

**ELK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 2, 2024**

The Board of Supervisors' January 2, 2024, 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.

Swearing in of Albert Jezyk

Michael Corcoran, a Notary Public in Chester County, conducted the swear-in procedure of Albert Jezyk.

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/Operations Manager & Open Records Officer

On a motion made by Milt Rudy, seconded by Albert Jezyk, Michael Corcoran was appointed Township Secretary/Treasurer/Operations Manager 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 \$55-350/hr
Solicitor: R. Samuel McMichael \$325/hr (no increase)
Successor Solicitor (or as-needed): Lamb McErlane PC Winnifred Sebastian
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. \$70/hr. (no increase) The vote was unanimous.

Appointment of Township Zoning Officer/Floodplain Manager

On a motion made by Estace Walters, seconded by Milt Rudy, Scott Moran was appointed Township Zoning Officer. \$70/hr. (no increase) The vote was unanimous.

On a motion made by Milt Rudy, seconded by Al Jezyk, Michael Corcoran was also appointed Zoning Officer and Floodplain Manager. 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. Michael Corcoran was appointed Deputy 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 PLGIT
State Fund: PLGIT
Other Funds: Truist, 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 67 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 \$125/hr.
Township Building Mowing: Carter & Son Lawncare \$65/hr.
Roadbank Mowing: Weavers Mowing & Tractor Service, LLC \$125/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.

DCNR Big Elk Creek State Park Campground Townhall Meeting January 10th.

Albert Jezyk informed the audience that Elk and Franklin Township were hosting a Townhall event at Avon Grove Charter School, and all residents were encouraged to attend. Melanie Ryan suggested that the Board of Supervisors put out a statement before the Townhall. Albert Jezyk said that the Township will likely put out a statement, but it would be at a later date. Estace Walters commented that the Township won't support the campground but that waiting to make an official statement seemed more tactful since we don't know what DCNR will commit to or say in the Townhall meeting.

Lin Kline told the Supervisors that John Lawrence's Bill to protect Preserves has not come out of Committee but because of a roof leak, the State Congress would not be meeting again until March. Donna Ellingson added that regardless, it could not be enacted in time to protect the Strawbridge Preserve.

Milton Rudy stated that he estimates the park project could consume 30,000 gallons of water a day and that the nearest well monitored by Chester County is in Emergency Drought status. Melanie Ryan commented that the soil on the property should be evaluated for Nitrates. Michael Corcoran ended by noting who would be participating in the Townhall meeting and that if anyone could not attend in person there would be a link on the Township website to view it on Zoom.

Resolution 2024-01 Designation of Emergency Service Providers

On a motion made by Estace Walters, seconded by Milt Rudy, the Board adopted Resolution No. 2024-01 Designation of Emergency Services Providers. The vote was unanimous.

Resolution 2024-02 Mark Plauger ZHB Appointment 3 Year Term

On a motion made by Estace Walters, seconded by Milt Rudy, the Board adopted Resolution No. 2024-02 Zoning Hearing Board Appointment. The vote was unanimous.

Resolution 2024-03 Secretary/Treasurer/Operations Manager Appointment

On a motion made by Estace Walters, seconded by Milt Rudy, the Board adopted Resolution No. 2024-03 to Appoint Michael Corcoran as Township Secretary, Treasurer, and Operations Manager. The vote was unanimous.

Resolution 2024-04 Municipal Records Disposition Schedule

On a motion made by Estace Walters, seconded by Milt Rudy, the Board adopted Resolution No. 2024-04 Allowing for the Disposition of unnecessary Municipal Records. The vote was unanimous.

Oxford Regional Planning Commission Update

Albert Jezyk read aloud the letter received by the Township for the new contract with the ORPC. The Township will need to pay \$2550 to fulfill their commitment to the new plan development.

Sterling Court Case Update

Michael Corcoran relayed a memo from Township Solicitor, Max O'Keefe, telling us that our case had been transferred to Kennett Square Borough and that a court date would be assigned soon.

Motion to Advertise the 2024 Board of Supervisors Meeting Dates.

Estace Walters made a motion to advertise all monthly Board of Supervisors' meeting dates for 2024. Milton Rudy seconded. The vote was unanimous.

Union Fire Municipal Liaison Meeting Report

Milton Rudy provided a summary of the informative presentation given to the Townships by Union Fire and Ems. The theme was that higher costs will remain an issue in 2024 and it is still unknown when the old Jennersville Hospital will be re-opened.

February BOS Meeting

Al Jezyk stated that the next BOS meeting would be held Monday, February 5th.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Milt Rudy, the December 4th, 2023, Board of Supervisors Meeting and Board of Supervisors Final 2024 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

Michael Corcoran read the year-end report. The Tax Collector collected a total for \$25,348.98 for the year.

Planning Commission

No Report. (Minutes were not sent in time).

Historic Commission

No Report

Open Space Committee

Michael Corcoran reported back to the Supervisors after their request to find out more information regarding how Keystone Collections bills the Township. Keystone has a flat fee that is equal for all Townships and Boroughs. 1% of any amount of tax they collect is kept as their fee, no matter how large or small the earned income tax rate is.

Zoning Hearing Board

No action.

Zoning & Building Reports

Michael Corcoran explained an existing issue with an unpaid Permit requested by an Electrician hired by William Sterling at 1204 Old Forge Rd. The Electrician who applied for the permit had not picked it up or paid for it due to issues getting reimbursed by William Sterling.

Roadmaster

Estace Walters read his Report. Estace noted that a resident complained about patchwork failing on Strickersville Rd and that he informed PennDOT. Estace also explained a tree issue on Barren Rd. A driver had already crashed into the tree, so Estace and Chris Weaver removed the tree. Steve Snyder came and assisted in cutting up the large tree that blocked Camp Bonsall. Estace also noted that Township Truck needed to go in for Inspection.

Emergency Management Coordinator

No Report

Oxford Area Recreation Authority (OARA)

Albert Jezyk read a message from the OARA Board requesting that Marc Roy be removed as the Elk Township Representative since he was not attending meetings. Estace Walters motioned to remove Marc Roy from the OARA Board, Milt Rudy Seconded. The vote was unanimous.

Trails Report

Lin Kline informed the Supervisors that a rope with a “No Trespassing” sign was placed across the Barrens Trail where there is an Easement on the Robbins Property. Michael Corcoran commented that this was an issue last Spring but it was removed. Estace Walters said he would talk with Pal Durborow.

OLD BUSINESS

No Old Business

NEW BUSINESS

No New Business

PUBLIC COMMENT

No Public Comment

Meeting Adjourned at 8:36 PM.

Respectfully Submitted,

Michael Corcoran
Secretary/ Treasurer