

**ELK TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING MINUTES  
JANUARY 3, 2023**

The Board of Supervisors January 3, 2023, 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, Michael Corcoran 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): Lamb McErlane PC Vince Pompo

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

Zoning Hearing Board Member: Mark Plauger – Three (3) Year Term

The vote was unanimous.

**Appointment of a 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 the 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. Hourly increase of \$5 to \$70 per hour. The vote was unanimous.

On a motion made by Milt Rudy, seconded by Al Jezyk, Michael Corcoran was appointed Assistant 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 65.5 cents  
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: Michael Corcoran  
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  
Township Building Mowing: Carter & Son Lawncare  
Roadbank Mowing: Weavers Mowing & Tractor Service, LLC  
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.

### **Conference call with Solitor, Sam McMichael, RE Beiler Right of Way Issues.**

In a live call, Sam McMichael summarized his due diligence on a ongoing right-of-way issue in the township. Noting a discovery of earlier limitations on the deeds from former owner Malony who specified only two properties could use the right-of-way. Sam McMichael advised the Township to address this SALDO violation to avoid future potential issues.

### **Martin Property Update**

It reported that on December 9<sup>th</sup> both Estace Walters and Michael Corcoran attended the settlement for the Martin Property. Ownership was immediately passed over to DCNR. John Goodall from The Bradywine Conservancy came to congratulate and present us with an updated map, showing that now 55% of Elk Township is now in preservation.

### **OAHA Requests to Present to the Board of Supervisors**

No one from the Oxford Area Historical Association arrived to present. Michael Corcoran summarized his call with a representative from OAHA regarding their request for ARPA donations from local Townships to fund the OAHA's purchase of the Union School Building.

### **Resolution No. 2023-01 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.

### **AECOM 2023 Planning and Engineering Services Agreement**

On a motion made by Estace Walters, seconded by Milt Rudy, the Board agreed to sign the AECOM 2023 Planning and Engineering Services Agreement. The vote was unanimous.

### **2023 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.

### **2023 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.

### **Sterling Property Update**

Milt Rudy relayed that the court had ruled in favor of the Township and that now there is a 30-day window for an appeal to be filed.

### **Mason Dixon Line/Arc Corner Heritage Interpretation and Connectivity Plan Update**

Michael Corcoran reported that project meetings will begin in the coming months.

### **February BOS Meeting**

Al Jezyk stated that the next BOS meeting would be held Monday, February 6<sup>th</sup>.

### **STAFF REPORTS Secretary's Report**

On a motion made by Estace Walters, seconded by Milt Rudy, the December 5, 2022, Board of Supervisors Meeting and Board of Supervisors Final 2023 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 2023: \$234.59

### **Planning Commission**

No Report.

### **Zoning Hearing Board**

No action.

### **Roadmaster**

Estace Walters Reported that some trees went down in the recent storms. Two knocked-down Stop Signs needed to be replaced by Carter & Sons. Chris Weaver took care of a downed tree on Elk Mills Rd. Estace and Chris Weaver removed 8 trees off Springlawn Trail.

**Emergency Management Coordinator**

Emergency Management Coordinator Milt Rudy reported that he is working on resolving an issue with FCC regarding the Township's License. He expects it will be resolved soon.

**Oxford Area Recreation Authority (OARA)**

OARA is looking for a new member that resides in Elk Township.

**TRAILS REPORT**

No report.

**OLD BUSINESS**

No Old Business

**NEW BUSINESS**

No New Business

**PUBLIC COMMENT**

Resident Donna Ellingsen requested we please put out copies of the Draft Monthly Minutes at the meetings.

Meeting Adjourned at 7:54 PM.

Respectfully Submitted,

Michael Corcoran  
Secretary/ Treasurer