract.

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to sign the SPCA 3-Year Agreement Full Service Contract. The vote was unanimous amongst Supervisors present.

**Union Fire Company No. 1 Ambulance Division Agreement 2016**

Estate Walters stated that the Townships want to discuss how to deal with the Union Fire Company No. 1 Ambulance Division Agreement 2016.

Jim George stated that the Ambulance Division has not previously asked for funding and that the Township must also pay for Medic 94 services. Jim stated that the Board would like to confirm the services being provided, and needs to determine whether the Township can afford full payment and negotiate funding. Jim stated that Lower Oxford Township had a CPA review the fire company's P&L and had comments/concerns, and that a tentative meeting has been set for November 12<sup>th</sup> and he will attend. Jim stated that the Board does not wish to cut off any services and that the funding requests are based on a millage rate and real estate value. The Board agreed to discuss this with the other Townships and the fire company.

Public Comment: Milt Rudy asked how many responses were there last year. Donna Ellingsen asked if other officials are going to the meeting.

Jim George stated that there were about 24 calls last year and that he is looking into the difference between Medic 94 and ambulance services.

Estate Walters stated that the decision on who responds might be made before responders arrive. Estate stated that Lower Oxford has asked Elk, East Nottingham Township, West Nottingham Township, Oxford Borough, and Upper Oxford Borough if they would like to attend a meeting.

The Board agreed to table the Union Fire Company No. 1 Ambulance Division Agreement 2016.

**Henry Yoder Simplified Stormwater Management Plan dated 9/21/15 Latest Revision 10/21/15 AECOM (formerly URS) Correspondences dated 10/22/15 & 10/13/15, Regester Associates, Inc. Correspondence dated 10/21/15**

Estate Walters referred to AECOM (formerly URS) correspondences dated October 22, 2015 and October 13, 2015 and to Regester Associates, Inc. correspondence dated October 21, 2015. Estate stated that the Township Engineer has advised that all review comments have been satisfactorily addressed and that no action by the Board of Supervisors is required for a Simplified Stormwater Management Plan.

**Henry E. & Arie L. Yoder Simplified Approach Stormwater Best Management Practices Operation, Maintenance, and Inspection Plan and Agreement**

On a motion made by Jim George, seconded by Estate Walters, the Board agreed to sign the Henry E. & Arie L. Yoder Simplified Approach Stormwater Best Management Practices Operation, Maintenance, and Inspection Plan and Agreement. The vote was unanimous amongst Supervisors present.

**George Robert Gregg & Carolyn Mildred Gregg Preliminary Plan Two Lot Subdivision dated 8/19/14 Latest Revision 10/23/15 & SALDO Waiver Requests – Concord Land Planners & Surveyors, Inc. Correspondences dated 10/23/15**

Estate Walters referred to Concord Land Planners & Surveyors, Inc. correspondence dated October 23, 2015 regarding the Gregg Subdivision. Estate stated that the Township has received a revised plan which will be reviewed by the Township Engineer.

Public Comment: Donna Ellingsen asked if the property could be subdivided, how many lots are on the plan, and how many acres are there per lot.

Estate Walters stated that he thinks the property may be subdivided into two (2) parcels and that the Township Engineer will review the plan.

Jim George stated that this is a two (2) lot subdivision plan.

The Township Secretary presented a copy of the subdivision plan for review.

**Draft Zoning Ordinance – CCPC Correspondence dated 10/5/15**

Estate Walters referred to Chester County Planning Commission correspondence dated October 5, 2015 regarding the proposed Zoning Ordinance Amendment (only one non-accessory use) and recommending that the term “non-accessory uses” be stated in the amendment.

Public Comment: Donna Ellingsen asked if this is a new amendment.

Jim George stated that the proposed amendment has been discussed previously and is based on the Township Engineer’s recommendations.

**Oxford Revitalization Plan Update – CCPC Correspondence to Oxford Borough dated 10/14/15**

Estate Walters referred to Chester County Planning Commission to Oxford Borough dated October 14, 2015 regarding the Oxford Revitalization Plan Update. The County has advised that Oxford Borough adopt the Revitalization Plan Update after consideration of the review comments.

**Camp Bonsul Bridge – PennDOT Archaeology Field Assessment & Finding**

Estate Walters referred to PennDOT Archaeology Field Assessment and Finding noting no archaeological findings for the Camp Bonsul Bridge project.

**Elk Township Application/Permit to Hunt in the Chrome Barrens Conservancy**

On a motion made by Estate Walters, seconded by Jim George, the Board approved two (2) additional Permits to Hunt in the Chrome Barrens Conservancy. The vote was unanimous amongst Supervisors present.

Estate Walters stated that the Board is considering turning the hunting over to the PA Game Commission.

**STAFF REPORTS**

**Secretary’s Report**

On a motion made by Estate Walters, seconded by Jim George, the October 5, 2015 Board of Supervisors Meeting Minutes and October 21, 2016 Budget Work Meeting Minutes were approved conditioned upon a correction to the Budget Work Meeting Minutes. The vote was unanimous amongst Supervisors present.

**Treasurer’s Report**

On a motion made by Jim George, seconded by Estate Walters, the Bills to be Paid for November were approved. The vote was unanimous amongst Supervisors present.

**Tax Collector**

October: \$68.00

**Planning Commission**

Estate Walters referred to the November Planning Commission Meeting Minutes stating no new business.

**Zoning Hearing Board**

No activity.

**Building/Zoning Report**

Estate Walters referred to the October Building/Zoning Reports noting one (1) zoning permit issued, nine (9) building permits issued, and one (1) complaint received.

**Roadmaster**

Roadmaster Estate Walters reported that he cleaned up trash, cold patched some potholes, Harlan Construction finished a lot of roads, he called the State about trash and potholes, and Chris Weaver mowed for the last time and volunteered his time and tractor to help cut down trees on the Springlawn Road trail.

**Emergency Management Coordinator**

Deputy Emergency Management Coordinator Milt Rudy reported that he sent the Board a proposal on how to proceed with a neighborhood watch program. Milt explained that the program includes setting up brochures, providing information, expanding signage, and periodic community meetings with various topics of interest to the entire community. Milt also reported that he represents the Township at the Oxford Area Regional Emergency Management meetings and that PEMA offers free training courses.

The Board discussed adding the Township Emergency Management Plan to the Township website.

**Trail Coordinator**

No report.

**Historic Commission**

Estate Walters stated that a donation to the Township Historical Commission has been made in memory of Millard H. McComsey.

**Oxford Area Recreation Authority**

Estate Walters referred to the Oxford Area Recreation Authority report noting that a Treasurer has been hired and the budget is being prepared.

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

**Township Rental House**

Jim George stated that the Township rental house has been rented.

**PUBLIC COMMENT**

**Zoning Complaint**

Donna Ellingsen asked if the garage was included in the house rental.

Jim George stated that the garage was not included.

Melanie Ryan asked about the status of a zoning complaint.

Jim George stated that the Township Solicitor has not yet responded and that the complainant has the option to litigate.

Scott Fetterolf asked about the status of a zoning complaint.

Jim George stated that the Board has received the complaint and will discuss with the Zoning Officer.

Estate Walters thanked everyone for their support during a recent family medical issue.

Meeting Adjourned at 8:30 PM.

Respectfully Submitted,

Terri Kukoda  
Secretary/ Treasurer