

**LOWER OXFORD TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 3, 2017**

The Reorganizational Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Tuesday, January 3, 2017.

The following were in Attendance: Supervisor Kenneth L. Hershey, Supervisor W. Ronald Kepler, Supervisor Joel C. Brown, Junior Supervisor Gabrielle Murphy, Zoning Officer Deborah Kinney, Secretary/Treasurer Sara Laganelli, and one guest.

CALL TO ORDER

Mr. Kenneth L. Hershey called the meeting to order at 7:05 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mr. Kenneth L. Hershey led the Pledge of Allegiance to the flag and then asked for a moment of silence.

PUBLIC COMMENT CONCERNING ITEMS ON THE AGENDA

None.

REORGANIZATION OF LOWER OXFORD TOWNSHIP – 2015

Mr. Hershey moved to appoint Sara Laganelli as temporary Chairperson. Mr. Kepler seconded the motion. MOTION CARRIED.

Mrs. Laganelli assumed position of temporary Chairperson and asked for nominations for Chairman of the Board for 2017.

Mr. Kepler moved to nominate Mr. Hershey as Chairman of the Board. Mr. Brown seconded the motion. MOTION CARRIED. Mr. Kepler moved that the nominations be closed. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Hershey thanked the Board, assumed position of Chairman and led the rest of the meeting.

Mr. Hershey moved to nominate Mr. Kepler as Vice Chairman of the Board. Mr. Brown seconded the motion. MOTION CARRIED. Mr. Hershey moved that the nominations be closed. Mr. Brown seconded the motion. MOTION CARRIED. Mr. Kepler assumed position as Vice Chairman of the Board.

Mr. Kepler moved to appoint Sara Laganelli as Secretary/Treasurer. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Hershey moved to appoint the Supervisors as extra help when needed. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Keystone Collections Group to collect the Earned Income Taxes. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to recommend \$300,000 for the Treasurer's Bond and \$6,000 for the Tax Collector's Bond to the Auditors. Mr. Brown seconded the motion. MOTION CARRIED. Note: Elected Auditors Approved.

Mr. Kepler moved to appoint Mr. Ed Fisher of Light Heigel & Associates as the Township Engineer. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Mrs. Winifred Sebastian as the Township Solicitor. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Arthur L. Sagnor III as Zoning Hearing Board Solicitor. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Sara Laganelli as the Fire Hydrant Tax Collector. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Deborah Kinney as the Deputy to the Elected Tax Collector. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Bill Hostetter to a one year term on the Vacancy Board. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to reappoint Larry Moran, William Lewis, and John Walsh to the Township Planning Commission for five year terms. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Jacob Dewees as an alternate member of the Township Planning Commission for a one year term. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to reappoint Richard Frampton to the Zoning Hearing Board for a three year term. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Brown moved to appoint Barry Hostetter as a Zoning Hearing Board alternate for a one year term. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint John Stonska to the Oxford Area Recreation Authority for a five year term. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to reappoint Teri Dignazio to the Township Historical Commission for a three year term. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Gary Calibey to replace Ed Holbrook on the UCC Appeals Board to complete a four-year term. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Hershey moved that Kenneth L. Hershey and W. Ronald Kepler be designated as signers on all bank accounts. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved that all checks be signed by two out of the three authorized signers; including the Treasurer and the two designated Supervisors. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved that the General, State, Open Space Revenue, and Escrow Funds remain in Fulton Bank for the time being, but authorize the Treasurer to seek offers from other banks or credit unions. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved that the Board of Supervisors regular monthly meetings be held the 2nd Wednesday of every month at 7:00 pm in the Township Building (except for the reorganization meeting). Mr. Brown seconded the motion. MOTION CARRIED.

Feb. 8	Mar. 8	April 12	May 10	June 14	July 12	Aug. 9
Sept. 13	Oct. 11	Nov. 8	Dec. 13			

Tuesday, January 2, 2018 Reorganization Meeting- Supervisors

Wednesday, January 3, 2018 Reorganization Meeting- Elected Auditors

Mr. Kepler moved to adopt Resolution 2017-01 to designate Union Fire Co. No. 1 as the Township's Fire & Rescue Service. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Hershey moved to appoint Mr. Joel Brown as the Fire Equipment member and Ambulance Committee member. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey moved to appoint Mr. Ronald Kepler as the Emergency Management Coordinator and Julie Brady as his Deputy. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Sara Laganelli as the Recycling Coordinator. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to designate the following Employee Paid Holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Brown moved to increase the Roadmaster, Secretary/Treasurer, Code Enforcement Officer, and Roadman Gray's Wages by 2%. Mr. Hershey seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

Mr. Kepler moved to increase the Fire Hydrant Tax Collector's salary by \$20 per month. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to recommend to the auditors, that the rate of pay for Supervisors' Extra Help and Roadman Kepler stay the same. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Hershey moved to pay the Building Inspector according to the Fee Schedule. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to keep the Zoning Hearing Board pay of \$40.00 per hearing for the initial meeting and add \$20.00 per each additional meeting for the same hearing. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to set the mileage reimbursement rate at 53.5 cents per mile (same as IRS rate). Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Kepler moved to adopt Resolution 2017-02 for the 1% Earned Income Tax to be collected and shared equally with the Oxford Area School District. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Hershey moved to adopt Resolution 2017-03 for the 1% Real Estate Transfer Tax to be collected and shared equally with the Oxford Area School District. Mr. Brown seconded the motion. MOTION CARRIED.

RECOGNITION OF THOSE ASKING TO APPEAR ON THE REGULAR AGENDA

None.

APPROVAL OF THE MINUTES

Mr. Kepler moved to approve the minutes for the regular meeting on December 14, 2016. Mr. Brown seconded the motion. MOTION CARRIED.

TREASURER'S REPORTS

Presentation of Bills – The Secretary/Treasurer presented the bills to be paid, totaling \$39,840.65 for General Fund and \$3,309.75 for Open Space Revenue Fund. Mr. Kepler moved to approve and pay the bills. Mr. Brown seconded the motion. MOTION CARRIED.

CORRESPONDENCE

- ✓ OARA Report and Minutes from the November 17, 2016 meeting.
- ✓ Christmas Card and letter from Ruth Libby.
- ✓ Information on the PSATS 95th Annual Conference to be held April 23-26th in Hershey.
- ✓ PSATS Legal Defense Partnership newsletter from Fall 2016.
- ✓ 2017 Operations Budget Summary from SCCEMS Medic 94.
- ✓ Union Fire Co. No. 1 incident listing for November.
- ✓ 2015 Annual Report from SCCEMS.

Mr. Kepler moved to accept the correspondence. Mr. Brown seconded the motion. MOTION CARRIED.

BUILDING INSPECTOR

The Secretary read the Building Inspector's report for the month of December 2016. He had two (2) plan reviews and eleven (11) regular inspections. Mr. Kepler moved to approve the Building Inspector's Report. Mr. Brown seconded the motion. MOTION CARRIED.

CODE ENFORCEMENT OFFICER

Mrs. Kinney read the Building Permit report for December 2016. She issued two (2) residential permits and two (2) use & occupancy permits.

Subdivisions & Land Development Plans – Nothing new to report.

Mr. Kepler asked Mrs. Kinney to look into the regulations for driveways because there is a resident that has added a second driveway on Union School Road by driving in the yard and it is causing erosion.

Mr. Kepler moved to approve the Zoning Officer's reports. Mr. Brown seconded the motion. MOTION CARRIED.

ENGINEER

The Secretary read the Engineer's report for December 2016. Mr. Kepler moved to approve the Engineer's report. Mr. Brown seconded the motion. MOTION CARRIED.

OASA Report

Mr. Kepler reported that the Board had another resignation so there are only three members left.

Mr. Kepler moved to adopt Resolution 2017-04 for the Act 537 Special Study for the 6th Street Pumping Station. Mr. Brown seconded the motion. MOTION CARRIED.

ROADMASTER

The Secretary read the Roadmaster's Report for December 2016. Mr. Kepler moved to approve the Roadmaster's Report. Mr. Brown seconded the motion. MOTION CARRIED.

REGIONAL RECREATIONAL AUTHORITY

No report.

HISTORICAL COMMISSION

No report.

EMERGENCY MANAGEMENT

Mrs. Julie Brady reported that Lower Oxford received a compliment from the Cochranville Fire Company for the salting of the roads during the house fire on Reedville Rd. Mrs. Brady said that there is a POD exercise scheduled for January 10th and a live event scenario that the community can participate in on January 24th. The next OXREM meeting is January 26th.

OXFORD REGIONAL PLANNING COMMITTEE

No report.

OLD BUSINESS

Union Fire Co. No. 1 Fire and Ambulance Contracts 2017 – Mr. Kepler moved to approve and sign the 2017 Fire Contract in the amount of \$57,898.557 and the Ambulance contract in the amount of \$15,021.00. Mr. Brown seconded the motion. MOTION CARRIED.

NEW BUSINESS

Act 44 Pension Disclosure – Mr. Kepler moved to approve and adopt the Pension Disclosure Statement provided by PSATS. Mr. Brown seconded the motion. MOTION CARRIED.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

Mr. Kepler moved to adjourn the meeting at 8:22 p.m. Mr. Brown seconded the motion. MOTION CARRIED.

Respectfully Submitted,

Sara B. Laganelli

Sara B. Laganelli
Secretary/Treasurer

Note: Copies of all reports mentioned are available at the Lower Oxford Township Building, 220 Township Road, Oxford, PA.