

Lower Oxford Township
Board of Supervisors Meeting Minutes
July 9, 2018

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, July 9, 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 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. Brown moved to approve the minutes for the Board of Supervisor's meeting held on June 11, 2018. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

TREASURER'S REPORTS

Presentation of Bills

Mr. Martin moved to approve and pay the bills totaling \$50,881.45. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

CORRESPONDENCE

- E-Mail received on 06-12-18 from Robert Hotchkiss (SCCEMS) stating a meeting will be held with municipal leaders on Wednesday, June 27th at the Jennersville Hospital.
- E-Mail received on 06-12-18 from Robert Hotchkiss (SCCEMS) Medic 94 Monthly Municipal Report for May 2018
- Received a "Thank You" note to the Tax Collector on June 13, 2018 from Carrie Hagy thanking the Township for all their wonderful work.
- E-Mail received 07-09-18 from Karen Atkinson (PSATS) regarding "Road Management Conference" October 15-17, 2018, Eisenhower Hotel, Gettysburg, PA
- E-Mail received June 27, 2018 from Linda Farrelly for the Chester County Library System, Annual Legislative Breakfast, Friday, September 14, 2018 7:30 – 9 am
- Oxford Area School District Board of Director's Regular Meeting Agenda for June 19, 2018

- Union Fire Company No. 1 Incident List for May 1-31, 2018 received 06/14/18
- E-Mail received 06/12/18 from Central PA Street Sweepers offering services
- PSATS June 2018 Newsletter received 07/09/18
- E-Mail from Irene Perry regarding “2018 Recycling & Organics Conference” at the Best Western Premier, Harrisburg, PA July 25-27
- Received Union Fire Company No. 1 – Agreed-Upon Procedures for December 31, 2017
- Received Union Fire Company No. 1 – Ambulance Division – Agreed-Upon Procedures for December 31, 2017

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

BUILDING INSPECTOR

The Building Inspector, Scott Moran presented the following report: There were five plan reviews, sixteen regular residential inspections; two commercial building inspections; zero stormwater; and two sidewalk inspections for the month of June 2018.

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

CODE ENFORCEMENT OFFICER

Mrs. Dugan reported that there were zero zoning permits, one single event permit; zero building permits; one sign permit; zero Use and Occupancy permits; and one new zoning violation issued in the month of June 2018.

Subdivision and Land Development

Mrs. Dugan reported that Benuel Stoltzfus subdivision located at 355 Lancaster Pike, Oxford, is pending until Ag Preservation completes their review in August.

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

ENGINEER

Mr. Fisher reported the following for June 2018:

- Attended a Landhope preconstruction meeting and road closing meeting for Conner Road.
- Reviewed the Wyncote-Bentley Court roadway base-coat.
- Reviewed a request for release of escrow for Wyncote-Bentley Court and provided recommendation for Release #1.
- Reviewed escrow release request from Pine View Enterprises and provided the Township with recommendation for Release #4.
- Reviewed Ballymeade road with the developer.
- Reviewed basin construction for Harnish/Oxford Cabinetry.
- Discussed and reviewed bridge reports and details, loading rates for Hall Road and Calvary Road.
- Reviewed the Smoker Subdivision Plan and provided comments to the Township.
- Reviewed the revised 2-Lot Subdivision Plan for Benuel Stoltzfus and provided comments to the Township.

Mr. Brown moved to approve the Engineer's Report for May 2018. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

ROADMASTER

Mr. Kepler presented the following Roadmaster's Report:

- Trimmed trees at Jackson School Road Intersection
- Patched Hayesville Road
- Widened Intersection at Jackson School Road
- Replaced Pipe on Hayesville Road
- Opened Inlet Boxes
- Replaced two (2) Pipes on Whiteside Drive
- Paved Hayesville Road
- Paved Jackson School Road
- Mowed Park four (4) Times
- Mowed Township Building four (4) Times
- Mowed Road Banks
- Mowed State Road Intersections
- Cleaned Township Building

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

OXFORD AREA SEWER AUTHORITY REPORT

Mr. Kepler reported the following for the Oxford Area Sewer Authority:

- The Sixth Street Pumping Station bids are in and will be approved at their next meeting.
- There are two people interested in purchasing the Sewer Authority building.
- The Sewer Authority is awaiting an offer from Delcora.
- The Sewer Authority received an estimate from Oxford and Nottingham. They will set meeting with Chester Water Authority to see if this is feasible.

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

REGIONAL RECREATIONAL AUTHORITY

No report.

HISTORICAL COMMISSION

Mr. Eaton stated that they are currently doing research to make connections with historic Hinsonville Farmers to apply to their maps. Their next meeting is scheduled for August 8, 2018 at 7:00 p.m.

Mr. Kepler moved to approve the Historic Commission report. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

EMERGENCY MANAGEMENT REPORT

Mrs. Brady reported that they held a joint drill meeting on May 31st. In attendance were County representatives, Hazmat, Lincoln University, Oxford Fire Company No. 1, West Grove Fire Company, AgREM, OxREM, and the hospital. She stated that all the representatives from each municipality within the Oxford Area School District were present. She further stated that the new hospital administration, Tower Health, now has a good idea of what to expect in case of an emergency.

Mrs. Brady stated that they will conduct another tabletop workshop in the near future. She further stated that the Oxford Fire Company No. 1 was great and gave her tremendous confidence that we are in good hands.

OxREM met in June and there were no new items on the agenda. The next scheduled meeting will be June 26th.

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

OXFORD REGIONAL PLANNING COMMITTEE

Mr. Brown reported that the Oxford Regional Planning Committee met on June 27th. The Brandywine Conservancy and University of Maryland were present to discuss the MS4. There are two municipalities in the Oxford region that currently need to obtain permits. To date, DEP has not responded. He further stated that Susan Elks from Chester County spoke about the Landscapes 3 and is looking for public input. Their next scheduled meeting will be held on July 25, 2018 at 7:00 p.m.

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

TAX COLLECTOR

Ms. Getty submitted a report to the Township that stated \$7,841.18 for Real Estate taxes and \$471.13 in Fire Hydrant taxes were collected in the month of May.

Mr. Kepler moved to approve the Tax Collector's Report. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

NEW BUSINESS

Conner Road Closure

Mr. Brown moved to adopt Resolution No. 2018-18 to temporarily close Conner Road and establish a detour due to road improvements. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Landhope Oxford I, LLC – Conner Road Improvement

Mr. Kepler moved to sign and enter into an agreement with Landhope Oxford I, LLC, for Conner Road improvement costs reimbursement from later developers after approval by the Township Solicitor. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Landhope Oxford I, LLC – Stormwater Maintenance Agreement

Mr. Kepler moved to enter into an agreement with Landhope Oxford I, LLC, for Stormwater Maintenance after approval by the Township Solicitor. All in favor. MOTION CARRIED.

White Birch Avenue, Oxford – Special Study Plan Revision

Mr. Martin moved to adopt Resolution 2018-19 to conduct a Special Study to connect White Birch Avenue, Oxford, to public sewer. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

OLD BUSINESS

None.

OTHER BUSINESS

LaMancha Animal Rescue

Mrs. Kinney reported that she contacted LaMancha Animal Rescue and left a message with them about renewal of a contract for 2018. She will follow-up to see where the contract is so we can make a decision on it at the next Board of Supervisors meeting.

Fulton Bank Escrow Accounts

Mr. Brown moved to authorize the Treasurer to close the existing escrow accounts and open a new savings at Fulton Bank to better track and transfer monies as necessary.

Mrs. Kinney stated that Mr. Whitmer, 254 Elkdale Road, Lincoln University, stopped by to drop of septic pump out receipt and asked me to pass the message along to the Board of Supervisors complimenting and thanking the road crew for doing a wonderful job cutting back the weeds on the Township roadways and intersections.

PUBLIC COMMENTS

Mrs. Clemens stated that the electric went out on Tuesday, July 3rd until Wednesday, July 4th at 1:00 due to tree limbs falling on Lincoln University's property located at Baltimore Pike and Ashmun Avenue, Lincoln University. She stated that this is not the first time this has happened and asked that someone from the Township talk to Lincoln University about removing any dead tree limbs to avoid this situation in the future. Mr. Kepler stated he would contact Lincoln University grounds committee and see if there is anything they can do.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 7:54 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.