

**ELK TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
December 7, 2020**

The Board of Supervisors December meeting convened at 7:00 PM at the Elk Township Building, Lewisville, PA. The following Supervisors were in attendance: Vice Chairman Estace Walters, and Member Milton Rudy. Chairman Albert Jezyk, Jr. was not present.

PUBLIC COMMENT

No public comment

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

Lieutenant Nicole A. Parker, PA State Police

Lieutenant Nicole A. Parker of the PA State Police provided an overview of activity in Elk Township. Lieutenant Parker stated that if residents let the State Police know that they will be away, the State Police will check on their property. The Board thanked Lieutenant Parker for attending the meeting and for the services of the State Police.

Resolution No. 2020-05 Agreement to Authorize Electronic Access to PennDOT Systems (Political Subdivisions)

Estace Walters stated that PennDOT requires an agreement to authorize electronic access to its systems. This will be required for all future filings of PennDOT forms.

On a motion made by Milt Rudy, seconded by Estace Walters, the Board adopted Resolution No. 2020-05 Agreement to Authorize Electronic Access to PennDOT Systems (Political Subdivisions). The motion was unanimous amongst Supervisors present.

Kaolin RE Holdings Corporation – Professional Services Escrow Fee Agreement (TOJO Mushrooms Final Land Development Plan)

Estace Walters stated that Kaolin RE Holding's Corporation will provide \$85,000 in escrow for professional services related to the site stabilization.

On a motion made by Milt Rudy, seconded by Estace Walters, the Board agreed to sign the Kaolin RE Holdings Corporation – Professional Services Escrow Fee Agreement (TOJO Mushrooms Final Land Development Plan). The motion was unanimous amongst Supervisors present.

Stephen L. & Annie E. Stoltzfus Sewage Facilities Planning Module Component II (Second Farm Dwelling)

Estace Walters stated that the Township has received the Stephen L. & Annie E. Stoltzfus Sewage Facilities Planning Module Component II (Second Farm Dwelling). The module will be forwarded to the appropriate agencies for review.

Resignation of Emergency Management Coordinator Stephen Roberts

Estace Walters stated that Emergency Management Coordinator Stephen Roberts has submitted his resignation effective January 4, 2021. The Board expressed its gratitude for Stephen's service and the many hours that he has volunteered.

2021 Final Budget Adoption Meeting

The Board will schedule its 2021 Final Budget Adoption Meeting for Tuesday, December 22nd at 6:00 PM.

Chester County Planning Team Risk Assessment Review Meeting

Milt Rudy provided an overview of the Chester County Planning Team's risk assessment review meeting. Milt will announce the final result of the risk management assessment review at the next meeting.

Union Fire Company No. 1 - 2021 Agreement; Union Fire Company No. 1 Ambulance Division – 2021 Agreement

On a motion made by Estace Walters, seconded by Milt Rudy, the Board agreed to sign the Union Fire Company No. 1 2021 Agreement in the amount of \$33,259.00 and the Union Fire Company No. 1 Ambulance Division 2021 Agreement in the amount of \$8,078.00. The vote was unanimous amongst Supervisors present.

Lease Renewal for Township Owned House – 2724 Lewisville Road; Tracey Richards (Tenant)

Estace Walters stated that the Board talked about raising the rent by \$50.00 but will look at that next year.

On a motion made by Milt Rudy, seconded by Estace Walters, the Board agreed to sign the one-year Lease between the Township and Tracey Richards for Township owned house at 2724 Lewisville Road. The vote was unanimous amongst Supervisors present.

Springlawn Road Trail (Purple Paint Markings)

Estace Walters stated that someone has painted the parking lot gate, posts and trees with purple markings. Estace will call Lexi Rose, the new manager for the White Clay Preserve.

Brandywine Conservancy Correspondence dtd 11/6/20 Re: Municipal Assistance Program

Estace Walters stated that the Brandywine Conservancy is offering complimentary technical assistance to municipalities. The Board agreed to ask for assistance in identifying where potentially developable parcels remain in the Township. This information might help the Board determine whether to continue collecting the open space earned income tax.

2021 Preliminary Budget; 2021 Final Budget Adoption Meeting

Estace Walters stated that the 2021 Preliminary Budget is available for inspection. The Board agreed to schedule its 2021 Final Budget Adoption Meeting for Tuesday, December 22nd at 6:00 PM.

2021 Reorganization Meetings – Board of Supervisors Monday 1/4/21 @ 7:00 PM; Board of Auditors Tuesday 1/5/21 (time TBD)

Estace Walters stated that the Board's 2021 Reorganization Meeting will be held on Monday, January 4, 2021 at 7:00 PM, and that the Board of Auditor's 2021 Reorganization Meeting will be held on Tuesday, January 5, 2021 (time to be determined). These dates are set by the 2nd Class Township Code.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Milt Rudy, the Board approved the October 5, 2020 and November 2, 2020 Board of Supervisors Meetings Minutes, and the November 24, 2020 2021 Budget Work Meeting Minutes. The vote was unanimous amongst Supervisors present.

Treasurer's Report

On a motion made by Milt Rudy, seconded by Estace Walters, the Bills to be Paid for December except for Roadmaster were approved. The vote was unanimous amongst Supervisors present.

Tax Collector

November 2020: \$432.55

Planning Commission

November 2020: No new business.

Zoning Hearing Board

No activity.

Building/Zoning Report

No report.

Roadmaster

Roadmaster Estace Walters reported the following: he picked up a tire and sign at Hickory Hill covered bridge; he got calls about stop signs stolen on four different roads; he had a call about several bad spots in the road in the Bluffs; Chris and he cut trees off the Barren's trails and mowed both sides; he got a call from the County about the Camp Bonsul Bridge being closed for repairs a couple more weeks; Chris cut up a tree that fell over the Strawbridge Road Trail; and he took the Township truck to be inspected.

Estace stated that Scott Moran might be interested in performing building code official services and not serve as Zoning Officer but will give the Township plenty of notice.

Emergency Management Coordinator

Deputy Emergency Management Coordinator Milt Rudy reported that there is nothing new and that OXREM has not met in a few months. Milt stated that three years ago, there were about 220 POD (Point of Dispensing) volunteers but only about 100 are still volunteers.

Estace Walters asked that if anyone knows someone that might be interested, to please let the Board know.

Oxford Area Recreation Authority (OARA)

December Report: OARA continuing to have problems in the park with people who do not clean up after their dogs; will give dog owners a one-month warning and if they don't see an improvement, the dog park will be closed; have applied for a PECO Green Region Grant in the amount of \$10,000 (50% matching grant) to create a perimeter trail around the Oaks Road parcel; have discussed how to make use of the Oaks Road parcel; have approved the 2021 budget.

OLD BUSINESS

No old business.

NEW BUSINESS

No new business.

PUBLIC COMMENT

No public comment.

Meeting Adjourned at 8:10 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer