

**Lower Oxford Township**  
**Board of Supervisors Meeting Minutes**  
**October 8, 2018**

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, October 8, 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; Township Solicitor, Winifred Sebastian; and five (5) 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.

**Recess**

Mr. Kepler called a recess at 7:05 p.m. to open the hearing for the Zoning Ordinance Amendment hearing.

Mr. Kepler reconvened the regular Board of Supervisors Meeting at 7:15 p.m.

**PUBLIC COMMENT CONCERNING ITEMS ON THE AGENDA**

None.

**RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA**

Maulo & Company, LTD – Audit Report for 2017

Mr. Larry Maulo approached the Board and discussed his findings of the financial audit for FY 2017. He stated that he has issued the Township a clean letter and that the Township is currently in good financial condition. He also recommended to the Board that they should investigate higher interest paying CD's and transferring the escrow account money into another account so that it can be easily managed.

*Mr. Martin moved to approve the Township Auditor's 2017 Financial Report. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

**APPROVAL OF THE MINUTES**

*Mr. Brown moved to approve the minutes for the Board of Supervisor's meeting held on September 10, 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 \$101,357.02. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

### **Escrow Release**

*Mr. Martin moved to approve the Wyncote-Bentley Drive escrow release in the amount of \$36,320.52 leaving the remaining balance of \$107,245.33, per the Township Engineer's approval letter. Mr. Kepler seconded the motion. Mr. Brown abstained. MOTION CARRIED.*

### **Refund of Money**

*Mr. Brown moved to approve and pay reimbursements for the Carlos Zavala Conditional Use Hearing in the amount of \$1,185.46; the Billy Smith Zoning Hearing in the amount of \$504.02; the Scott Vines Zoning Hearing in the amount of \$373.66; and the Steve Menasion Zoning Hearing in the amount of \$599.11 for a total reimbursement of \$2,662.25. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

### **CORRESPONDENCE**

- SECCRA Meeting Minutes for Wednesday, July 11, 2018
- PSAT's Upcoming Flagger Training Dates & Locations
- USDA Farm Service Agency 2018 Newsletter (E-Mail)
- Delaware Valley Regional Planning Commission – New Publication “Municipal Management in a Changing Climate”
- Natural Lands – 88 Acres Saved in Chester County (E-Mail)
- Union Fire Co. No. 1 August Incident Report
- Union Fire Co. No. 1 Financial Statements for Fiscal Year 2017
- Union Fire Co. No. 1 2019 Agreement
- Union Fire Co. No. 1 Ambulance Division 2019 Agreement
- PADEP letter regarding White Birch Avenue – consistency letter
- Pipeline Awareness Bulletin for Summer 2018
- Oxford Mainstreet “Blind Pig Gala” on October 6<sup>th</sup> (E-Mail)
- Chester County Waterways e-mail dated 09/18/18 regarding funding for local governments to address stream erosion caused by recent flooding
- Southern Chester County Emergency Medical Services, Inc. (SCCMC) Medic 94 – September 2018 Report
- Chester County 2020 – A Citizen's Planners' Breakfast – October 3<sup>rd</sup>
- Chester County Department of Emergency Services – Hosting a 1 day workshop to learn the fundamentals of Family Assistance Center – Wed, Oct 10<sup>th</sup> (E-Mail)
- Delaware County Regional Water Quality Control Authority regarding Asset Purchase Agreement for Oxford Area Sewer Authority
- OxREM offered to host OxREM's members and municipal officials for a tour of their state-of-the-art campus at 137 Modena Road in Coatesville on October 2<sup>nd</sup> and 4<sup>th</sup> (E-Mail)
- Chester Water Authority letter to Landhope regarding the proposed relocation of the water main.
- Letter from Brandywine Conservancy regarding their annual visit to the Sapp property located at 750 Bethel Road
- Letter from Brandywine Conservancy regarding their annual visit to the Hawkins property located on Bethel Road
- TMACC letter regarding Chesobus FY 2018 Executive Summary
- Scott's Company letter regarding General NPDES Permit Renewal
- Chester County Health Director, Jeanne Casner regarding sightings of the spotted lantern fly (E-Mail)
- PennDOT notice of estimated allocation Municipal Liquid Fuels and Turnback – 2019 allocation is \$218,956.17
- PSATS Education “Township Emergency Management Fall Exercise Forum” on November 1<sup>st</sup> in Allegheny County and November 8<sup>th</sup> in Montgomery County

- J.P. Mascaro & Sons letter – awarded the single stream recycling four-year contract by the Chester County Commissioners.
- PennDOT 09/27/18 – For Immediate Release “US 1 Lane Closures Scheduled Next Week for Bridge Repair in New Garden Township, Chester County
- PennDOT 09/28/17 – For Immediate Release “PennDOT Data Shows PA Round-A-Bouts Reducing Crashes, Injuries & Fatalities.
- Chester County Health Director, Jeanne Casner – Invitation to join the CCHD on October 18<sup>th</sup> for updates regarding “Local Public Health in Chester County”
- TMACC’s Foundation for the Improvement of Transportation for a moonlight bike ride for charity on October 24<sup>th</sup>
- Chester County Department of Community Development has released a request for proposals for its PA Housing Affordability & Rehabilitation Enhancement Fund
- Bee Bergall & Co. letter regarding the opportunity to meet with the Township regarding its accounting, auditing, and tax knowledge for municipalities.
- OASA letter dated October 1<sup>st</sup> regarding Pine View Estates Sewage Treatment Capacity.
- Regester Letter & Associates, Inc., regarding Penn-View Assoc./Anthony Dambro 6 month-extension.
- PennDOT 10/01/18 – For Immediate Release “PennDOT Accepting Unsolicited Public-Private Partnership Proposals Until December 31<sup>st</sup>
- Chester County EOC e-mail dated 10/02/18 regarding training courses.
- PA State Police Incident Report for August 2018
- OASA letter dated 10/05/18 – 2019 Draft Budget
- OxRem e-mail dated 10/07/18 – Approval of September 2018 meeting minutes.

*Mr. Brown moved to accept the Correspondence Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

### **BUILDING INSPECTOR**

The Building Inspector, Scott Moran, submitted the following report: There was one plan review, thirteen regular residential inspections; six commercial building inspections; and three sign inspections. for the month of September 2018.

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

### **CODE ENFORCEMENT OFFICER**

#### **Permits**

Mrs. Dugan reported that there were three zoning permits; two single event permits; one building permit; four sign permits; one commercial permit; and two Use and Occupancy permits issued in the month of September 2018.

#### **Violations**

Mrs. Dugan reported that she sent a “Friendly Reminder” notice for a weed violation located at 219 Township Road, Oxford.

### **Subdivision and Land Development**

#### **WLH Group – Atlantic Tractor Subdivision**

Mrs. Dugan stated that the Township received a satisfaction letter from the Township Engineer dated October 4, 2018.

*Mr. Martin moved to approve the WLH Group Atlantic Tractor Subdivision. Mr. Kepler seconded the motion. Mr. Brown abstained. MOTION CARRIED.*

#### Benuel Stoltzfus

Mrs. Dugan reported that she received an e-mail from Evan Martin, Department of Open Space, confirming approval of the subdivision.

*Mr. Kepler moved to approve the Benuel Stoltzfus 2-lot subdivision. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.*

#### Pine View Estates

Mrs. Dugan stated that since the last Board of Supervisor's Meeting, Pine View Estates submitted a Final Plan submission. The Township Engineer, Mr. Fisher, completed a review of the plan and submitted a letter to the Township with two zoning comments, eleven SALDO comments, and twenty stormwater comments.

*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 submitted the following report for September 2018:

- Reviewed the revised Pine View Estates plan and met with applicant's consultants to address final comments.
- Met with County Planning Commission for update on stormwater management practices and changes.
- Met with Ron Kepler regarding speed study for roadway and Lincoln University erosion issue at Elkdale Road and Baltimore Pike.
- Provided the Township with an escrow release recommendation for Wyncote-Bentley Drive.
- Reviewed the WLH Group, Whiteside Drive subdivision plan and provided comments to the Township and applicant.

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

#### **ROADMASTER**

Mrs. Kinney presented the following Roadmaster's Report: Fixed wash-out on Quarry Road; cleaned up a fallen tree on Third Avenue and another one on Calvary Road; opened inlet boxes; patched Calvary Road & Bethel Road; trimmed trees on Elkview Road; mowed State intersections; worked two days for Fall Trash Day; cleaned gutter on Janes Lane; replaced a street sign on Austin Drive; and cleaned the 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 that they received a letter of intent from Delcora to purchase the Sewer Authority. He further stated that the letter of intent stated that they will keep the staff at the Oxford Area Sewer Authority, they will assume the debt of \$27,000,000; pay \$1.2 million in back payments; allow the Borough of Oxford and Lower Oxford Township first right of refusal to purchase the sprayfield; and freeze rates for the first three years.

*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 the Historic Commission is still working on the large historical map. He also stated that there will be an "Annual Car Show", Saturday, October 13<sup>th</sup> and that the Borough will be closing the streets for three days. Also, Oxford Main Street is hosting "Twilight & Tractors" in November and they are looking for antique tractors to display. The next meeting of the Historical Commission will be held on October 10, 2018.

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

## **EMERGENCY MANAGEMENT REPORT**

Mr. Kepler stated that the Octorara Dam will be holding a simulation on Wednesday, October 7, 2018.

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

## **OXFORD REGIONAL PLANNING COMMITTEE**

Mr. Brown reported that there was no meeting held this month due to the "Opioid Addiction" presentation held at the Oxford Area High School on Thursday, September 27, 2018.

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

## **TAX COLLECTOR**

The Board of Supervisors appointing Chester County Treasurer to collect the Real Estate and Fire Hydrant Taxes for Lower Oxford Township starting FY 2019. The County will need a verbal by the end of October if the Township is going to do so. There will be paperwork and a resolution needed in November.

*Mr. Kepler moved to contact the Chester County Treasurer and let them know that the Township intends to move forward and have them collect the taxes for the Township for 2019. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

## **NEW BUSINESS**

### **2019 Pension**

*Mr. Brown moved to approve the Non-Uniform Pension Plan in the amount of \$16,107 for the 2019 Minimum Municipal Obligation. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

**OTHER BUSINESS**

**Zoning Ordinance Amendment**

*Mr. Martin moved to approve Ordinance 2018-01 Zoning Ordinance Amendments. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

**Family Farm Related Business Application**

Mr. John King, 260 Township Road, Oxford, submitted an application for a Family Farm Related business. After much discussion, the Board decided that they cannot approve it until the 30-day appeal period has ended.

*Mr. Brown moved to table Mr. King's Family Farm Related Business Application until the next Board of Supervisor's meeting. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

**Budget Meeting**

*Mr. Brown moved to hold the budget hearing on October 15, 2018, at 8:30 a.m., and authorize the Secretary to advertise the meeting. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

**PennDOT Notice of Estimated Allocation**

Mr. Kepler stated that the PennDOT sent a notice that the estimated Municipal Liquid Fuels and Turnback for 2019 is \$218,956.17.


**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

*Mr. Brown made a motion to adjourn at 8:18 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.