

Lower Oxford Township
Board of Supervisors Meeting Minutes
March 12, 2018

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, March 12, 2018.

The following were in Attendance: W. Ronald Kepler; Joel C. Brown; Kevin R. Martin; Secretary/Treasurer, Deborah Kinney; Zoning & Codes Enforcement Officer, Terri Dugan; Building Inspector, Scott Moran; Solicitor, Winifred Sebastian and 4 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.

RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA

None.

APPROVAL OF THE MINUTES

Mr. Martin moved to approve the minutes for the Board of Supervisor's meeting held on February 12, 2018. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

TREASURER'S REPORTS

Presentation of Bills

Mr. Brown moved to approve and pay the bills totaling \$42,108.29. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

CORRESPONDENCE

- Received PSATS 2018 Advertising Requirements for Township
- Received PSATS New Bulletin for January-February 2018
- Received OASA letter dated February 22, 2018 – USDA Workout Agreement – Notice of Past Due Debt Payments
- Union Fire Co. No. 1 Incident listing for January 2018
- Received State Police Incident Listing for February 2018
- Received E-Mail from Chester County 2020 – West Whiteland Township – A Citizen Planner's Breakfast entitled "Eyes on Exton"
- Received Inspection Notification – *National Bridge Inspection Standards* from PennDOT
- Received letter from Sacred Heart Church with Carnival dates for June 2018

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

BUILDING INSPECTOR

The Building Inspector, Scott Moran presented the following report: There were no plan reviews, five (5) regular residential inspections completed and nine (9) commercial building inspections for the month of February 2018.

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

CODE ENFORCEMENT OFFICER

Mrs. Dugan reported that there were two (2) zoning permits, and one single event permit issued in the month of February 2018. There was one (1) new violation for junk at 116 Third Avenue, Lincoln University, PA 19352. She further stated that she picked up one unpermitted sign.

Mrs. Dugan attended the Pennsylvania Construction Codes Academy on February 5th thru 9th, 2018, and received her Building Code Official Certification.

Mrs. Dugan stated that Reedville Ventures sent a letter dated March 2, 2018, from Concord Land Planners asking for a one-year extension.

Mr. Martin made a motion to approve Resolution No. 2018-09 to extend the Reedville Ventures Land Development Plan for an additional year. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Mrs. Dugan stated that the Planning Commission met on February 22, 2018. Next meeting is scheduled to be held on Thursday, March 22, 2018.

Mr. Brown moved to approve the Zoning/Codes Enforcement Officer's reports. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

ENGINEER

No report.

ROADMASTER

Mr. Kepler presented the following Roadmaster's Report:

- Trimmed Trees on Reedville Road & Calvary Road
- Fixed Potholes on Bethel Road and Whiteside Drive
- Opened Inlet Boxes
- Cindered and Plowed Snow
- Cut Down Dead Tree on Conner Road
- Hauled Tires to Landfill
- Washed Trucks
- Stoned Dirt Roads

- Opened Gutter on Bethel Road
- Cleaned Township Building
- Replaced spinner motor on 10-Wheeler Dump Truck

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

OASA REPORT

Mr. Kepler reported that the Sewer Authority continues discussion on how to get the money to pay back the USDA loan. Several subdivisions were discussed: Miller Farm, Landhope, Leader Homes, and Yellow Barn Farm. He further stated that the Authority has not heard anything back regarding the dry line from Oxford to Nottingham.

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

REGIONAL RECREATIONAL AUTHORITY

No report.

HISTORICAL COMMISSION

Mr. Eaton stated that the Historical Commission did not meet in March due to inclement weather. He presented the Board of Supervisors with a very clear version of the "Mills" in Lower Oxford Township. He also presented an Historic map that identifies all of the historic properties that would be 50 years and older in the Lower Oxford Township. He further stated it is a work in progress and when completed will present the Township with a framed version. The Board of Supervisors thanked Mr. Eaton for his hard work and dedication and all of those involved. Their next meeting will be held on May 2, 2018.

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 the OxREM met on February 22, 2018. She stated that they have a drill exercise in Peachbottom, Pennsylvania, on April 14, 2018 and a hazmat table top drill on May 31, 2018. She stated that there is a county-wide Emergency Management Conference to be held the end of September 2018.

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

OXFORD REGIONAL PLANNING COMMITTEE REPORT

Mr. Brown stated that the Oxford Regional Planning Commission met on February 28, 2018. He stated that they met the new person on-board the Brandywine Conservancy securing MS4 Grants and who will give guidance to the Townships regarding the MS4. Mr. Brown also stated that they discussed having a meeting regarding the opioid epidemic and will keep us up-to-date with the date, place and time. He stated that they further discussed obtaining a letter of support from East Nottingham and West Nottingham Townships for fire-hydrants. Their next meeting is scheduled for March 28, 2018.

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

OLD BUSINESS

Mrs. Kinney stated that she sent "Appreciation" letters to Mr. Jay Stout, Planning Commission, and Mr. John Stonska, Recreational Authority, for their time and dedication spent serving the Township in those capacities.

NEW BUSINESS

Letter received from David Busch dated February 22, 2018 regarding the USDA Debt Payment Loan

Mr. Brown moved the following: WHEREAS OASA failed to comply with the provisions of the guaranty agreement in that it failed to notify Lower Oxford Township prior to November 1, 2017 of the projected shortfall for the interest and principal due on the loan for the upcoming year, but instead identified past due amounts further in a letter dated August 1, 2017; WHEREAS OASA notified Lower Oxford Township on February 22, 2018 that the first installment for the interest and principal for the upcoming fiscal year has been made thus leaving a current shortfall of interest and principal for June 2018 which would be the only amount for which Lower Oxford Township is responsible, in part, under Paragraph 3 of the guaranty agreement; NOW THEREFORE Lower Oxford Township hereby notifies OASA that it does not intend to provide OASA with the amount of \$193,437.81 enumerated in the February 22, 2018 correspondence but instead is obligated at this time to only pay the share of the payment due under the note that is due in June 2018 further subject to the limitation that each of the four member municipalities agree to make such payment. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

PennDOT 2018 Liquid Fuels Allocation

Mr. Kepler stated that PennDOT sent their 2018 Liquid Fuels Allocation in the amount of \$219,324.94 and a Turnback amount of \$240.00. He further stated that the Roads Department can use 20% of this amount on equipment which equals \$43,912.00.

Spring Clean-Up Day

Discussion was held regarding Spring Clean-Up Day. Mr. Brown asked whether the Township would like to have a Sheriff present on those days to collect prescription drugs from residents. Mr. Kepler stated he would make a few phone calls to see which Sheriff or Police Officer could be here to collect them.

Mr. Brown made a motion to approve April 20th from 7:00 a.m. until 3:00 p.m. and April 21st from 7:00 a.m. until noon, as the Township's official Spring Clean-Up Day and to authorize a Sheriff to be here to collect any prescription drug drop-offs. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Addition to Ag Security Area

Mr. Kepler stated that there were two Ag Security properties who have waited their 180 days to be included in Ag Security: Clark Bros. Property at 101 Osborne Road, Oxford, and Glenroy Farms located at 421 Glenroy Road, Nottingham.

Mr. Kepler moved to adopt Resolution No. 2018-10 for an addition of Clark Bros. 10.6 Acres located 101 Osborne Road, Oxford, identified by Tax Parcel No. 56-8-69.3, to Lower Oxford Township's Ag Security. Mr. Martin seconded the motion. MOTION CARRIED. Mr. Brown abstained.

Mr. Martin moved to adopt Resolution No. 2018-11 for an addition of Glenroy Farms 250.4 Acres located 241 Glenroy Road, Nottingham, identified by Tax Parcel No. 56-7-41, to Lower Oxford Township's Ag Security. Mr. Brown seconded the motion. MOTION CARRIED.

OTHER BUSINESS

Mrs. Kinney stated that the Board of Supervisor's received a letter from the newly appointed Tax Collector Marsha Getty regarding collection fees for both Real Estate and Fire Hydrant Tax. She stated in the letter that she would like the same compensation that was given to the previous Tax Collector, Sara Laganelli.

Mr. Kepler moved to approve the amount of \$2,500 per year for the collection fee for Real Estate Tax and \$6,000 collection fee for the Fire Hydrant Taxes. Mr. Martin seconded the motion. MOTION CARRIED. Mr. Brown abstained.

Mrs. Kinney stated that she and Mr. Kepler met with BB&T Bank to obtain information regarding bank rates and that she and Mr. Kepler have a meeting scheduled with Citadel Bank for Wednesday morning. Mr. Kepler stated that he would like to see the Township utilize and support all three banks with Lower Oxford Township. Mr. Brown and Mr. Martin concurred. Mrs. Kinney and Mr. Kepler will keep them up-to-date with the developments to date.

Mrs. Kinney also stated that the auditor, Mr. Maulo, had made an informal recommendation to her that the Township use a payroll company to handle direct deposits and quarterly taxes.

The Supervisors discussed the need for a new Planning Commission Member and an alternate. Mr. Kepler stated that they have three (3) people to interview next week. Mr. Kepler stated that Julie Brady was an interested party and would like to be considered for the Planning Commission. She currently serves as Deputy Emergency Management Coordinator.

Mr. Kepler moved to appoint Julie Brady as the new Planning Commission Member to fill Jay Stout's position. Mr. Brown seconded the motion. All in favor. Motion Carried.

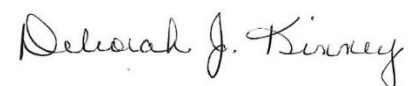
PUBLIC COMMENTS

None.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 8:06 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.