

**ELK TOWNSHIP BOARD OF SUPERVISORS
DRAFT REORGANIZATION MEETING MINUTES
JANUARY 3, 2022**

The Board of Supervisors January 3, 2022, reorganization meeting convened at 7:00 PM at the Township Building. The following Supervisors were present: Chairman Albert Jezyk, Jr., Vice Chairman Estace Walters, and Member Milton Rudy.

Public Comment

No public comment.

Appointment of Temporary Chairman

On a motion made by Albert Jezyk, seconded by Milt Rudy, Estace Walters was appointed as Temporary Chairman of the Board of Supervisors. The vote was unanimous.

Appointment of Chairman

On a motion made by Milt Rudy, seconded by Estace Walters, Albert Jezyk was appointed as Chairman of the Board of Supervisors. The vote was unanimous.

Appointment of Vice Chairman

On a motion made by Milt Rudy, seconded by Albert Jezyk, Estace Walters was appointed as Vice Chairman of the Board of Supervisors. The vote was unanimous.

Appointment of Township Roadmaster

On a motion made by Albert Jezyk, seconded by Milt Rudy, Estace Walters was appointed as Township Roadmaster. The vote was unanimous.

Appointment of Assistant Roadmasters

On a motion made by Estace Walters, seconded by Milt Rudy, Albert Jezyk was appointed as Assistant Township Roadmaster. The vote was unanimous.

On a motion made by Estace Walters, seconded by Albert Jezyk, Milt Rudy was appointed as Assistance Township Roadmaster. The vote was unanimous.

Appointment of Township Secretary/Treasurer & Open Records Officer

On a motion made by Milt Rudy, seconded by Albert Jezyk, 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 Albert Jezyk, the following appointments were made:

Engineer: AECOM Corporation
Solicitor: R. Samuel McMichael
Successor Solicitor (or as-needed by current Solicitor): Lamb McErlane PC
Zoning Hearing Board Solicitor: Neil Land/Brutscher, Foley, Milliner, Land & Kelly, LLP

The vote was unanimous.

Appointment of Commission/Board Members

On a motion made by Estace Walters, seconded by Albert Jezyk, the following appointments were made:

Planning Commission Secretary: Mary Gruber
Planning Commission Members: Thomas Shar – Four (4) Year Terms
Zoning Hearing Board Member: Paul Sgroi – 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 Estace Walters, seconded by Albert 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.

Appointment of Township Zoning Officer

On a motion made by Estace Walters, seconded by Milt Rudy, Scott Moran was appointed as Township Zoning Officer. The vote was unanimous.

Appointment of Acting Emergency Management Coordinator

On a motion made by Albert Jezyk, seconded by Estace Walters, Milt Rudy was appointed Acting Emergency Management Coordinator. The vote was unanimous.

Appointment of Public Trails Coordinator

On a motion made by Albert Jezyk, seconded by Estace Walters, F. Palmer Durborow was appointed as Public Trails Coordinator. The vote was unanimous.

Designations & Selection of Depositories

On a motion made by Estace Walters, seconded by Milt Rudy, the following designations and selections of depositories were made:

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

The vote was unanimous.

Miscellaneous

On a motion made by Estace Walters, seconded by Milt Rudy, 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: Milt Rudy

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 Milt Rudy, 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.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

Melanie Ryan & Pal Durborow – Big Elk Reserve/Strawbridge Property; DCED

Correspondence dated 12/31/21 Re: Martin Acquisition White Clay Creek Preserve

Addition (grant awarded)

Albert Jezyk referred to the Pennsylvania Department of Conservation and Natural Resources (DCNR) correspondence dated December 30, 2021 congratulating the Township on the grant award of \$754,300 for the Community Conservation Partnership Program administered by DCNR.

Pal Durborow explained that he and Melanie Ryan would like to talk with DCNR but DCNR won't speak to them without the Township's approval of some type of entity. Pal and Melanie have some people willing to serve on a committee, which could include open space committee members.

On a motion made by Albert Jezyk, seconded by Estace Walters, the Board authorized Pal Durborow and Melanie Ryan to organize a committee. The vote was unanimous.

Resolution No. 2022-01 Designation of Emergency Services Providers

On a motion made by Estace Walters, seconded by Milt Rudy, the Board adopted Resolution No. 2021-01 Designation of Emergency Services Providers. The vote was unanimous.

Resolution No. 2022-02 Appointment of Zoning Hearing Board Member

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board adopted Resolution No. 2022-02 Appointment of Zoning Hearing Board Member Paul Sgroi. The vote was unanimous.

AECOM 2022 Planning and Engineering Services Agreement

On a motion made by Estace Walters, seconded by Milt Rudy, the Board agreed to sign the AECOM 2022 Planning and Engineering Services Agreement. The vote was unanimous.

2022 Agreement between Elk Township and Accurate Building Inspections, Inc.

On a motion made by Estace Walters, seconded by Milt Rudy, the Board agreed to sign the Agreement between Elk Township and Accurate Building Inspections, Inc. The vote was unanimous.

2022 Agreement between Elk Township and Scott Moran

On a motion made by Estace Walters, seconded by Milt Rudy, the Board agreed to sign the Agreement between Elk Township and Scott Moran. The vote was unanimous.

AECOM Correspondence dated 12/17/21; Kaolin RFI #33 Addition of Mechanical & Electrical Building

Estace Walters stated that Kaolin is constructing a new building smaller than the previously planned structure but without Township approval. The Township Engineer has directed Kaolin to stop construction and is meeting with the developer on-site on January 5th.

AECOM CORRESPONDENCE DATED 12/17/21; Kaolin RE Holdings Land Development Escrow Release No. 2

Albert Jezyk stated that the Township Engineer has reviewed and recommended approval of the Kaolin RE Holdings Land Development Escrow Release No. 2.

On a motion made by Albert Jezyk, seconded by Estace Walters, the Board approved the Kaolin RE Holdings Land Development Escrow Release No. 2 in the amount of \$276,340.79. The vote was unanimous.

AECOM Correspondence dated 12/30/21; Chester County Act 167 Model Ordinance Updates

Albert Jezyk stated that the Township Engineer had advised that there is no need to change the Township's stormwater management ordinance. The Township Engineer will review this again after the County adopts its Act 167 model ordinance. There might then be a few minor changes to be made but nothing drastic.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Milt Rudy, the December 6, 2021, Board of Supervisors Meeting Minutes (one revision – add “Albert was not present” to page 1) and the December 26, 2021, Board of Supervisors Final Budget Adoption Meeting Minutes were approved. The vote was unanimous.

Treasurer's Report

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

Tax Collector

December 2021: \$226.43

Year Ending 2021: \$23,705.47

Planning Commission

December Minutes: PCs reviewed the County Act 167 Ordinance at home.

Zoning Hearing Board

No action.

Building/Zoning Report

No report.

Roadmaster

Roadmaster Estace Walters reported that he got the truck inspected and had a slow month.

Emergency Management Coordinator

Emergency Management Coordinator Milt Rudy reported that he attended the final quarterly training meeting and that the radio antenna installation will need to be contracted out.

Oxford Area Recreation Authority (OARA)

December Report: Planning an adult physical fitness area and making preparations for the new natural playground in the Oaks Road parcel; OARA thanked Scott Fetterolf for his service.

Albert Jezyk thanked Estace Walters for collecting the trash the last six (6) months and noted that the Township still needs a replacement for Scott Fetterolf.

Magisterial District Judge Scott A. Massey Administration of Oath of Office

Magisterial District Judge Scott A. Massey administered the Oath of Office to newly reelected Township Supervisor Estace Walters, Constable Leslie (Hank) R. Henry, and Deputy Constable Amanda Howe. (Township Supervisor Estace Walters also took the Oath of Office before a notary public prior to assuming the duties of office,)

TRAILS REPORT

No report.

OLD BUSINESS**Jennersville Regional Hospital Closing**

Albert Jezyk stated that the Jennersville Regional Hospital has closed. The Board has no further input right now but will keep everyone informed if anything comes up.

NEW BUSINESS**Township Building Painting**

Albert Jezyk stated that the Board will look into painting the Township building in the spring.

PUBLIC COMMENT

No public comments.

Meeting Adjourned at 7:43 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer