

**ELK TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING MINUTES  
JANUARY 7, 2013**

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 - 2013**

**Appointments/Reappointments:**

On a motion made by Al Jezyk, seconded by Pal Durborow, Estace Walters was appointed as Temporary Chairman of the Board of Supervisors. The vote was unanimous.

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

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

On a motion made by Estace Walters, seconded by Al Jezyk, the following appointments/reappointments were made for the year 2013:

Engineer	URS Corporation
Engineer (Alternate)	Stantec Consulting Services
Historic Commission Members	Grace Chapman – Three (3) Year Term
	Mary Gruber – Three (3) Year Term
	Millard McComsey – One (1) Year Term
	Delbert Steele – Two (2) Year Term
	Virginia Steele – Two (2) Year Term
Open Records Officer	Terri Kukoda
Planning Commission Members	Fran DiIenno – Four (4) Year Term
	Delbert Steele – Four (4) 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	Samuel Smith – Three (3) Year Term
Zoning Officer	Thomas H. Lowry

The vote was unanimous.

**Appointments/Reappointments:**

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.

**Selection of Depositories:**

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

Fire Company	Union Fire Company No. 1
Mileage Reimbursement	IRS Standard Mileage Rate (56.5 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

**PUBLIC COMMENT ON AGENDA ITEMS**

Donna Ellingsen asked if there were any new volunteers appointed. Pal Durborow stated that there were no new volunteers.

**ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE**

**Resolution No. 2013-01 Appointment of Zoning Hearing Board Member**

On a motion made by Estace Walters, seconded by Al Jezyk, the Board adopted Resolution No. 2013-01 Appointment of Samuel Smith to the Elk Township Zoning Hearing Board for a three (3) year term. The vote was unanimous.

**URS Corporation 2013 Planning and Engineering Services Agreement**

On a motion made by Estace Walters, seconded by Al Jezyk, the Board approved the URS Corporation 2013 Planning and Engineering Services Agreement. The vote was unanimous.

**2013 Agreement Between Elk Township and Thomas L. Lowry**

On a motion made by Estace Walters, seconded by Al Jezyk, the Board approved the 2013 Agreement Between Elk Township and Thomas L. Lowry conditioned upon no revisions to Item 16.f. The vote was unanimous.

**2013 Agreement Between Elk Township and Municipal Support Services, Inc. for Retention of Third-Party Agency for Administration and Enforcement of the Uniform Construction Code**

On a motion made by Estace Walters, seconded by Al Jezyk, the Board approved the 2013 Agreement Between Elk Township and Municipal Support Services, Inc. for retention of third-party agency for administration and enforcement of the Uniform Construction Code. The vote was unanimous.

**Chris Fisher Stormwater Management Plan for Proposed Barn and Manure Storage Tank – URS Correspondence dated December 19, 2012 and December 6, 2012**

Pal Durborow referred to URS review letters dated December 19, 2012 and December 6, 2012 for the Chris Fisher Stormwater Management Plan for Proposed Barn and Manure Storage Tank dated November 2, 2012 latest revision December 14, 2012. URS review letter comments included the requirement for clarification of the five-acre parcel deed exception.

On a motion made by Estace Walters, seconded by Al Jezyk, the Board approved the Chris Fisher Stormwater Management Plan for Proposed Barn and Manure Storage Tank conditioned upon satisfaction of all items noted in URS correspondences dated December 19, 2012 and December 6, 2012. The vote was unanimous.

**Christian L. and Fannie K. Fisher Stormwater Management Controls and Best Management Practices Operations, Maintenance and Inspection Agreement for Proposed Barn and Manure Storage Tank**

On a motion made by Estace Walters, seconded by Al Jezyk, the Board approved the Christian L. and Fannie K. Fisher Stormwater Management Controls and Best Management Practices Operations, Maintenance and Inspection Agreement for Proposed Barn and Manure Storage Tank. The vote was unanimous.

**Act 537 Sewage Facilities Planning Assistance Update – PA Department of Environmental Protection Correspondence dated December 3, 2012**

Pal Durborow referred to PA Department of Environmental Protection correspondence dated December 3, 2012 awarding a grant of \$14,979.92 to be paid when the program receives appropriation from the General Assembly.

**TJA Properties (TOJO Mushrooms) Well Sampling Report & Groundwater Well Monitoring Data – Brickhouse Environmental Correspondences dated January 2, 2013 and December 21, 2012**

Pal Durborow referred to Brickhouse Environmental correspondences dated January 2, 2013 and December 21, 2012 regarding well sampling reports for TJA Properties (TOJO Mushrooms) neighboring wells. Brickhouse Environmental has advised that there is no evidence of any measurable changes to the water table and cloudy water at the Chupein residence may have been from the storm.

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

On a motion made by Estace Walters, seconded by Albert Jezyk, the October 23, 2012 Preliminary Budget Meeting Minutes, the December 20, 2012 Final Budget Meeting Minutes, the December 20, 2012 Public Hearings and Public Meetings Minutes, and the December 3, 2012 Board of Supervisors Meeting Minutes with one name correction (Ellingsen) 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: \$157.22

**Planning Commission**

Pal Durborow referred to the December Planning Commission Meeting Minutes stating no new business.

**Zoning Hearing Board**

No action.

**Zoning Report**

Pal Durborow referred to the December Zoning Report stating that three inspections were performed, twelve inquiries were received, and no permits were issued.

**Building Report**

Pal Durborow referred to the December Building Report stating that three inspections were performed, three inquiries were received, and no permits were issued.

**Roadmaster**

Roadmaster Estace Walters referred to the December Roadmaster Report stating rip was reinstalled, the pipe was cleaned out and a tree was removed on Barren Road; there were a couple of small snow storms; a big tree was cut down on Hickory Hill Road; trees were cut up on Camp Bonsul Road; and State Trooper Brian Kundick went beyond the call of duty helping with downed trees.

**Post Office Committee**

Pal Durborow referred to the 4<sup>th</sup> Quarter Post Office Committee Report noting a starting balance of \$18,677.47 and ending balance of \$20,192.47.

**Historic Commission**

No report.

**OLD BUSINESS**

**Peacedale Court**

Estace Walters stated that he would contact Representative Lawrence about Peacedale Court.

**Joint Comprehensive Plan**

Al Zezyk stated that he continues to attend joint comprehensive plan meetings to discuss the joint agreement.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

No public comment.

Meeting Adjourned at 7:25 PM.

Respectfully Submitted,

Terri Kukoda  
Secretary/ Treasurer