

**ELK TOWNSHIP  
BOARD OF SUPERVISORS  
DRAFT MEETING MINUTES  
July 6, 2020**

Due to the current public risk factors, the Elk Township Board of Supervisors July 6, 2020 meeting was not conducted "in person". The Board arranged for joint telephone conference call that was conducted as a "telephone town hall" audio meeting. The same "in person" meeting protocols established for public meetings, participation and voting was followed. Public participation was encouraged and anyone wishing to participate was able to do so by dialing a toll-free number and entering an access code.

The Board of Supervisors July 6, 2020 joint telephone conference call conducted as a "telephone towns hall" audio meeting convened at 7:08 PM. The following Supervisors participated: Chairman Albert Jezyk, Jr., Vice Chairman Estace Walters, and Member Milton Rudy.

**PUBLIC COMMENT**

No public comment

**ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE**

**Executive Session w/Township & ZHB Solicitors 6/25/20 (Renato De Dominicis Appeal of Zoning Hearing Board Decision Filed at Common Pleas Court)**

Albert Jezyk announced that the Board held an Executive Session with the Township Solicitor and Zoning Hearing Board Solicitor on June 25, 2020 to discuss the Renato De Dominicis Common Pleas Court Appeal of the Zoning Hearing Decision. The Board has advised Zoning Hearing Board Attorney Neil Land to defend the appeal.

**Invitation to Bid Roadwork Equipment Rental w/Operator & Snow Plowing/Ice Removal Services**

Albert Jezyk stated that the Invitation to Bid Roadwork Equipment Rental w/Operator and Snow Plowing/Ice Removal Services have been advertised. The bid opening and awarding will take place on August 3, 2020.

**Allan Myers Quote No. "3100120COST" Dated 6/30/20 for Liquid Asphalt 2020 COSTARS**

Albert Jezyk stated that COSTARS has bid and awarded roadwork materials contracts. The Township can piggyback on COSTARS roadwork materials contracts.

On a motion made by Albert Jezyk, seconded by Estace Walters, the Board agreed to sign the Allan Myers Quote No. "3100120COST" dated June 30, 2020 for Liquid Asphalt materials. The vote was unanimous.

**Termination/Rescission of Emergency Declaration**

Albert Jezyk stated that Emergency Management Coordinator Stephen Roberts has suggested that the Emergency Declaration issued on March 24, 2020 be rescinded. The Emergency Declaration allowed the Township to be eligible for federal funds to recover any COVID-19 related costs. The Township has not incurred any COVID-19 related costs and the Emergency Declaration is no longer needed.

On a motion made by Estace Walters, seconded by Milt Rudy, the Board terminated/rescinded the Emergency Declaration issued on March 24, 2020 and ratified on April 6, 2020. The vote was unanimous.



**Kimberly A. Carrick and Ronald F. Carrick; Application for Subdivision; Final Minor Subdivision Plan/Carrick Parcel Line Change; Agreement for Professional Plan Review Services**

Albert Jezyk stated that Kimberly A. and Ronald F. Carrick have submitted an Application for Subdivision for the Final Minor Subdivision Plan/Carrick Parcel Line Change. The plan has been forwarded to the Township Engineer for review.

On a motion made by Estace Walters, seconded by Milt Rudy, the Board agreed to sign the Agreement for Professional Plan Review Services between the Township and Kimberly A. and Ronald F. Carrick. The vote was unanimous.

**Rick L. Leibold Application for Subdivision; Final Lot Add On Plan; Concord Land Planners & Surveyors, Inc. Correspondences dated 6/17/20 (SALDO Waiver Request & Responses to AECOM Review Letter)**

Albert Jezyk stated that Rick L. Leibold has submitted an Application for Subdivision for the revised Final Lot Add On Plan. Edgar H. Jefferis of Concord Land Planners & Surveyors, Inc. has submitted a SALDO waiver request and has responded to AECOM's previous comments. The revised plan has been forwarded to the Township Engineer for review.

**Penn DOT Correspondence dated 6/17/20 to John Cowart Re: 102 NPDES Stormwater Permit Application for Single-Family Residence**

Albert Jezyk stated that John Cowart has applied for a 102 NPDES Stormwater Management Permit for a single-family residence.

**Stephen Stoltzfus Application for Simplified Stormwater Management**

Albert Jezyk stated that Stephen Stoltzfus has applied for a Simplified Stormwater Management Permit for construction of a new cow barn and house located at 3554 Reisler Road. The application has been forwarded to the Township Engineer for review.

**Appointment of Sherry Matis Mitchell to Township Planning Commission**

Albert Jezyk stated that the Planning Commission has requested that the Board appoint Sherry Matis Mitchell to the Planning Commission.

Public Comment: Donna Ellingsen asked about the procedures for appointment.

Milt Rudy stated that information is available on the Township website and anyone interested in volunteering can contact the Township. Appointments to the various boards, committees, etc. are also reviewed annually at reorganization.

Albert Jezyk stated that additional planning commission members are needed.

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board appointed Sherri Matis Mitchell to the Township Planning Commission. The vote was unanimous.

**ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE**  
**STAFF REPORTS**

**Secretary's Report**

On a motion made by Estace Walters, seconded by Milt Rudy, the June 1, 2020 Board of Supervisors Meeting Minutes were approved with one revision to Page 2 (change "Milt Rudy will look..." to "Estace Walters will look..."). The vote was unanimous.

### **Treasurer's Report**

On a motion made by Albert Jezyk, seconded by Milt Rudy, the Bills to be Paid for July except for Roadmaster were approved. The vote was unanimous.

On a motion made by Albert Jezyk, seconded by Milt Rudy, the Bill to be Paid for Roadmaster was approved. Estate Walters abstained from the vote.

### **Tax Collector**

June 2020: \$655.29

### **Planning Commission**

June 2020: No meeting.

### **Zoning Hearing Board**

Public Hearing held on June 22, 2020 for the Application of Jon M. Cowart, Jr., and Kimberly L. McGowan-Cowart request for Special Exception for property located on Old Forge Road UPI #70-2-25.3 72 acres. The request was granted with conditions (written Decision pending).

### **Building/Zoning Report**

No report.

### **Roadmaster**

Roadmaster Estate Walters reported the following: Chris Weaver helped cut a tree off of the Springlawn Road trail and off of Hickory Hill Road; he picked up trash and tires on Hickory Hill Road and Barren Road; he cut trees back and weed-eated at King Row Road and Route 472; Chris mowed the Township and trails; Brian Carter put up children at play signs on Blake Road; bids are going out for road and snow removal work; hope to get started paving Barren Road in early August. Estate will call the State about overgrown tree branches and washed out ditches.

### **Emergency Management Coordinator**

Emergency Management Coordinator Stephen Roberts stated that OXREM cancelled its last meeting and there is nothing new to report.

### **Oxford Area Recreation Authority**

No report.

### **Trails Report**

No report.

### **OLD BUSINESS**

#### **Oxford Region Woodland Mapping**

Albert Jezyk stated that the Brandywine Conservancy invoice includes the woodland mapping for the Oxford region which was previously approved.

#### **Oxford Borough Workers' Compensation Invoice for Union Fire Company No. 1 & Ambulance Division**

Estate Walters stated that the Oxford Borough gets billed for Workers' Compensation Insurance for the Union Fire Company and Ambulance Division. Oxford Borough then breaks the amount out by municipality and sends invoices.



**Oxford Area Regional Planning Commission (OARPC)**

No report.

**Township Rental House**

Milt Rudy stated that the contractor has completed the required paperwork and has worked out a schedule to review the work. Milt has left voice mails for Tracey Richards but has not heard back yet. Milt will continue to follow-up.

Albert Jezyk thanked Milt for coordinating the repairs.

**NEW BUSINESS**

Estate Walters suggested that the Board make a declaration to thank and never defund the State Police. The Board agreed to proceed with the declaration, which will be sent it to Harrisburg.

**PUBLIC COMMENT**

Suzanne Dougherty stated that the Amish girl is still missing and reminded everyone to keep an eye out for strangers.

Meeting Adjourned at 8:15 PM.

Respectfully Submitted,

Terri Kukoda  
Secretary/ Treasurer