

Lower Oxford Township
Board of Supervisors Meeting Minutes
January 2, 2018

The Re-Organizational Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Tuesday, January 2, 2018.

The following were in Attendance: W. Ronald Kepler; Joel C. Brown; Kevin R. Martin; Assistant Secretary/Treasurer & Zoning Officer, Deborah Kinney; Building Inspector, Scott Moran; and 6 guests.

CALL TO ORDER

W. Ronald Kepler, called the Regular Board of Supervisors meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mr. Kepler led the Pledge of Allegiance to the flag.

PUBLIC COMMENT CONCERNING ITEMS ON THE AGENDA

None.

RE-ORGANIZATION OF LOWER OXFORD TOWNSHIP

Mr. Brown moved to appoint Deborah Kinney as temporary chairperson. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Ms. Kinney called for nominations for Chairman of the Board. Mr. Brown moved to nominate W. Ronald Kepler as Chairman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler assumed position as Chairman.

Mr. Kepler called for nominations for Vice-chairman of the Board. Mr. Kepler nominated Mr. Brown for Vice-chairman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Brown assumed position as Vice-Chairman.

TOWNSHIP APPOINTMENTS

Secretary/Treasurer

Mr. Brown moved to appoint Deborah Kinney as full-time Secretary/Treasurer. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning & Codes Enforcement Officer

Mr. Brown moved to appoint Terri Bove-Dugan as part-time Zoning & Codes Enforcement Officer. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Roadmaster

Mr. Kepler moved to appoint Steven Price as full-time Roadmaster. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Roadman

Mr. Brown moved to appoint Randy Gray as full-time Roadman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Earned Income Tax Collector

Mr. Brown moved to appoint Keystone Collections Group to collect Earned Income Taxes. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Fire Equipment & Ambulance Committee Member

Mr. Kepler moved to appoint Joel Brown as the Fire Equipment & Ambulance Committee Member. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Emergency Management Coordinator

Mr. Brown moved to appoint Ron Kepler as the Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Deputy Emergency Management Coordinator

Mr. Kepler moved to appoint Julie Brady as Deputy to the Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Recycling Coordinator

Mr. Brown moved to appoint Deborah Kinney as the Recycling Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Township Engineer

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

Township Solicitor

Mr. Brown moved moved to appoint Winifred Sebastian as the Township Solicitor. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning Hearing Board Solicitor

Mr. Brown to appoint Arthur L. Sagnor, III as Zoning Hearing Board Solicitor. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Fire Hydrant Tax Collector

Mr. Brown moved to appoint Deborah Kinney as the Fire Hydrant Tax collector. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Vacancy Board Member

Mr. Brown moved to appoint Bill Hostetter to the Vacancy Board for a one-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Planning Commission Member

Mr. Brown moved to appoint Jacob DeWees to the Planning Commission Board to replace Kevin Martin five-year term that expires December 2022. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning Hearing Board Member

Mr. Brown moved to appoint Steve Barbone to the Zoning Hearing Board for a 3-year term that expires December 2020. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning Hearing Board Alternate

Mr. Brown moved to appoint Barry Hostetter as an alternate to the Zoning Hearing Board for a one-year term that expires December 2018. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Oxford Area Sewer Board Member

Mr. Brown moved to appoint Bob McMahon to the OASA Board for a five-year term that expires December 2023. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Historic Commission Member

Mr. Brown moved to appoint Jay Eaton to the Historic Commission for a three-Year term that expires December 2020. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Bonds

Mr. Brown moved to recommend \$300,000 for Treasurer's Bond and \$6,000 for Tax Collector's Bond to the Auditors. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Real Estate Tax Collector

Mr. Kepler moved to table the appointment of the Real Estate Tax Collector and Deputy Tax Collector until the February meeting. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

DESIGNATION OF FEES

Real Estate Tax Collector

Mr. Brown moved to pay the Tax Collector the current rate of \$2,500 per year. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Extra Help

Mr. Kepler moved to pay extra help at a rate of \$18.00 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Brown moved to recommend to the auditors that the rate of pay for Roadman Ron Kepler and the Supervisors as extra help remain the same rate at \$21.64 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Building Inspector

Mr. Brown moved to pay the Building Inspector according the Fee Schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning Hearing Board

Mr. Brown moved to keep the Zoning Hearing Board pay rate at \$40 for the first meeting and \$20 for each additional meeting. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

DESIGNATION OF EMPLOYEE'S WAGES

Roadmaster/Roadman

Mr. Brown moved to increase the Roadmaster and Roadman's salary by \$1,200/year. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Secretary/Treasurer

Mr. Brown moved to pay the Secretary/Treasurer a salary of \$57,000 per year at least 35 hours per week and not to include health benefits. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning & Codes Enforcement Officer

Mr. Brown moved to pay the Zoning & Codes Enforcement Officer salary \$18.00 per hour at a minimum of 20 hours per week. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mileage

Mr. Brown moved to set the mileage reimbursement rate at 54.5 cents per mile the same as the IRS rate. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

RESOLUTIONS

1% Earned Income Tax

Mr. Brown moved to adopt Resolution 2018-01 for the 1% Earned Income Tax to be collected and shared equally with the Oxford Area School District. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

1% Real Estate Tax

Mr. Brown moved to adopt Resolution 2018-02 for the 1% Real Estate Transfer Tax to be collected and shared equally with the Oxford Area School District. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Public Safety

Mr. Brown moved to adopt Resolution 2018-03 for Public Safety appointments. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Fee Schedule

Mr. Brown moved to adopt Resolution 2018-04 for the revised Fee Schedule to change DCED UCC Fee to from \$4.00 to \$4.50. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Auditor

Mr. Brown moved to adopt Resolution 2018-05 to appoint Maulo & Co., LTD, as Township accountants in lieu of the elected auditors. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

DESIGNATIONS

Bank Accounts

Mr. Martin moved that Ron Kepler, Joel Brown, and Treasurer, Deborah Kinney, be designated as signers on all bank accounts. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Check Signatures

Mr. Martin moved that Checks be signed by the Treasurer, Deborah J. Kinney, and one of two of the designated Supervisors. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

ESTABLISHMENT OF MEETING DATES

Mr. Brown moved that the Board of Supervisors regular monthly meetings be held the second Monday of every month at 7:00 p.m. at the Township Building (with the exception of the re-organizational meeting that is the first Monday of the New Year). Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

February 12 th	June 11 th	October 8 th
March 12 th	July 9 th	November 12 th
April 9 th	August 13 th	December 10 th
May 14 th	September 10 th	January 7 th , 2019

RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA

None.

APPROVAL OF THE MINUTES

Mr. Brown moved to approve the minutes for the Board of Supervisor’s meeting held on December 13, 2017. Mr. Kepler seconded the motion. Mr. Martin abstained. MOTION CARRIED.

TREASURER’S REPORTS

Presentation of Bills

Mr. Kepler moved to approve and pay the bills totaling \$64,025.52. Mr. Brown seconded the motion. MOTION CARRIED.

CORRESPONDENCE

- Union Fire Company No. 1 – Incident List for 11/01/17 thru 11/30/17
- PSATS Conference Information Materials – Invitation for the 96th Annual Education Conference & Exhibit Show April 22-25, 2018 in Hershey, PA.
- PSATS – Pennsylvania Municipalities Pension Trust – Act 44 Disclosure Form
- PSATS – News Bulletin – December 2017
- PSATS – PA UC Tax Rate will decrease from 0.07% to 0.06% for 2018

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

BUILDING INSPECTOR

The Building Inspector, Scott Moran presented the following report: There were four (4) plan reviews, five (5) regular residential inspections completed and twenty-eight (28) commercial building inspections for the month of December 2017.

Mr. Brown moved to approve the Building Inspector's Report. Mr. Martin seconded the motion. MOTION CARRIED.

CODE ENFORCEMENT OFFICER

Mrs. Kinney read the Building Permits & Zoning Violations Reports for December 2017. There were no zoning or building permits issued for December 2017. There were no new violations or complaints.

SUBDIVISIONS & LAND DEVELOPMENT PLANS

Landhope Realty

Mrs. Kinney explained that the Planning Commission granted a waiver from the Stormwater Management Ordinance, Section 301.G. and recommended approval of the plan to the Board of Supervisors for final plan approval contingent upon the Township Engineer's recommendations being addressed.

Mr. Martin made a motion to grant a waiver from the Stormwater Management Ordinance, Section 301.G. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Mr. Brown made a motion to approve the Landhope Land Development and Subdivision Plan by Resolution No. 2018-06, contingent upon Township Engineer's review letter being addressed and NPDES, Soil Conservation District, Highway Occupancy Permit, Will Serve letter from Chester Water Authority, and any other third-party agencies approval that may be necessary. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Brown made a motion to deem the Henry T. Wilson two-lot subdivision null and void unless an extension letter is received by February 7, 2018. Mr. Martin seconded the motion. All in favor. 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:

- Reviewed the Conditional Use Plan Application for Providence Place and provided comments to the Supervisors.
- Processed Pine View Enterprises (Kreider) Escrow Release #3 and provided recommendations to the Township.
- Reviewed the revised Landhope Realty Plan and provided comments and project update memorandum to the Township. Worked with Consultant on right-turn lane and had discussions with the Township staff.

Mr. Brown moved to approve the Engineer's report. Mr. Martin seconded the motion. MOTION CARRIED.

OASA REPORT

- Mr. Kepler stated that the OASA approved a bill of sale between Sewer Extension (private line on S. Baltimore Pike) and OASA.
- OASA sent notices to shut off water to delinquent properties and leined several more properties that were not paying their bill.

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

ROADMASTER

Mr. Kepler presented the following Roadmaster's Report:

- Trimmed trees on Elkview Road and West Branch Road
- Patched pot holes on Bethel Road
- Cindered and plowed three times
- Refilled salt shed two times
- Washed trucks
- Opened inlet boxes
- Picked trash up on Wilson Mill Road
- Fixed street signs on Whiteside Drive
- Replaced "No Outlet" sign on Reedville Road
- Replaced cutting edge on 10-wheel dump truck
- Replaced spinner motor on small dump truck
- Serviced loader
- Cleaned Township Building

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

REGIONAL RECREATIONAL AUTHORITY

Ms. Peyre-Ferry reported that the Recreation Authority has finished out their year with a list of accomplishments are well on their way to new goals for the New Year. She stated that in 2017 they introduced their first Pitch Hit & Run competition, first Kids to Park Da, first Family Fall Festival, and expanded their Haunted Park to two weekends. They are hoping to continue these activities in 2018. They have received PECO approval on their dog park design. They are currently obtaining cost quotes and contacting sponsors so they can begin the installation of the dog park as soon as weather permits.

Mr. Kepler moved to approve the Recreational Authority's Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

HISTORICAL COMMISSION

Mr. Eaton stated that they have a meeting scheduled for Wednesday, January 3, 2018, at the Lower Oxford Township Building, providing the weather cooperates. He will have more to report for February's meeting.

Mr. Brown moved to approve the Historical Commission's report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

EMERGENCY MANAGEMENT REPORT

Mrs. Brady reported that they have not met since the last Board Meeting. Their next meeting will be held on January 25, 2018.

Mr. Brown moved to approve the Emergency Management Coordinator's Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OXFORD REGIONAL PLANNING COMMITTEE REPORT

Mr. Brown stated that the Oxford Regional Planning Commission has not met since the last Board Meeting in December 2017. Their next meeting will be held on Wednesday, January 24, 2018, at 7:00 p.m. here at the Lower Oxford Township Building.

Mr. Kepler moved to approve the Oxford Regional Planning Committee Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OLD BUSINESS

Armstrong Phone Installation – Mrs. Kinney reported that Armstrong is working on the details of the new system. She stated that Armstrong will have 45 days until installation once they have received the approved contract.

NEW BUSINESS

Act 44 Pension Disclosure Statement from PSATS – Mrs. Kinney stated that each year the Board of Supervisors must approve the Act 44 Pension Disclosure Statement from PSATS.

Mr. Brown moved to approved and adopt the Pension Disclosure Statement provided by PSATS. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

Mr. Kepler stated that the Roadmaster was approved to spend \$120,000 for the new loader. The quote came in at \$112,800 which was a savings of \$7,200.

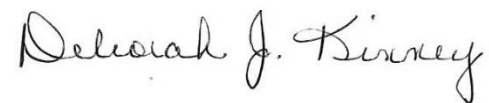
PUBLIC COMMENTS

None.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 8:13 p.m. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Respectfully Submitted,



Deborah J. Kinney
Secretary/Treasurer

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