

**ELK TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION AND REGULAR MEETING MINUTES  
JANUARY 7, 2008**

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 - 2008**

**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 Pal Durborow, seconded by Estace Walters, the following appointments/reappointments were made for the year 2008. The vote was unanimous.

Secretary/Treasurer	Terri Kukoda
Roadmaster	Estace Walters
Building Inspector/Zoning Officer	George Guss
Codes Enforcement Officer	George Guss
Engineer	URS Corporation
Alternate Engineer	Stantec Consulting Services
Solicitor	R. Samuel McMichael
Alternate Solicitor	To Be Determined
Planning Commission	Mark Gruber
	Delbert Steele
	Melanie Hesse
	Fran Dilenno
	Thomas Shar
	Mary Gruber, Secretary
Zoning Hearing Board	Samuel Smith
	Mark Plaugher
Zoning Hearing Board Solicitor	John Spangler
Signing of Checks	Two Signatures Required
	Supervisor/Treasurer
General Fund	People's Bank of Oxford & PLGIT
State Fund	PLGIT
Other Funds	Peoples Bank/PLGIT/Fulton Bank
Mileage Reimbursement	50.5 cents
Voting Delegate State Convention	Terri Kukoda
Newspaper of Record	Chester County Press & Daily Local News
Treasurer's Bond	\$500,000.00
Tax Collector's Bond	\$15,000.00
Fire Company	Union Fire Company

Auditors (elected by write-in)

Barbara Ankey  
Penny DeFrank  
Guy Hager

Penny DeFrank stated that although she is honored to be elected, she is not able to commit to a six-year term so is not be able to accept the position. Barbara Ankey and Guy Hager each left phone messages at the Township Office stating that they were not accepting the position. However, Chester County Voter Services has confirmed that neither Mr. Hager nor Ms. Ankey has yet informed them of such.

The Board agreed to appoint Craig Lewis to the position of Auditor for 2008. The Board agreed to appoint Penny DeFrank and Phyllis Moore to the position of Auditor for 2008 conditioned upon confirmation that Mr. Hager and Ms. Ankey do not accept the write-in elected position.

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 ITEM**

Pal Durborow stated that two additional items are added to the agenda, these being Springlawn Road and the Oxford Area Recreational Authority.

There was no public comment.

#### **ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE**

##### **ATL Associates/Paul Lal Tax Parcel #70-5J-10**

Pal Durborow stated that there is an on-going issue regarding a failed septic system on Tax Parcel #70-5J-10 owned by ATL Associates/Paul Lal. The owner has been cited by Chester County Health Department and a Township Enforcement Notice has been issued. The Board agreed to authorize the Township Solicitor to take legal action if necessary to ensure that the property owner complies.

##### **PSATS Annual State Convention**

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board authorized the Township Secretary, and any other Township elected/appointed official as authorized by the Second Class Township Code, to attend the PSATS Annual State Convention. The vote was unanimous.

##### **PennDOT Traffic Study Media Road**

Pal Durborow referred to Township correspondence dated January 7, 2008 to PennDOT requesting that a Traffic Study be performed on Media Road.

##### **Oxford Area Recreation Authority**

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board appointed Marcella Peyre-Ferry as a member to represent Elk Township on the Oxford Area Recreation Authority. The vote was unanimous.

### **Springlawn Road Trail**

The Board agreed that Al Jezyk will attend the Chester County Board of Commissioners meeting at which time the Springlawn Road Trail grant reimbursement will be presented.

### **STAFF REPORTS**

#### **Secretary's Report**

On a motion made by Estace Walters, seconded by Albert Jezyk, the October 15, 2007 Special Meeting Minutes (Proposed Budget); the December 3, 2007 Public Hearing Minutes (Open Space EIT); the December 3, 2007 Board of Supervisors Meeting Minutes; and the December 17, 2007 Special Meeting Minutes (Final Budget) were approved. The vote was unanimous.

#### **Treasurer's Report**

On a motion made by Al Jezyk, seconded by Estace Walters, 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: \$351.51

#### **Planning Commission**

Pal Durborow referred to the December Planning Commission Meeting Minutes stating that they reviewed the letter from DEP regarding the Long View Farms Subdivision. The January Planning Commission Meeting is scheduled for January 9<sup>th</sup> at 6:30 PM.

#### **Zoning Hearing Board**

No activity.

#### **Zoning Officer**

Pal Durborow referred to the December Zoning Officer Report stating that two (2) Building Permits and three (3) Use & Occupancy Permits were issued. On-going projects include The Bluffs at Big Elk Creek, various single homes and various inquiries regarding codes, zoning, etc.

#### **Roadmaster**

Roadmaster Estace Walters referred to the December Roadmaster Report stating that trash was picked up at the Hickory Hill Road covered bridge, reflected markers and road signs were installed, and Carter & Sons did a good job with snow/ice removal during the storm. Estace stated that he spoke with the supervisor at the Bluffs at Big Elk Creek regarding road ditching and stated that the Hickory Hill Road storm sewer crossing will be hot patched in the spring.

### **Post Office Committee**

Pal Durborow referred to the 4<sup>th</sup> Quarter Post Office Committee Report noting a starting balance of \$11,359.63; income of \$916.00; expenses of \$120.00; and an ending balance of \$12,155.63.

### **Historic Commission**

No report.

### **OLD BUSINESS**

#### **The Bluffs at Big Elk Creek**

Pal Durborow stated that George sent correspondence to Gemcraft Builders regarding road erosion on King Row Road.

### **NEW BUSINESS**

Postmaster Joe McKeon stated that he would like to have a locked gated fence installed around the dumpster so that only the Post Office and Township Office would have access to the dumpster. Postmaster McKeon is also looking into contracting with a refuse company that would be more cost effective than Monterey Refuse.

### **PUBLIC COMMENT**

Mark Plaugher asked if the roads in The Bluffs at Big Elk Creek have been dedicated and who is responsible for snow removal. Pal Durborow stated that the builder is responsible for snow removal until the roads are dedicated to the Township.

Linda Luker thanked the Board for replacing the road sign on King Row Road.

Meeting Adjourned at 7:35 PM.

Respectfully Submitted,

Terri Kukoda  
Secretary/ Treasurer