

**ELK TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING MINUTES  
JANUARY 2, 2018**

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., and James George. Estace Walters was not present.

**REORGANIZATION OF ELK TOWNSHIP**

**Public Comment**

Donna Ellingsen asked if Scott Moran is a Township resident and if he needs to be a Township resident.

Al Jezyk responded that Scott Moran is not a Township resident and doesn't have to be a Township resident.

**Appointment of Temporary Chairman**

On a motion made by Al Jezyk, seconded by Jim George, Jim George was appointed as Temporary Chairman of the Board of Supervisors. The vote was unanimous amongst Supervisors present.

**Appointment of Chairman**

On a motion made by Jim George, seconded by Al Jezyk, Al Jezyk was appointed as Chairman of the Board of Supervisors. The vote was unanimous amongst Supervisors present.

**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. The vote was unanimous amongst Supervisors present.

**Appointment of Township Roadmaster**

On a motion made by Al Jezyk, seconded by Jim George, Estace Walters was appointed as Township Roadmaster. The vote was unanimous amongst Supervisors present.

**Appointment of Assistant Roadmasters**

On a motion made by Jim George, seconded by Al Jezyk, Al Jezyk was appointed as Assistant Township Roadmaster. The vote was unanimous amongst Supervisors present.

On a motion made by Al Jezyk, seconded by Jim George, Jim George was appointed as Assistance Township Roadmaster. The vote was unanimous amongst Supervisors present.

**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 amongst Supervisors present.

**Appointment of Professional Consultants**

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

Engineer: AECOM Corporation  
Solicitor: R. Samuel McMichael  
Zoning Hearing Board Solicitor: Thomas P. McCabe

The vote was unanimous amongst Supervisors present.

**Appointment of Commission/Board Members**

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

Oxford Area Recreation Authority: Marcy Peyre-Ferry – Five (5) Year Term  
Planning Commission Secretary: Mary Gruber  
Planning Commission Member: Thomas Shar – Four (4) Year Term  
Zoning Hearing Board Member: Suzanne Dougherty – Three (3) Year Term  
Joint UCC Appeals Board: Dan Dollinger 5-Year Term; Bob Ritchie 5-Year Term; Ed Holbrook

The vote was unanimous amongst Supervisors present.

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

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

**Appointment of Township Zoning Officer**

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

**Appointment of Deputy Emergency Management Coordinator**

On a motion made by Jim George, seconded by Al Jezyk, Milt Rudy was appointed Deputy Emergency Management Coordinator. The vote was unanimous amongst Supervisors present.

**Appointment of Public Trails Coordinator**

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

**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 amongst Supervisors present.

**Miscellaneous**

On a motion made by Al Jezyk, 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 amongst Supervisors present.

**General Contractors**

On a motion made by Al Jezyk, seconded by Jim George, 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)  
Post Office HVAC Maintenance: Mason-Dixon Mechanical Co. (\$100 p/hr)

The vote was unanimous amongst Supervisors present.

**PUBLIC COMMENT ON AGENDA ITEMS**

No public comment.

**ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE**

**Executive Session 12/31/17 w/Township Solicitor & Attorney McCabe**

Al Jezyk announced that the Board held an Executive Session on December 31, 2017 with the Township Solicitor and Attorney Thomas (Tip) McCabe to discuss possible appointment as Zoning Hearing Board Solicitor.

**AECOM 2018 Planning and Engineering Services Agreement**

Al Jezyk stated that AECOM's hourly rates are mostly the same with a few \$5.00-\$10.00 differences.

On a motion made by Al Jezyk, seconded by Jim George, the Board agreed to sign the AECOM 2018 Planning and Engineering Services Agreement. The vote was unanimous amongst Supervisors present.

**2018 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.

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

**2018 Agreement between Elk Township and Scott Moran**

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

**Resolution No. 2018-01 Appointment of Zoning Hearing Board Member**

On a motion made by Al Jezyk, seconded by Jim George, the Board adopted Resolution No. 2018-01 Appointment of Zoning Hearing Board Member Suzanne Dougherty. The vote was unanimous amongst Supervisors present.

**Resolution No. 2018-02 Opposing House Bill 1620 "Wireless Infrastructure Deployment Bill"**

Al Jezyk stated that PSATS has provided a draft resolution opposing House Bill 1620 "Wireless Infrastructure Deployment Bill". The bill would strip municipalities of the legal authority to regulate wireless facilities within and outside of the public right-of-way.

On a motion made by Jim George, seconded by Al Jezyk, the Board adopted Resolution No. 2018-02 Opposing House Bill 1620 "Wireless Infrastructure Deployment Bill". The vote was unanimous amongst Supervisors present.

**Stan Corbett E-mail dated 12/21/17 Re: Waiver Request; Government Specialists, Inc. Correspondence dated 12/21/17 Re: To-Jo Mushroom Farm Preliminary Land Development Plan Revised Waiver Request; AECOM Correspondence dated 11/16/17 Re: To-Jo Mushrooms Preliminary Land Development Plan & Sewage Facilities Planning Module**

Al Jezyk referred to Stan Corbett's e-mail dated December 21, 2017 regarding Waiver Request; Government Specialists, Inc. correspondence dated December 21, 2017 regarding To-Jo Mushroom Farm Preliminary Development Plan Revised Waiver Request; and AECOM correspondence dated November 16, 2017 regarding To-Jo Mushrooms Preliminary Land Development Plan and Sewage Facilities Planning Module.

Jim George stated that at the last meeting, the Board had questions about the waiver requests and tabled the issue. Spence Andress has submitted a revised waiver request for relief of the Elk Township Subdivision and Land Development Ordinance (SALDO) Section 507.B.2 related to improvements to Mt. Olivet Road. Stan Corbett has advised that he has no objection to the Board granting the waiver request.

On a motion made by Al Jezyk, seconded by Jim George, the Board granted To-Jo Mushroom Farm's waiver request of the provisions of the Elk Township Subdivision and Land Development Ordinance Section 507.B.2 related to making any physical improvements to Mt. Olivet Road. The vote was unanimous amongst Supervisors present.

**TOJO Mushrooms Preliminary Land Development Plan dated 12/10/10 Latest Revision dated 10/2/17**

Al Jezyk referred to Page 9 of AECOM's November 16, 2017 review letter recommending conditions for approval of the To-Jo Mushrooms Preliminary Land Development Plan.

On a motion made by Al Jezyk, seconded by Jim George, the Board approved the To-Jo Mushrooms Preliminary Land Development Plan dated December 10, 2010 Latest Revisions October 2, 2017 conditioned upon the following: 1) Applicant shall address all Preliminary Land Development Plan review comments in the AECOM November 16, 2017 letter; and 2) Applicant shall comply with all conditions of the Special Exception and Variance approval by the Elk Township Zoning Hearing Board on January 21, 2010. The vote was unanimous amongst Supervisors present.



## **STAFF REPORTS**

### **Secretary's Report**

On a motion made by Jim George, seconded by Al Jezyk, the October 16, 2017 Budget Work Meeting Minutes; December 4, 2017 Board of Supervisors Meeting Minutes; and December 18, 2017 Final Budget Adoption Meeting Minutes were approved. The vote was unanimous amongst Supervisors present.

### **Treasurer's Report**

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

### **Tax Collector**

December 2017: \$255.41

### **Trail Coordinator**

No report.

### **Planning Commission**

December Meeting Minutes: Planning Commission signed off on the TOJO Mushrooms sewage facilities module; recommend granting the waivers as outlined in Stan Corbett's November 16, 2017 letter; recommend signing the preliminary plan; Spence Andress present with his team; concerns remain regarding monitoring of water usage; PC's would like to see outline of what provisions will be in place for eventuality of system failure.

Public Comment: Milt Rudy asked about the type of system. Planning Commission member Thomas Shar stated that the system is for reclamation of rain water and that the Planning Commission had concerns about build-up in pipes and lead.

### **Zoning Hearing Board**

No action.

### **Building/Zoning Report**

No report.

### **Roadmaster**

Al Jezyk referred to the Estace Walters' December 2017 Roadmaster Report noting the following: cut down and removed a tree, and picked up trash, in the Barren's parking lot; met with the State Road Bridge foreman; Board needs to address a problem with residents parking vehicles in cul-de-sacs on Rabbit Run Road; Brian had a few nuisance snow storms that he and his crew took care of.

Public Comment: Donna Ellingsen asked who takes care of Stricklersville Road.

Al Jezyk responded that the State takes care of Stricklersville Road.

Jim George stated that he'll ask Estace to call PennDOT.

**Emergency Management Coordinator**

Emergency Management Coordinator Stephen Roberts stated that there is nothing new to report.

**Oxford Area Recreation Authority**

December Report: Marcella Peyre-Ferry's term is up and she is willing to serve again; 2018 budget approved; plan to hold Pitch Hit and Run on April 8<sup>th</sup> and Kids to Park on May 19<sup>th</sup>; Halloween event is intended as a fundraiser and gross income was just under \$5,000; will continue to work on Dog park; looking to form a Friends of Park group.

**Historic Commission**

No report.

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

Jim George reminded residents to check the side discharge for the gas heater and to be careful as they can freeze over. Jim reminded residents to have smoke and carbon monoxide detectors.

**PUBLIC COMMENT**

No public comment.

Meeting Adjourned at 7:00 PM.

Respectfully Submitted,

Terri Kukoda  
Secretary/ Treasurer