

**ELK TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
AUGUST 4, 2014**

The Elk Township Board of Supervisors August Meeting convened at 7:00 PM at the Elk Township Building, Lewisville, PA. The following Supervisors were present: Chairman Albert Jezyk, Jr., Vice Chairman Estace Walters, and Member James George.

PUBLIC COMMENT

No public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

2014-2015 Request for Bid Proposals - Winter Road Maintenance

Al Jezyk stated that the Winter Road Maintenance Bid Proposal Requests specifications have been revised and need to be advertised.

On a motion made by Estace Walters, seconded by Jim George, the Board approved the advertising of the Winter Road Maintenance Bid Proposal Requests. The vote was unanimous.

PA Department of the Auditor General Examination of Liquid Fuels Tax Fund for January 1, 2012 to December 31, 2013 - Township Correspondence dated July 25, 2014 to Department of Auditor General, Department of Auditor General Exit Conference Memorandum dated 7/25/14

Al Jezyk referred to Township correspondence dated July 25, 2014 to PA Department of Auditor General and to the Department of Auditor General Exit Conference Memorandum dated 7/25/14. Al stated that the PA Department the Auditor General has audited the Township's Liquid Fuel Fund for January 1, 2012 to December 31, 2013 and had no findings, comments or observations.

Oxford Region Planning Committee Memorandum dated July 9, 2014 Re: Special Memorandum (Comprehensive Plan Amendment Process)

Al Jezyk referred to Oxford Region Planning Committee (ORPC) memorandum dated July 9, 2014 regarding Special Memorandum (Comprehensive Plan Amendment Process). Al stated that the ORPC has proposed an amendment to the Multimunicipal Comprehensive Plan and need municipality authority to submit the proposed amendment to the Chester County Planning Commission for review.

On a motion made by Jim George, seconded by Estace Walters, the Board agreed to forward the Comprehensive Plan Amendment to the Chester County Planning Commission, the Oxford Area School District and contiguous municipalities for review and comment; agreed that the responsibility for doing so be delegated to Mark Gallant of the Chester County Planning Commission; and further agreed to forward the Comprehensive Plan Amendment to the Elk Township Planning Commission for review/comment. The motion was unanimous.

Nellius (Carol A. Baker/Green Robin Homes) Erosion & Sedimentation and Stormwater Management Plan dated 1/23/14 Latest Revision June 6, 2014 - URS Correspondence dated 7/2/14

Al Jezyk referred to URS correspondence dated June 6, 2014 regarding the Nellius Erosion & Sedimentation/Stormwater Management Plan. Stan Corbett has reviewed the referenced plan and has provided comments on Stormwater Management Ordinance, Zoning Ordinance, and General items to be addressed.

Senator Andrew E. Dinniman - The Senate of Pennsylvania Recognition of F. Palmer Durborow

Senator Andrew E. Dinniman presented to F. Palmer Durborow a Senate of Pennsylvania Recognition honoring Pal for twelve years of dedicated and distinguished services a member of the Elk Township Board of Supervisors. Senator Dinniman stated that Pal was known for going above and beyond the call of duty to ensure satisfaction of Elk Township residents, was heavily involved in expanding the trail system in the Township, personally installed signage along the trail and ensured that trail maintenance was completed, and that Pal will continue to serve Elk Township as its Trail Coordinator. Senator Dinniman also stated that during Pal's tenure, he strove to adhere to the highest standards of service and has earned the respect and admiration of his many friend and colleagues.

Fair Hill Estates - URS Correspondence dated July 2, 2014

Al Jezyk referred to URS Correspondence dated July 2, 2014 regarding Fair Hill Estates Hookers Creamery Road R.O.W. Stan Corbett has reviewed the developer's documentation for completion of improvements and dedication of the additional right-of-way along Hookers Creamery Road and has provided comments on items to be addressed.

URS Correspondence dated July 18, 2014 Re: URS & AECOM

Al Jezyk referred to URS correspondence dated July 18, 2014 regarding URS & AECOM. Stan Corbett as advised that AECOM Technology Corporation and URS Corporation have signed an agreement under which AECOM will acquire URS. Stan Corbett has also advised that there will be no changes to services provided by URS Corporation to Elk Township.

URS Correspondence dated July 31, 2014 Re: Engineering Study of Barren Road

Al Jezyk referred to URS correspondence dated July 31, 2014 regarding the engineering study of Barren Road. Stan Corbett has presented a proposal for Professional Engineering Services to prepare an engineering and traffic study of Barren Road to assist with Township consideration of weight and/or usage restrictions. The amount that URS recommends be budgeted for the engineering study is \$9,800.

Estate Walters stated that the original estimate was \$5,000-\$6,000 to be shared with East Nottingham. Estate stated that more extensive work would be required because of no previous core samples.

The Board agreed to continue to discuss the issue with East Nottingham to ensure a cost effective solution.

United States Postal Service Survey - Lewisville Post Office

Al Jezyk referred to United States Postal Service (USPS) correspondence dated July 3, 2014 and POST Plan Customer Survey for the Lewisville Post Office. USPS has evaluated the Lewisville Post Office under a review process known as the POST Plan, and is requesting customers to complete a survey to determine whether USPS should conduct a discontinuance study or maintain the Lewisville Post Office with 6 hours of window service. The Board agreed to complete the survey with the alternative that the Lewisville Post Office remain open with 6 hours of window service.

Southern Chester County Emergency Medical Services, Inc. Correspondence dated August 1, 2014 - Funding Request CY 2015

Al Jezyk referred to Southern Chester County Emergency Medical Services, Inc. (SCCEMS) correspondence dated August 1, 2014 requesting funding of \$9,698 for the calendar year 2015. The Board agreed to include this in the Board's 2015 Budget Work Meeting.

STAFF REPORTS

Secretary's Report

On a motion made by Jim George, seconded by Estace Walters, the July 7, 2014 Board of Supervisors Meeting Minutes were approved. The vote was unanimous.

Treasurer's Report

On a motion made by Estace Walters, seconded by Jim George, the Bills to be Paid for August were approved with the exceptions of Roadmaster and Assistant Roadmaster Payrolls.

On a motion made by Al Jezyk, seconded by Jim George, the Bill to be Paid for Roadmaster Payroll was approved. Estace Walters abstained from the vote.

On a motion made by Estace Walters, seconded by Jim George, the Bill to be Paid for Assistant Roadmaster was approved. Al Jezyk abstained from the vote.

Tax Collector

Real Estate Taxes Collected: \$355.55

Planning Commission

Al Jezyk referred to the July Planning Commission Meeting Minutes stating the Commissioners have reviewed and discussed URS recommendations regarding cluster development.

Zoning Hearing Board

No action.

Zoning/Building Reports

Al Jezyk referred to Accurate Building Inspections July Zoning/Building reports reflecting building/zoning permits issued, inspections performed, and various discussions/meetings with owners/applicants.

Oxford Area Recreation Authority

Al Jezyk referred to the Oxford Area Recreation Authority's July report providing an update of OARA activities.

Trail Coordinator

No report.

Roadmaster

Estace Walters referred to the July Roadmaster Report stating that he cut three tress off of Camp Bonsul Road and cut large branches off various roads after the big storm, he took Dave Harlan around to see work that needs to be done, he called the State about various issues, and Al cut a tree off of Barren Road. Estace stated that the drains in the silt pond in the Breckenridge subdivision are green and the drains are probably clogged. Estace stated that the Breckenridge HOA is responsible for the silt pond and will be contacted.

Historic Commission

No report.

Emergency Management Coordinator

Emergency Management Coordinator Stephen Roberts and Assistant Emergency Management Coordinator Milt Rudy provided an update on EMC activities for July and provided a presentation on GIS mapping software available to the Township. The Board thanked Stephen and Milt for their report/presentation and agreed that GIS mapping is a good resource for the Township.

OLD BUSINESS

Springlawn Road Trail

Al Jezyk stated that the Springlawn Road Trail bench is back where it belongs.

NEW BUSINESS

Road Issues

Estate Walters stated that the Board is looking at paving the north part of Barren Road, that patching is needed past the bridge on Hickory Hill Road, rip-rap is needed on Glen Hope Road, and there are other areas that need patching. Estate stated that the biggest concern is Barren Road and Dave Harlan will be providing a quote.

PUBLIC COMMENT

No public Comment.

Meeting Adjourned at 7:50 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/Treasurer