

**ELK TOWNSHIP
BOARD OF SUPERVISORS
MEETING MINUTES
May 5, 2008**

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

There was no public comment.

ADMINISTRATIVE ACTION/PRESENTATIONS/CORRESPONDENCE

Resolution No. 2008-03 Agricultural Security Area Beiler Property

On a motion made by Estace Walters, seconded by Albert Jezyk, the Board adopted Resolution No. 2008-03 accepting property owned by Reuben & Sadie Beiler, Tax Parcel #70-2-25.11A into the Elk Township Agricultural Area. The vote was unanimous.

Liquid Fuels Fund Monitoring Review & Report

Pal Durborow referred to PennDOT correspondence dated April 11, 2008, outlining recommendations to improve Township compliance with Liquid Fuels Fund procedures. The Board agreed to reimburse the Liquid Fuels Fund - from the General Fund - in the amount of \$11,197.50 as recommended. This amount represents an invoice paid for snow removal services performed in January of 2007.

Long View Farms Final Subdivision Plan

On a motion made by Estace Walters, seconded by Al Jezyk, the Board accepted the Government Specialists, Inc., extension letter dated April 14, 2008, for the Long View Farms Final Subdivision Plan. The vote was unanimous.

Minute Books/Resolution & Ordinance Books

Pal Durborow referred to Township Secretary correspondence dated April 14, 2008, stating that Minute Books covering the period of January 1987 to April 1989, and Resolutions/Ordinances covering the period of July 1989 to March 1993, have not been located.

Earned Income Tax – Berkheimer Associates

The Township received two (2) phone calls from residents stating that were not aware of the Earned Income Tax (EIT). The Township Secretary researched various websites and found Elk's EIT listed on the county's website, and on the "The Governor's Center for Local Government Services" website. The Elk Township website "Links" page includes a "Local Tax Information" link; the Elk Township Summer 2006 Newsletter included a front-page article informing residents of a possible EIT increase for open space protection; and the November 7, 2006 Ballot included the Open Space Earned Income Tax Referendum.

Residents were advised to contact Berheimer Associates for an appeal of any late fees assessed. Local tax information has been added to the main page of the Elk Township website.

2007 Township Audit

Pal Durborow referred to the Elk Township Audit Findings and Recommendations dated March 24, 2008. The following findings were noted: 1) a difference of \$130 between the 2007 ending balance and the amount reported to the state - the Auditors feel that this is acceptable due to the small amount and due to several adjustments made from the 2006 audit; and 2) the handling of escrow is still problematic - the Auditors recommend transferring escrow accounts from the General Fund to a Fiduciary Fund.

2008/2009 Oxford Area Regional Cooperative

On a motion made by Estace Walters, seconded by Al Jezyk, the Board agreed not to participate in the 2008/2009 Oxford Area Regional Cooperative; and authorized the Township Secretary to proceed with preparation of bid packages. The vote was unanimous.

Act 537 Plan

Pal Durborow referred to URS Corporation correspondence dated March 12, 2008, outlining study area alternatives for the Act 537 Plan. The Board agreed to the following: 1) the recommended alternatives are acceptable; 2) the provision of public water to Lewisville is not desired at this time and is to be noted as an future option only; and 3) coordination with the Township Solicitor regarding zoning ordinance amendments is desired.

Open Records Act 3 of 2008

The Township Secretary attended a PSATS course on the Open Records Act 3 of 2008. The Act includes the presumption that all records are open, lists specific exceptions, and requires the appointment of a Township Open Records Officer.

DCED Grant – Heating & Air Conditioning Improvement Quotes

Al Jezyk reported that the following quotes for improvements to the Township Building heating and air conditioning were received: Barron in the amount of \$9,998.00; Hentkowski in the amount of \$14,990.00; and Potchak, in the amount of \$13,590.00.

On a motion made by Pal Durborow, seconded by Estace Walters, the Board awarded the contract for improvements to the Township Building heating and air conditioning to Barren in the amount of \$9,998.00; and approved payment of a deposit in the amount \$3,500.00. The vote was unanimous.

STAFF REPORTS

Secretary's Report

On a motion made by Estace Walters, seconded by Albert Jezyk, the April 7, 2008 Board of Supervisors Meeting Minutes were approved. The vote was unanimous.

Treasurer's Report

The Township Treasurer reported that a National Penn Bank checking account has been opened for the Open Space Fund; and a "Quickbooks" Escrow Fund has been created.

On a motion made by Pal Durborow, seconded by Estace Walters, 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: \$11,179.43

Planning Commission

Pal Durborow referred to the April Planning Commission Minutes stating that the following issues were discussed: Buchanan Subdivision Plan; DEP approval of the Long View Farms Sewage Module; Lake Roeder Hillard & Associates correspondence regarding the Woolsten Sewage Module; and residents' concerns regarding The Bluffs at Big Elk Creek.

Zoning Hearing Board

No activity.

Zoning Officer

Pal Durborow referred to the April Zoning Officer Report stating the following: one (1) Building Permit and one (1) Use and Occupancy Permit were issued; code items include water being pumped out of Big Elk Creek by persons unknown; on-going projects include The Bluffs at Big Elk Creek, various single homes and various inquiries regarding codes, zoning, etc.

Roadmaster

Estace Walters referred to the April Roadmaster Report stating the following: trees were trimmed at the entrance to Breckenridge; areas in need of patching include Hickory Hill, Old Forge and Glen Hope Roads; bank work needs to be done on Camp Bonsul Road; and there was a request for speed limit signs on Hickory Hill Road

Post Office Committee

No report.

Historic Commission

No report.

OLD BUSINESS

Spring Roadside Clean-up Day

Estace Walters thanked the residents that participated in the Spring Roadside Clean-up Day.

PSATS Annual State Convention

The Township Secretary will attend the PSATS Annual State Convention May 11th through 14th.

NEW BUSINESS

Estate Walters stated that the owners of Matteo's Pizza asked if they are required to have a public restroom. The issue will be referred to the Township Zoning Officer.

PUBLIC COMMENT

Penny DeFrank stated that trees on a property at the intersection of King Row Road and Route 472 are affecting site distance. Roadmaster Estate Walters will follow-up on this issue.

Meeting Adjourned at 7:45 PM.

Respectfully Submitted,

Terri Kukoda
Secretary/ Treasurer