

**ELK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION AND REGULAR MEETING MINUTES
JANUARY 3, 2012**

The Elk Township Board of Supervisors Reorganization 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.

REORGANIZATION OF ELK TOWNSHIP - 2012

Appointments/Reappointments:

On a motion made by Estace Walters, seconded by Albert Jezyk, Pal Durborow was appointed as Chairman of the Board of Supervisors.

On a motion made by Albert Jezyk, seconded by Pal Durborow, Estace Walters was appointed as Vice Chairman of the Board of Supervisors.

On a motion made by Estace Walters, seconded by Al Jezyk, the following appointments/reappointments were made for the year 2012:

Engineer	URS Corporation
Engineer (Alternate)	Stantec Consulting Services
Open Records Officer	Terri Kukoda
Planning Commission Members	Melanie Hesse – Four (4) Year Term
	Mark Gruber – Four (4) Year Term
	Thomas Shar – Three (3) Year Term
Planning Commission Secretary	Mary Gruber
Secretary/Treasurer	Terri Kukoda
Solicitor	R. Samuel McMichael
Zoning Hearing Board Solicitor	Parke, Barnes, Spangler, Oeste & Wood
Zoning Hearing Board Member	Suzanne Dougherty – Three (3) Year Term
Zoning Officer	Thomas H. Lowry

The vote was unanimous.

Appointments/Reappointments:

On a motion made by Estace Walters, seconded by Al Jezyk, Thomas H. Lowry was appointed as Zoning Officer. The vote was conditioned upon the Solicitor's approval of an agreement between Elk Township and Thomas H. Lowry. The vote was unanimous.

On a motion made by Pal Durborow, seconded by Al Jezyk, Estace Walters was appointed as Roadmaster. Estace Walters abstained from the vote.

Designations:

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed that two signatures (Supervisor and/or Treasurer) are required for signing checks. The vote was unanimous.

Retention of Third-Party Agency for Administration and Enforcement of the Uniform Construction Code

On a motion made by Pal Durborow, seconded by Estace Walters, the Board approved the agreement between Elk Township and Municipal Support Services, Inc. for administration and

enforcement of the Uniform Construction Code. The vote was conditioned upon the Township Solicitor's approval of the agreement. The vote was unanimous.

Selection of Depositories:

On a motion made by Estace Walters, seconded by Al Jeyzk, the following selection of depositories were made:

General Fund	National Penn (formerly People's Bank of Oxford), and PLGIT
State Fund	PLGIT
Other Funds	National Penn (formerly Peoples Bank of Oxford), PLGIT, and Fulton Bank

The vote was unanimous.

Miscellaneous:

On a motion made by Estace Walters, seconded by Al Jeyzk, the Board agreed to the following:

Fire Company	Union Fire Company No. 1
Mileage Reimbursement	IRS Standard Mileage Rate (55.5 cents per mile)
Newspapers of Record	Chester County Press & Daily Local New
PSATS Annual Educational Conference & Trade Show Authorized Attendees	Board of Supervisors, Township Secretary and Township Roadmaster
PSATS Annual Educational Conference & Trade Show Voting Delegate	Township Secretary
Tax Collector's Bond	\$15,000.00
Treasurer's Bond	\$500,000.00

The Board of Supervisors Reorganization Meeting closed at 7:15 PM followed immediately by the Elk Township Board of Supervisors Meeting.

PUBLIC COMMENT ON AGENDA ITEMS

Donna Ellerson asked about the procedure for how appointments are made. Pal stated that most appointments are the same as the previous year and that many require volunteers. Donna suggested that volunteer openings are posted on the Township website.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

Resolution No. 2012-01 Appointment of Zoning Hearing Board Member

On a motion made by Estace Walters, seconded by Al Jeyzk, the Board adopted Resolution No. 2011-01 Appointment of Suzanne Dougherty to the Elk Township Zoning Hearing Board for a three (3) year term. The vote was unanimous.

Resolution No. 2012-02 Agricultural Security Area Property Owner Wilson King Tax Parcel #70-3-22

On a motion made by Estace Walters, seconded by Al Jeyzk, the Board adopted Resolution No. 2011-02 adding the Wilson King Tax Parcel #70-3-22 to the Elk Township Agricultural Security Area. The vote was unanimous.

Chester County Planning Commission Correspondence dated December 12, 2011 Review of Proposed Zoning Ordinance Amendment

Pal Durborow referred to Chester County Planning Commission correspondence dated December 12, 2011 reviewing the proposed Elk Township Zoning Ordinance Amendment. The Commission's comments included that the current submission contains the same language as was

previously reviewed except for two additional subsection; and that the provisions of the two additional subsections are appropriate.

Peacedale Court Subdivision

Pal Durborow stated that the Letter of Credit check has been received from First Niagara Bank, and that the Board is scheduled to meet with Representative Lawrence on January 19th.

PA Game Commission

Pal Durborow stated that the Township has received reports that the PA Game Commission has released coyotes. The Board agreed to follow-up directly with the PA Game Commission.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Albert Jezyk, the December 5, 2011 Board of Supervisors Meeting Minutes and the December 27, 2011 Special Meeting Minutes (Final Budget) 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 January, 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: \$292.43

Planning Commission

Pal Durborow referred to the December Planning Commission Meeting Minutes stating no new business and that correspondence from the Solicitor and the Chester County Planning Commission were reviewed.

Zoning Hearing Board

No action.

Building & Zoning Report

Pal Durborow referred to the December Monthly Report stating that three inspections were performed, nine inquiries were received, and two permits were issued.

Roadmaster

Roadmaster Estace Walters referred to the December Roadmaster Report stating that trash was picked up on Barren Road, he got a call from the police about an accident on State and Hickory Hill Road, and Brian ordered signs for State, Chrome, and Barren Roads. Estace stated that he talked with Dave Harlan about ditching, and that he will look into the dumping on Barren Road.

Post Office Committee

Pal Durborow referred to the 4th Quarter Post Office Committee Report noting a starting balance of \$15,421.43 and ending balance of \$16,208.43.

Historic Commission

No report.

OLD BUSINESS

Post Office/Township Building Property Line

Pal Durborow stated that a better metal detector is needed to locate the pins, and that another attempt will be made to locate the property lines.

NEW BUSINESS

Robbins Property

Pal Durborow stated that the path is being cleared on the Robbins property for the trail.

Barren Road Parking Lot

Pal Durborow stated that the Chrome Barren signs are in and will be installed when the parking lot is open.

Township Building

Al Jezyk stated that the Township Building is in need of general maintenance.

Township Auditor Joseph Tighe Resignation

Township Auditor Joseph Tighe presented the Board with his letter of resignation due to being elected School Board Director.

PUBLIC COMMENT

Rich Orpneck asked if the Township website is interactive. Pal Durborow stated that it is not interactive but has a direct link to Township e-mail.

Meeting Adjourned at 7:45 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer