

**Lower Oxford Township**  
**Board of Supervisors Meeting Minutes**  
**November 8, 2017**

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

**The following were in Attendance:** Chairman, Kenneth B. Hershey; Vice Chairman, W. Ronald Kepler; Member; Joel C. Brown; Assistant Secretary/Treasurer & Zoning Officer, Deborah Kinney; and 5 guests.

**CALL TO ORDER**

Chairman, Kenneth B. Hershey, called the Regular Board of Supervisors meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

Mr. 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.

**RESOLUTION NO. 2017-23 IN HONOR OF SARA BETH LAGANELLI**

*Mr. Kepler moved to approve Resolution No. 2017-23 in memory of Sara Beth Laganelli. 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 October 11, 2017. Mr. Brown seconded the motion. MOTION CARRIED.*

**TREASURER'S REPORTS**

**Presentation of Bills**

*Mr. Kepler moved to approve and pay the bills totaling \$62,792.66. Mr. Brown seconded the motion. MOTION CARRIED.*

**Escrow/Letter of Credit Reduction or Release of Funds**

*Mr. Kepler moved to reduce the Pine View Enterprise Letter of Credit by \$11,420.15 leaving \$53,646.79 remaining in the site guarantee per Township Engineer's recommendation. Mr. Brown seconded the motion. MOTION CARRIED.*

*Mr. Kepler moved to reduce the Oxford Cabinetry escrow amount by \$10,937.68 leaving \$54,780.39 remaining in the site guarantee per Township Engineer's letter of recommendation. Mr. Hershey seconded the motion. Mr. Brown abstained. MOTION CARRIED.*

*Mr. Kepler moved to approve the Treasurer's Report. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

### **CORRESPONDENCE**

- PSATS Township Legal Defense Partnership – Fall 2017
- Letter from ARRO dated 10/06/17 regarding change of address.
- SECCRA Agenda for September 13, 2017 Board Meeting
- PennDOT LTAP Technical Information Sheet #183 – Fall 2017
- Union Fire Co. No. 1 Incident Report for 09/01/17 thru 09/30/17
- SCC Medic 94 – 2016 Annual Report
- Letter from State Representative, John Lawrence, regarding an Open Records training seminar on 10/23/17.
- Pennsylvania State Police Community Awareness Bulletin for October 30, 2017.
- Letter dated October 23, 2017 from AmTrust North America regarding a physical audit.
- E-Mail from FEMA Region III – Fall 2017 FEMA Region II Resilience Report.
- Letter from John Lawrence regarding Mini-Casinos
- Received Chester Water Authority Information Update dated 10/26/17.
- Received letter from Chester Water Authority dated October 27, 2017, regarding their Annual Report.
- E-mail from DCED regarding LIHEAP (Low Income Home Energy Assistance Program) opening on November 1, 2017.
- E-mail from the SCC Land Conservancy regarding “Pervious Concrete Workshop – A Stormwater Solution”
- E-Mail from the United States Census regarding “The 2020 Census Local Update of Census Addresses Operation (LUCA)
- Letter from Technology Insurance Company (An AmTrust Financial Co) that Wesco Insurance Company is our workers' compensation carrier for 2018.

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

### **BUILDING INSPECTOR**

The Building Inspector, Scott Moran presented the following report: There were seven (7) plan reviews, ten (10) regular residential inspections completed and fourteen (14) commercial building inspections for the month of October 2017.

*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 Permits & Zoning Violations Reports for September 2017. She issued one (1) residential building permit; one (1) commercial permit; one (1) zoning permit; and three (3) single-event permits. There was one (1) new violation and complaint: Owner at 116 Hill Lane called regarding run-off from Phillips Mushroom Farms located at 156 W Branch Road, Oxford. Soil Conservation is now working with Phillips Mushroom Farms to correct the problem.

## **SUBDIVISIONS & LAND DEVELOPMENT PLANS**

*Mr. Kepler made a motion to approve Resolution No. 2017-22 for a 13-month extension for the Shoppes @ Lower Oxford in order to secure a financial agreement. Mr. Brown seconded the motion. MOTION CARRIED.*

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

## **ENGINEER**

Mr. Kepler presented the following engineer's report: Site visit made to Pine View (Kreider) to review stormwater with contractors; Reviewed Wyncote trees and road dedication documents (legal descriptions); site visit to Oxford Cabinetry (Harnish) for a partial escrow release; Continued discussion with Landhope and their consultant concerning the Route #10 intersection and a right turn lane; and completed a stormwater inspection at Wyncote Lot #106.

## **OASA REPORT**

Mr. Kepler stated that the Oxford Area Sewer Authority is working with Chester Water Authority for a dry line along Baltimore Pike from Waterway to Nottingham. They also continue to give potential buyers information when requested with regards to the sale of the Authority.

*Mr. Brown moved to approve the Oxford Area Sewer Authority report. Mr. Hershey seconded the motion. MOTION CARRIED.*

## **OASA STUDY COMMITTEE REPORT**

Mr. Brown stated that the committee did not meet in October because they did not have a quorum. Mr. Brown also stated that they have enough money to refund \$1,300 to each municipality.

*Mr. Kepler moved to approve the Oxford Area Sewer Authority Study Committee Report. Mr. Hershey seconded the motion.*

## **ROADMASTER**

Mr. Kepler presented the following Roadmaster's Report: Hauled tires to landfill; Picked up trash on Wilson Mill; Cleaned gutters on Union School & Lower Hopewell Road; Mowed Township Building and Park two times; Opened pipes on Reedville & Township Road; Backfilled edges along Union School Road; Refilled salt shed with 100 tons of salt; Cleaned up downed limbs on Hayesville Road; Replaced street sign at Conner & Reedville Road; Replaced "STOP" sign on Bethel & Street Road; Replaced throttle on pedal loader; and Trimmed bushes and mulched at Township Building.

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

## **REGIONAL RECREATIONAL AUTHORITY**

Mr. Stonska stated that they are planning another Pitch Hit and Run for Spring 2018. He also stated that the Halloween event was a big hit.

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

## **HISTORICAL COMMISSION**

Mr. Eaton stated that the Historical Commission met on November 1, 2017. He stated that there are 142 properties that were a part of the original 1984 survey. They reviewed material regarding the Historic Hopewell District. Mr. Eaton stated that Karen Marshall from the Chester County Historical Preservation Network has sent him the official design by the government with the historic area that includes East Nottingham and Lower Oxford Township. Mr. Eaton stated that their next meeting will be held in January 2018.

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

## **EMERGENCY MANAGEMENT REPORT**

Ms. Brady stated that OxRem met on October 26, 2017, with a representative from the County who explained the new "Smart 911." This new technology allows people to create their own detailed medical profile on-line, which only emergency personnel can see when they call 911. The profile allows first responders access to get vital information regarding the patient.

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

## **OXFORD REGIONAL PLANNING COMMITTEE REPORT**

Mr. Kepler stated that the next Oxford Regional Planning Committee meeting will be held on Wednesday, December 6, 2017, and will discuss opioid use in order to educate young people. They discussed possibly using Herr's auditorium to get the word out.

*Mr. Brown moved to approve the Oxford Regional Planning Committee Report. Mr. Hershey seconded the motion. MOTION CARRIED.*

## **OLD BUSINESS**

Mrs. Kinney stated that the Comstar Technologies contract is up in November.

*Mr. Kepler made a motion to continue with a month-to-month contract until a decision is made regarding Comstar Technologies vs. Armstrong Communications. Mr. Brown seconded the motion. MOTION CARRIED.*

## **NEW BUSINESS**

The budget workshop that was held on Monday, October 23, 2017, needs to be advertised for public review.

*Mr. Kepler made a motion to authorize the Secretary to advertise the proposed 2018 budget. Mr. Brown seconded the motion. MOTION CARRIED.*

A letter was received from State Representative, John Lawrence's office regarding Class 4 Mini Casinos. The letter stated that a new bill establishing ten new Class 4 mini casinos across Pennsylvania could be coming to our area. Townships may "opt-out" but must do so before December 31, 2017.

*Mr. Kepler made a motion to approve Resolution No. 2017-24 prohibiting the location of a category 4 licensed facility with Lower Oxford Township. Mr. Brown seconded the motion. MOTION CARRIED.*

**OTHER BUSINESS**

Mr. Kepler stated that Lower Oxford Township has four farms selected for farm preservation: Glenroy, Clark Farm (Osborne Road), Astle, and Houser. All have been selected and are awaiting approval. Lower Oxford Township has given Ag Preservation support to partner with the County to preserve them.

Mr. Kepler stated that the trees have been planted at Wyncote, however, the heavy winds have caused some to lean. The nursery will be out within the next two weeks to stake them. This will allow Lower Oxford to take dedication of road. It is too late in the year to receive liquid fuels, so Wyncote/Woodstone will have to agree to pay the Township \$3,000 to plow the road for 2017-2018 Winter.

Mr. Hershey stated that there is a pink dogwood tree that has been planted in the front yard in memory of Sara Laganelli. Mr. Kepler stated that he is working on getting a brass plaque and place under the tree with her name.

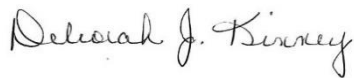
**PUBLIC COMMENTS**

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.