

Lower Oxford Township
Board of Supervisors Meeting Minutes
August 8, 2017

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Wednesday, August 8, 2017.

The following were in Attendance: Chairman, Kenneth L. Hershey; Vice Chairman, W. Ronald Kepler; Member; Joel C. Brown; Jr. Supervisor, Gabrielle Murphy; Zoning Officer, Deborah Kinney; Building Inspector, Scott Moran; Solicitor, Winnie Sebastian and 8 guests.

HEARING – FLOODPLAIN ORDINANCE NO. 2017-02

Mr. Hershey opened the hearing for the Floodplain Ordinance at 7:00 p.m. and turned the proceedings over to the Township Solicitor. Mrs. Sebastian presented procedures for the hearing. Mrs. Sebastian entered the following Board Exhibits:

- Proof of Publication
- Evidence of Forwarding to County Planning Commission
- Forward to Chester County Law Library
- Minutes from the Lower Oxford Township Planning Commission
- Comments from Chester County Planning Commission
- Presentation of Elements of Ordinance

Mrs. Sebastian presented the elements of the proposed ordinance to incorporate into the Lower Oxford Township Code of Ordinances.

CALL TO ORDER

Chairman Kenneth L. Hershey called the Regular Board of Supervisors meeting to order at 7:08 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mr. Kenneth L. Hershey led the Pledge of Allegiance to the flag.

PUBLIC COMMENT CONCERNING ITEMS ON THE AGENDA

None.

RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA

None.

REGOCNITION OF FIRST JUNIOR SUPERVISOR – GABRIELLE MURPHY

Ms. Murphy was congratulated by the Board of Supervisors for being the first Junior Supervisor to serve on the Board at Lower Oxford Township. Mr. Kepler presented Ms. Murphy with a plaque and a picture extending the Board's appreciation for her role and interest in serving her community. Recognition and thanks was also given to Mrs. Sara Laganelli, Secretary/Treasurer, for her part in setting up and making Ms. Murphy's transition onto the Board a smooth one.

Mr. Kepler moved to approve Resolution No. 2017-16, commemorating Lower Oxford Township's first Junior Supervisor of 2016-2017. Mr. Brown seconded the motion. MOTION CARRIED.

APPROVAL OF THE MINUTES

Mr. Kepler moved to approve the minutes for the Board of Supervisor's meeting held on July 12, 2017. Mr. Brown seconded the motion. MOTION CARRIED.

TREASURER'S REPORTS

Presentation of Bills – Mr. Kepler moved to approve and pay the bills totaling \$41,071.41.

Mr. Kepler moved to approve the transfer of \$93.00 from the escrow account to the master fund. Mr. Brown Seconded the motion.

Mr. Kepler moved to approve and pay the bills. Mr. Brown seconded the motion. MOTION CARRIED.

CORRESPONDENCE

- ✓ PennDOT Winter Traffic Services Agreement
- ✓ U.S. Census Bureau – 2020 Census Update
- ✓ Oxford Regional Planning Commission Meeting Notes – June 28, 2017
- ✓ Lower Oxford Township Historical Commission Meeting Minutes – July 12, 2017
- ✓ Chester County Planning Commission "Commercial Landscapes Report" dated July 14, 2017
- ✓ PennDOT – Moving Forward – Road Safety Audits: Teaming Up to Improve Safety
- ✓ PennDOT – MS4 Minimum Control Measure #3: Illicit Discharge Detection and Elimination
- ✓ Union Fire Company Incident List & Summary Report – Alarm Date Between 06/01/17 and 06/30/17
- ✓ PSATs – Week In Review – July 14, 2017
- ✓ Oxford Area Sewer Authority Agenda of 07/19/17
- ✓ PennDOT – "FOR IMMEDIATE RELEASE" July 21, 2017 – "Travel Restrictions Scheduled Next Week on Several State Highways for Maintenance Operations in the Philadelphia Region"
- ✓ Chester County Tax Claim Bureau – Advertising Sale List – Needs listing of any municipal claims or liens no later than August 28, 2017
- ✓ Southern Chester County Emergency Medical Services, Inc. – dated August 1, 2017. Asking for funding of \$19,680 for CY 2018 – based on their request of .1 mils of assessed value (exempts not included).
- ✓ OASA – USDA Workout Agreement – Notice of Past Due Debt Payments

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

BUILDING INSPECTOR

The Building Inspector, Scott Moran presented the following report: There were eight (8) plan reviews and seventeen (17) regular residential inspections completed and eighteen (18) commercial building inspections for the month of July 2017.

Mr. Kepler moved to approve the Building Inspector's Report for July 2017. Mr. Brown seconded the motion. MOTION CARRIED.

CODE ENFORCEMENT OFFICER

Mrs. Kinney read the Building Permits & Zoning Violations Reports for July 2017. She issued (2) two zoning permits; one (1) single event permit; five (5) residential building permits; one (1) commercial permit; and one (1) driveway permit. There was one (1) new violation and complaint for weeds.

FEMA Ordinance

Mrs. Kinney stated that the Lower Oxford Township Planning Commission met on July 27, 2017, and recommended approval of the FEMA Ordinance to the Board of Supervisors.

Mr. Kepler made a motion to approve FEMA Ordinance No. 2017-02. Mr. Brown seconded the motion. MOTION CARRIED.

Septage Waste Management Monitoring System

Mrs. Kinney stated that she attended the Septage Waste Management Monitoring System held at the Government Services Center at 301 Westtown Road, West Chester, Pennsylvania, on Thursday, July 7, 2017. She stated that the Chester County Health Department is re-instituting a county-wide system for recording and monitoring waste pumped from on-site sewage systems requiring on-site sewage systems requiring routine pumping of waste through Municipal Septage Management Plans. She stated that eventually it will be the sole responsibility of the certified septic hauler to report all on-lot waste removals to the Chester County Health Department. At this time, there is no plan to charge the municipalities to use the system. The Townships/Boroughs are to continue track the pump-outs until the County is up and running on the new system on or about January 1, 2018.

Family Farm Related Business Ordinance

Mrs. Kinney stated that the Planning Commission reviewed the Family Farm Related Business Ordinance on July 27, 2017, as it relates to the amount of acres required to comply. The current amount of acreage to implement a Family Farm Related Business is 20 acres. The Planning Commission made a motion to recommend that the Family Farm Related Business requires just ten (10) acres of contiguous farmland in order to conform with the current definition of a farm being ten (10) acres.

Mr. Kepler made a motion to send the Family Farm Related Business Ordinance to the Township Solicitor. Mr. Brown seconded the motion. MOTION CARRIED.

Ms. Sebastian recommended that since there is no urgency on this ordinance, the Township should hold onto this ordinance change until there are other ordinances to be completed and they can all be advertised at the same time.

SUBDIVISIONS & LAND DEVELOPMENT PLANS

King 4-Lot Subdivision – 997 Street Road, Oxford, PA – 56-3-40 and 56-8-55

Mrs. Kinney stated that she received a request for a 90-day extension letter from Register & Associates, Inc. dated August 8, 2017, on behalf of Moses King 4-lot subdivision located at 997 Street Road, Oxford, granting the Board of Supervisors a 90-day extension for their review period until approval is obtained from Pennsylvania Department of Environmental Protection for a Sewage Facilities Planning Module.

Mr. Kepler made a motion to approve Resolution No. 2017-17 extending the King 4-Lot Subdivision located at 997 Street Road, Oxford, PA, identified by Tax Parcel Nos. 56-3-40 and 56-8-55 until approval is obtained by the Pennsylvania Department of Environmental Protection.

Harnish/Oxford Cabinetry LLC – 100 Whiteside Drive, Oxford, PA – 56-4-22

Mrs. Kinney stated that the Township has received approval from the Pennsylvania Department of Environmental Protection for the NPDES permit (No. PAD150010) for the Laverne Harnish/Oxford Cabinetry, LLC, Land Development Plan located at 100 Whiteside Drive, Oxford. She further stated that she is awaiting the cost improvement guarantee and that an extension needs to be approved by resolution in order to proceed with the land development plan.

Mr. Kepler made a motion to approve Resolution No. 2017-18 extending the Harnish/Oxford Cabinetry, LLC, Land Development Plan located at 100 Whiteside Drive, Oxford, identified by Tax Parcel No. 56-4-22 extended by an addition ninety (90) days until approval and posting of an improvement guarantee is obtained. Mr. Hershey seconded the motion. MOTION CARRIED.

Christopher Bakey (Stormwater Management Plan) – 331 Duck Farm Road, Oxford, PA – 56-9-49

Mrs. Kinney stated that the Township has received the approved cost estimate from Concord Land Planners. Also a stormwater operations and maintenance agreement has been submitted and approved by the Township Engineer. Concord Land Planners is also requesting a stormwater waiver request for §301.C.2. of the Lower Oxford Township Stormwater Management Ordinance, which was approved by the Township Engineer.

Mr. Kepler made a motion to approve waiver of §301.C.2. of the Lower Oxford Township Stormwater Ordinance for the Christopher Bakey Stormwater Management Plan located at 331 Duck Farm Road, Oxford, Pennsylvania, identified by Tax Parcel 56-9-49 on the recommendation of the Township Engineer. Mr. Hershey seconded the motion. MOTION CARRIED. Mr. Brown abstained.

Mr. Kepler made a motion to approve the Stormwater Operations & Maintenance Agreement for the Christopher Bakey Stormwater Management Plan located at 331 Duck Farm Road, Oxford, Pennsylvania, identified by Tax Parcel No. 56-9-49. Mr. Hershey seconded the motion. MOTION CARRIED. Mr. Brown abstained.

Brown Partnership (Stormwater Management Plan) – 586 Cullen Road, Oxford, PA – 56-4-15

Mrs. Kinney stated that Light-Heigel conducted a stormwater management review for the Brown Partnership property located at 586 Cullen Road, Oxford, Pennsylvania, by letter dated June 12, 2017, and recommended approval of the plan to the Board of Supervisors.

Mr. Kepler made a motion to approve the Stormwater Operations & Maintenance Agreement for the Brown Partnership Stormwater Management Plan located at 586 Cullen Road, Oxford, Pennsylvania, identified by Tax Parcel 56-9-49. Mr. Hershey seconded the motion. Mr. Brown abstained.

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

ENGINEER

No report.

OASA REPORT

Mr. Kepler reported that the Oxford Area Sewer Authority is still providing information to possible buyers. The Sewer Authority is currently investigating the sale of land on Brick Street, Oxford. They are awaiting the appraisal.

Mr. Brown moved to approve the OASA report. Mr. Hershey seconded the motion. MOTION CARRIED.

ROADMASTER

Mr. Kepler presented the Roadmaster's Report:

- Widened Hayesville Road
- Cleaned up downed tree on Elkdale Road
- Paved Hayesville Road
- Opened pipe on Calvary Road & Bethel Road
- Opened inlet boxes
- Fixed edges on Bethel Road
- Trimmed Trees on Cullen Road & Township Road
- Mowed Township Building and Park four times
- Replaced street sign on Elkdale Road
- Patched tire on mowing tractor
- Cleaned Township Building

Mr. Kepler moved to approve the Roadmaster's Report. Mr. Brown seconded the motion. MOTION CARRIED.

REGIONAL RECREATIONAL AUTHORITY

Mr. Stonska stated that the Kids to Park Day was held on Saturday, July 22nd, and was a success. He stated that the event included pony rides, face painting, crafts, kite and drone flights, drawings for two drones and two kites, and kickball which was all free to the participants. He stated that Michael Watson lead the event and helped the Recreational Authority acquire a grant in the amount of \$485, which covered almost all of the expenses. Other local businesses contributed snacks and food to the event, that included Herr's and Walmart. Other Board members assisted in setup, running games, and cooking hotdogs. He stated that they are continuing work on the dog park and are having detailed drawings prepared for review by PECO. Copies of their annual audit have been received and have been distributed to each municipality.

Mr. Kepler moved to approve the Recreational Authority's Report. Mr. Brown seconded the motion. MOTION CARRIED.

HISTORICAL COMMISSION

Mr. Eaton reported that the next meeting for the Historical Commission will be held on Wednesday, September 6, 2017, at 6:00 p.m.

Mr. Kepler moved to approve the Historical Commission's Report. Mr. Brown seconded the motion. MOTION CARRIED.

EMERGENCY MANAGEMENT REPORT

Mrs. Brady reported that the Emergency Management Coordinators met on Tuesday, July 25, 2017, and discussed how to use Ready Chesco. She further stated that the County handles all weather alerts and if there is anyone who isn't subscribed to get the alerts that she would recommend them doing so because it is very helpful.

Mr. Kepler moved to approve the Deputy Emergency Management Coordinator's Report. Mr. Brown seconded the motion. MOTION CARRIED.

OLD BUSINESS

None.

NEW BUSINESS

None.

OTHER BUSINESS

Trash Clean-Up Day

The Board Members discussed organizing the Fall Trash Clean-Up Day for Friday, September 29th from 7:00 a.m. until 3:00 p.m. and Saturday, September 30th from 7:00 a.m. to noon.

Mr. Kepler made a motion to set the Township Fall Trash Clean-Up Day for Friday, September 29th from 7:00 a.m. until 3:00 p.m. and Saturday, September 30th from 7:00 a.m. to noon. Mr. Hershey seconded the motion. MOTION CARRIED.

Authorized Users for the Township Credit Card

The Board of Supervisors discussed adding Steve Price, Roadmaster, as an authorized user for the Township Credit Card to make purchases easier for the Roadcrew.

Mr. Kepler made a motion to add Steve Price, Roadmaster, as an authorized user for the Township credit card. Mr. Brown seconded the motion. MOTION CARRIED.

Assistant Secretary/Treasurer

The Board of Supervisors discussed appointing Debbie Kinney as Assistant Secretary/Treasurer in the absence of the current Secretary/Treasurer, Sara Laganelli.

Mr. Kepler made a motion to appoint Debbie Kinney as Assistant Secretary/Treasurer in the absence of Sara Laganelli. Mr. Brown seconded the motion. MOTION CARRIED.

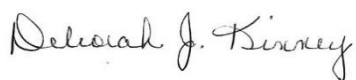
PUBLIC COMMENTS

None.

ADJOURNMENT

Mr. Kepler made a motion to adjourn at 8:07 p.m. Mr. Brown seconded the motion. MOTION CARRIED.

Respectfully Submitted,



Deborah J. Kinney
Assistant Secretary/Treasurer

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