

**ELK TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
December 7, 2009**

The Elk Township Board of Supervisors Meeting convened at 7:00 PM at the Elk Township Building, Lewisville, PA. The following Supervisors were present: Palmer Durborow, Estace Walters, and Albert Jezyk, Jr.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

The Bluffs at Big Elk Creek Dedication

Pal Durborow referred to URS correspondence dated November 25, 2009 outlining the status of completion of the improvements and status of review of deed information. The Township has received notice that Gemcraft Homes, Inc. has filed bankruptcy. Township Solicitor Sam McMichael will attend the Meeting of Creditors on December 16, 2009.

Long View Farms Final Subdivision Plan

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to accept the extension agreement dated November 23, 2009 for the Long View Farms Final Subdivision Plan. The vote was unanimous.

2010 Census Conditions for Donation of Services and Space Agreement

The Census Bureau has requested use of the Township Building as a Questionnaire Assistance Center. The Board agreed to forward the Conditions for Donation of Services and Space Agreement to the Township Solicitor for review.

Union Fire Company 2010 Fire Protection Agreement

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to sign the Union Fire Company 2010 Fire Protection Agreement. The vote was unanimous.

Oxford Area Recreation Authority Appointment of Board Member

On a motion made by Estace Walters, seconded by Al Jezyk, the Board appointed Frank Spor to the Oxford Area Recreation Authority Board. The appointment was conditioned upon confirmation that it is legal to appoint a non-resident. The vote was unanimous.

Oxford Regional Emergency Management

Pal Durborow referred to Oxford Regional Emergency Management Dues Invoice dated November 1, 2009. Annual dues for the initial year 2009 are \$100.00 and future annual dues will be \$200.00.

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to pay \$100.00 to Oxford Regional Emergency Management for the 2009 dues. The vote was unanimous.

Penn DOT 2008/2009 Severe Winter Reimbursement

Pal Durborow referred to Penn DOT correspondence dated December 2, 2009 advising that the Township has qualified for reimbursement under the Winter Traffic Services Agreement. The Township will receive a 2008/2009 severe winter adjustment in the amount of \$3,034.99.

Robert Shelderfer Deck Permit

Pal Durborow referred to Robert Shelderfer correspondence dated December 1, 2009 regarding a deck on his property at 2 Peacedale Court. The Building Permit fee has been doubled because Mr. Shelderfer did not obtain a Building Permit prior to the start of construction. Mr. Shelderfer has requested that the fee not be doubled because the previous Building Inspector told him that a Building Permit was not required.

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed that due to a possible miscommunication with the previous Building Inspector, the Building Permit fee for the deck at 2 Peacedale Court is not doubled. The vote was unanimous.

2010 Proposed Budget

The 2010 Proposed Budget is available for public review and inspection.

2010 Final Budget Adoption Meeting

The Board agreed to tentatively schedule the 2010 Final Budget Adoption Meeting on December 21, 2009.

2010 Board of Supervisors Reorganization Meeting

The 2010 Board of Supervisors Reorganization Meeting is scheduled for January 4, 2010.

2010 Auditors Reorganization Meeting

The 2010 Auditors Reorganization Meeting is scheduled for January 5, 2010.

Pal Durborow referred to Linda Bishop correspondence dated December 4, 2009 withdrawing from the write-in election as Township Auditor.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Al Jezyk, the November 2, 2009 Board of Supervisors Meeting Minutes were approved. The vote was unanimous.

Treasurer's Report

On a motion made by Estace Walters, seconded by Al Jezyk, the Bills to be Paid for December, with the exception of Roadmaster Payroll, were approved. The vote was unanimous.

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

Tax Collector

Real Estate: \$163.27

Planning Commission

Pal Durborow referred to the November Planning Commission Minutes stating that the Commission is reviewing the Act 537 Plan, and that the Zoning Hearing Board is to make a decision concerning the TOJO Mushroom plan.

Zoning Hearing Board

The TJA Properties (TOJO Mushrooms) Zoning Hearing has been rescheduled for January 21, 2010 at 7:00 PM.

Building Inspector/Zoning & Codes Enforcement Officer

Pal Durborow referred to Thomas Lowry's November Report stating that no permits were issued; eleven (11) inspections were performed; twenty-one (21) inquiries were received; an inspection was performed with the American Tower representative; and the TOJO hearing was held and no decision was rendered.

Roadmaster

Roadmaster Estace Walters referred to the November Roadmaster Report stating that trash was picked up; storm drains were cleaned out; storm drains, culverts, pipes that cross our roads, and places with rip-rap have been documented; the Breckenridge Road storm drain needs to be replaced; weather has been hampering the work on the parking lot; stop signs were replaced in the Bluffs at Big Elk Creek; and Brian salted the storm on December 5th.

Post Office Committee

No report.

Open Space Committee

Pal Durborow referred to the November Open Space Committee Report. The next Open Space Committee meeting will be held on January 19, 2010.

HISTORICAL COMMISSION

No report.

OLD BUSINESS

Township Letters to Penn DOT – Maintenance/Safety Issues

Penn DOT has cleaned out ditches and has provided the Township with updated contact names and phone numbers. Penn DOT's Maintenance Manager has provided the Board with a contact name for negotiations on the Winter Traffic Services Agreement.

Oxford Region Multi-Municipal Comprehensive Plan

Al Jezyk stated that land use issues are being discussed and that the committee is still working on the plan.

Open Space Committee Meeting

Melanie Hesse requested that the Board attend the December 19th Open Space Committee Meeting.

NEW BUSINESS

No new business.

PUBLIC COMMENT

Linda Luker asked about the requirement of a Building Permit for a solar system. Pal Durborow suggested that the Building Inspector be contacted for information about the permit.

Meeting Adjourned at 7:40 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer