

**ELK TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
May 6, 2013**

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

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

Stephen Roberts – Emergency Management Coordinator Report

Emergency Management Coordinator Stephen Roberts provided an update on emergency management activities. Stephen attended the April Emergency Management Coordinators meeting, attended the Avon Grove Regional Emergency Management drill, and toured the county's 911 center.

**Appointment of Emergency Management Coordinator - Commonwealth of PA
Office of the Governor Correspondence dated April 9, 2013**

Pal Durborow referred to Governor Tom Corbett's April 9, 2013 correspondence appointing Stephen R. Roberts as Emergency Management Coordinator for Elk Township.

Christian L. & Fannie K. Fisher Final Minor Subdivision Plan

Pal Durborow referred to Register Associates, Inc. correspondence dated April 4, 2013 requesting a 90-day extension for review of the Christian L and Fannie K. Fisher Final Minor Subdivision Plan.

On a motion made by Pal Durborow, seconded by Al Jezyk, the Board approved the 90-day extension request for the Christian L. and Fannie K. Fisher Final Minor Subdivision Plan. The vote was unanimous.

Draft Elk Township Fireworks Ordinance

Pal Durborow referred to the draft fireworks ordinance covering zoning districts and technical requirements. The Board agreed to table the draft fireworks ordinance for next month.

**Rudolph & Arthur Covered Bridge Project – CHRS, Inc. Correspondence dated
April 5, 2013**

Pal Durborow referred to CHRS, Inc. correspondence dated April 5, 2013 asking if the Board wishes to be a consulting party on the Rudolf & Arthur Covered Bridge project. The Board agreed to be a consulting party on the project along with the Township Planning Commission.

Lewisville PA 19351 Post Office Committee Lease Agreement

The Township Solicitor has advised that the Post Office Committee Treasurer's Bond increase to \$25,000.00.

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed to increase the Post Office Committee Treasurer's Bond to \$25,000.00. The vote was unanimous.

2013-2014 Requests for Bid Proposals – Roadwork Equipment Rental, Liquid Asphalt Materials, Blacktop Mixes Materials, Aggregate Materials, Winter Road Maintenance

The 2013-2014 Requests for Bid Proposals (Roadwork Equipment Rental, Liquid Asphalt Materials, Blacktop Mixes Materials, Aggregate Materials, Winter Road Maintenance) have been advertised for opening on June 3, 2013.

Elk Township Agricultural Easements & Open Space Protection Opportunities

The Chester County Agricultural Board has advised that three property owners are interested in the Challenge Grant Program. The property owners will pay for appraisals and will receive offer letters from the county. The property owners will then have thirty days to agree to terms with the Township. The property owners are Beiler Campbell, Phyllis Wax, and Michael & Elizabeth Miller. The county has not heard from the fourth property owner or know about the Oxford Gun Club.

Christopher Duncan 5K Run Request for Permission

Christopher Duncan has requested permission for a 5K run in Elk Township. The Board agreed to not address the request until Christopher provides more details.

Oxford Area Recreation Authority March Report

Pal Durborow referred to the Oxford Area Recreation Authority March Report stating the new parking area and trails are complete.

Uniform Construction Code Joint Appeals Board

The Board is waiting for the Township Solicitor to confirm if an ordinance or agreement is required for the Uniform Construction Code Joint Appeals Board.

TJA Properties (TOJO Mushrooms) Preliminary Land Development Plan – May 2, 2013 Meeting between URS Corporation, TJA Properties Hydrogeologist & Spence Andress

The Township Engineer met with TJA Properties (TOJO Mushrooms) consultants to review the water availability study findings. The Township Engineer has advised that the findings indicate sufficient well yield without negative impact on surrounding wells. Further report submissions from TJA Properties (TOJO Mushrooms) are anticipated.

Annual Township Cleanup Day April 13, 2013

There was a good turnout for the Annual Township Cleanup Day on April 13, 2013. The Board thanked all those that volunteered to help with the cleanup.

2013 Annual Audit & Financial Report of Elk Township

The Township Auditors have completed the 2013 Annual Audit & Financial Report of Elk Township. The Audit has been advertised and is on the Department of Community and Economic Development's website.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Al Jezyk, the April 1, 2013 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 May, 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: \$7,966.30

Planning Commission

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

Zoning Hearing Board

No action.

Monthly Building Report

Pal Durborow referred to the April Building Report stating three inspections performed, eleven inquiries received, five permits issued; and UCC appeals board required.

Monthly Zoning Report

Pal Durborow referred to the April Zoning Officer Report stating no zoning permits issued, twelve inquiries received, and four zoning inspections performed.

Roadmaster

Estace Walters referred to the April Roadmaster Report stating trees were cut; cleanup day trash was taken to the landfill; cleanup day was a huge success; and Brian put signs up.

Estace stated that he spoke with the Township Solicitor about appointing Al Jezyk as Assistant Roadmaster. Al is willing to be Assistant Roadmaster and this will cost less than hiring a contractor. It has become a safety issue for Estace not to have help when needed. The Board agreed to follow-up with the Township Solicitor.

Post Office Committee

No report.

Historic Commission

No report.

OLD BUSINESS

No old business.

NEW BUSINESS

Oxford Region Planning Committee Annual Payment

On a motion made by Al Jezyk, seconded by Estace Walters, the Board approved the \$200.00 annual payment to the Oxford Region Planning Committee. The vote was unanimous.

Chrome Barrens Conservancy

Pal stated he talked with the Nature Conservancy about downed trees and the Chrome Barrens parking lot is done.

PUBLIC COMMENT

No public comment.

Meeting Adjourned at 7:40.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer