ELK TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 6, 2014

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: Albert Jezyk, Jr., Estace Walters, and James George.

REORGANIZATION OF ELK TOWNSHIP - 2014 APPOINTMENTS
Appointment of Temporary Chairman
On a motion made by Estace Walters, seconded by Jim George, Al Jezyk was appointed as Temporary Chairman of the Board of Supervisors. Estace Walters abstained from the vote.

Appointment of Chairman
On a motion made by Estace Walters, seconded by Jim George, Al Jezyk was appointed as Chairman of the Board of Supervisors. Al Jezyk abstained from the vote.

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

Appointment of Township Roadmaster
On a motion made by Al Jezyk, seconded by Jim George, Estace Walters was appointed as Township Roadmaster. Estace Walters abstained from the vote.

Appointment of Township Assistant Roadmaster
On a motion made by Estace Walters, seconded by Jim George, Al Jezyk was appointed as Township Assistant Roadmaster. Al Jezyk abstained from the vote.

Appointment of Township Secretary/Treasurer & Open Records Officer
On a motion made by Estace Walters, seconded by Jim George, Terri Kukoda was appointed Township Secretary/Treasurer and Open Records Officer. The vote was unanimous.

Appointment of Professional Consultants
On a motion made by Estace Walters, seconded by Jim George, the following appointments were made:

Engineer	URS Corporation
Engineer (Alternate)	Stantec Consulting Services
Solicitor	R. Samuel McMichael
Zoning Hearing Board Solicitor	Parke, Barnes, Spangler, Oeste & Wood

The vote was unanimous.

Appointment of Commission/Board Members
On a motion made by Estace Walters, seconded by Jim George, the following appointments were made:

Historic Commission Members   Millard McComsey – One (1) Year Term

Planning Commission Secretary	Mary Gruber
Zoning Hearing Board Member	Mark Plaugher – Three (3) Year Term

The vote was unanimous.

Appointment of Third-party Agency for Administration and Enforcement of the Uniform Construction Code

On a motion made by Estace Walters, seconded by Jim George, Municipal Support Services, Inc., was appointed Third-party Agency for Administration and Enforcement of the Uniform Construction Code conditioned upon the signing of an agreement approved by the Township Solicitor. The vote was unanimous.

Appointment of Township Zoning Officer

On a motion made by Estace Walters, seconded by Al Jezyk, Thomas H. Lowry was appointed Township Zoning Officer conditioned upon the signing of an agreement approved by the Township Solicitor. The vote was unanimous.

Appointment of Public Trails Coordinator

On a motion made by Estace Walters, seconded by Jim George, F. Palmer Durborow was appointed Public Trails Coordinator. The vote was unanimous.

Designations & Selection of Depositoris:

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

Signing of Checks:	Two Signatures Required (Board Member and Treasurer)
General Fund:	National Penn (formerly People's Bank of Oxford), PLGIT
State Fund:	PLGIT
Other Funds:	National Penn (formerly Peoples Bank of Oxford), PLGIT, 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
Newspapers of Record	Chester County Press & Daily Local News
PSATS Annual Educational Conference	Board of Supervisors, EMC, Twp Secretary
& Trade Show Authorized Attendees	Twp Roadmaster, Twp Assistant Roadmaster
PSATS Annual Educational Conference	Township Secretary/Treasurer
& Trade Show Voting Delegate	
Tax Collector's Bond	To be set by Clerk of Courts.
Treasurer's Bond	$500,000.00

The vote was unanimous.

PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE
Resolution No. 2014-01 General Fee Schedule
Al Jezyk stated that the General Fee Schedule is the same except for fees for tax certifications, duplicate tax bills and returned checks.

On a motion made by Estace Walters, seconded by Jim George, the Board adopted Resolution No. 2014-01 General Fee Schedule. The vote was unanimous.

Resolution No. 2014-02 Appointment of Zoning Hearing Board Member
On a motion made by Estace Walters, seconded by Jim George, the Board adopted Resolution No. 2014-02 Appointment of Mark Plaugher to the Elk Township Zoning Hearing Board for a three (3) year term. The vote was unanimous.

URS Corporation 2014 Planning and Engineering Services Agreement
On a motion made by Estace Walters, seconded by Jim George, the Board approved the URS Corporation 2014 Planning and Engineering Services Agreement. The vote was unanimous.

SPCA 2014 Limited/Full Contract
Al Jezyk explained the differences between the SPCA limited and full contracts.

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to sign the SPCA 2014 Limited Contract. The vote was unanimous.

TMACC Local Cash Match Certification for Fiscal Year 2014/2015
Al Jezyk described the services provided by the Transportation Management Association of Chester County (TMACC).

On a motion made by Estace Walters, seconded by Jim George, the Board agreed to the TMACC Local Cash Match Certification for Fiscal-Year 2014/2015 in the amount of $400.00. The vote was unanimous.

Township Correspondence to Penn DOT dated December 16, 2013 Re: Maintenance and Safety Concerns
Estace Walters referred to Township correspondence to Penn DOT dated December 16, 2013 regarding maintenance and safety concerns. Estace has reviewed the Township's list of concerns with Penn DOT representative Steve Austin and will continue to monitor Penn DOT's progress.

County-wide Act 167 Update #40 Re: Ordinance Corrections
Al Jezyk referred to County-wide Act 167 Update #40 noting that corrections to the Act 167 Ordinance are required.

On a motion made by Estace Walters, seconded by Jim George, the Board authorized Stan Corbett to proceed with amendments to address the County's corrections. The vote was unanimous.

Jim George stated that the Township tried to make the Act 167 Ordinance less onerous to single lots.

COSTARS PA Department of General Services Salt Contract Participation Agreement August 2014 - July 2015 Season

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to the COSTARS PA Department of General Services Salt Contract Participation Agreement August 2014 - July 2015 Season for 250 tons of Sodium Chloride (road salt). The vote was unanimous.

Act 537 Sewage Facilities Planning Assistance - DEP Correspondence dated December 31, 2013
Al Jezyk referred to Pennsylvania Department of Environmental Protection correspondence dated December 31, 2013 stating that the Department has awarded the Township $14,979.92 to be paid when the Department receives adequate appropriation from the General Assembly.

STAFF REPORTS
Secretary's Report
On a motion made by Estace Walters, seconded by Al Jezyk, the December 2, 2013 Board Meeting Minutes, December 10, 2013 Final Budget Meeting Minutes, December 18, 2013 Public Hearing Minutes, and December 18, 2013 Special 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 January, with the exception of Roadmaster Payroll, were approved. The vote was unanimous.

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.

Tax Collector
December 2013: $387.73
Total 2013: $24,317.03

Planning Commission
Al Jezyk referred to the December Planning Commission Meeting Minutes stating that they reviewed the November 23rd correspondence regarding the Thorpe and duPont subdivision plans.

Zoning Hearing Board
No action.

Building Report
Al Jezyk referred to the December Building Report stating that five inspections were performed, eight inquiries were received, and one permit was issued.

Zoning Report
Al Jezyk referred to the December Zoning Report stating that four inquiries were received and no permits were issued.

Roadmaster
Roadmaster Estace Walters referred to the December Roadmaster Report stating that tires and a hot tub were picked up and disposed, the Township's letter reached Penn DOT and Steve Austin has promised that he will work on the list, he talked with Dave Harlan about some tar and chipping coming up, and Brian installed stop signs and took care of the snow storms.

Emergency Management Coordinator
No report.

Oxford Area Recreation Authority
Al Jezyk referred to the Oxford Area Recreation Authority November report stating that the 2014 Budget was approved, the park is slowing down for the winter, and there are sill vacancies in Elk and Lower Oxford that need to be filled.

Historic Commission
No report.

OLD BUSINESS
Peacedale Court
Estace Walters stated that the Board should meet with the Township Solicitor and Township Engineer to review Peacedale Court.

NEW BUSINESS
Estace Walters and Al Jezyk welcomed Jim George as the new Township Supervisor, and the Board agreed to send a letter to Diane Corcoran thanking her for serving as Tax Collector for 14 years.

PUBLIC COMMENT
John Croce asked if the other Townships had adopted the County Act 167 model ordinance.

Al Jezyk stated that most of the other Township had probably enacted the County's Act 167 model ordinance, and that was something that was discussed at the Joint Comprehensive Plan meetings.

Jim George stated that even more money is spent in New Castle County on stormwater management.

Meeting Adjourned at 7:35 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer