

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

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

The following were in Attendance: W. Ronald Kepler; Joel C. Brown; Kevin R. Martin; Secretary/Treasurer, Deborah Kinney and five (3) 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

Steven Brunner, Principal of Sacred Heart School

Mr. Brunner approached the Board of Supervisors to ask them if they would allow the Oxford Borough Police to respond when they have an emergency at the school. He further stated that in speaking with the Oxford Borough Chief of Police, that if granted, the Board would have to enter into a Memorandum of Understanding with the Oxford Borough Police. Mr. Kepler stated he would look thoroughly into the matter and contact the State Police and get back to Mr. Brunner as soon as he has some answers.

APPROVAL OF THE MINUTES

Mr. Martin moved to approve the minutes for the Board of Supervisor's meeting held on October 8, 2018. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Mr. Brown moved to approve the minutes for the Zoning Amendment Hearing on October 8, 2018. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve the meeting minutes for the Budget Hearing held on October 15, 2018, with the change of opening to reflect 8:30 a.m. 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 \$60,688.05. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler noted that Check No. 390 was written from the Open Space Fund in the amount \$376,893. to the Chester County Treasurer for the Glenroy/Glenockie Farm Land Preservation.

Escrow Release

Mr. Martin moved to approve Escrow Release No. 5 for Pine View Enterprises, LLC, in the amount of \$8,1667.27 per the Township Engineer's approval letter. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler stated that the blacktop is still waiting to be completed and the Township is awaiting a set of as-built plans for this project.

CORRESPONDENCE

- SCCEMS – Medic 94 – October 2018 Monthly Report
- Chester County 2020 – E-mail dated 10/21/18 – Citizens Planner Breakfast on December 13, 2018 at the Desmond Hotel, Malvern, PA
- SCCCC (Southern Chester County Chamber of Commerce) letter dated 10/15/18 – Invitation to Breakfast on November 8, 2018 on behalf of the Route 1 Economic Development Initiative at the Hartefeld National Golf Club in Avondale, PA
- Law Offices of Vangrossi & Recchuiti dated 10/18/18 regarding Sunoco
- ORPC – Memo dated 10/18/18 – Topics for next ORPC Meeting to be held on October 24, 2018
- PSATS News Bulletin – September/October 2018
- Governor Tom Wolf – New & Notes for Worker's Compensation for Fall 2018
- Chester County Solid Waste Authority Memorandum dated 10/03/18 – Establishments in Municipality that may not be recycling
- OASD Work Session Agenda dated 10/09/18
- USDA Farm Service Agency – 2019 Acreage Reporting Dates
- Oxford Mainstreet Inc. – County Christmas Vendor Application now available.
- Union Fire Co. No. 1 – Incident Listing for September 2018
- PA State Police – Community Awareness Bulletin – October 24, 2018
- E-Mail from Judith B. Thomas, Chester County Department of Open Space Preservation regarding Chester County Grants to Municipalities for Public Parks, Trails, and Preserves – due February 28, 2019
- E-Mail from PennDOT regarding Wolf Administration Announces the Opening of Gettysburg CNG (Compressed Natural Gas) Transit Fueling Station
- PSATS Fall 2018 Legal Defense Partnership Newsletter
- Oxford Mainstreet – November News & Happenings in Downtown Oxford
- PennDOT – 11/05/18 – “For Immediate Release” PennDOT Driver License, Photo Centers Closed for Veterans Day Holiday
- PennDOT – 11/05/18 – “For Immediate Release” PA Safety Partners Discuss Transportation Safety, Announce Results of Operation Safe Stop 2018
- PA Environment Digest – DEP Accepting Applications for Act 101 Recycling Implementation Grants – Deadlines March 22, 2019
- E-Mail received on 10/31/18 from Chester County EOC regarding Election Day Polling Locations
- E-Mail dated 11/02/18 from PennDOT “For Immediate Release” DEP Offers Funding for Environmental Education Projects
- E-Mail received on 11/01/18 from PennDOT regarding “Green Light-Go year 5 Application Period now open (Reimbursement grants for existing traffic signal improvements.
- Governor Tom Wolf – “For Immediate Release” – Wolf Administration Outlines Winter Preparations, Guidance for Public Readiness

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 were nine plan reviews, seventeen regular residential inspections; and three commercial building inspections for the month of October 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. Kinney reported in Mrs. Dugan's absence that there were two zoning permits and two building permits issued in the month of October 2018.

Violations

No new violations reported for the month of October 2018.

Subdivision and Land Development

Hostetter/Esh Subdivision (Whiteside Drive)

Awaiting Township Engineer's review letter.

Hostetter/Smoker Subdivision (Whiteside Drive)

Awaiting Township Engineer's review letter.

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 October 2018:

- Initiated review of the revised Pine View Estates (Conner Road Subdivision) final plan.
- Processed Release #5 for Pine View Enterprises, LLC.
- Reviewed a plan for Lot #15 Ballymeade.
- Reviewed the Lincoln University stormwater and erosion issues along Baltimore Pike and Elkdale Road.

Mr. Kepler also added that the Township Engineer will send a violation letter to Lincoln University and Oxford Commons for stormwater basins.

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

ROADMASTER

Mrs. Kinney presented the following Roadmaster's Report: patched Jackson School and Crawl Toot Roads; cleaned gutter on Union School and Calvary Roads; repaired inlet box on Wyncote Drive; mowed the Township Building twice; opened pipe on Whiteside Drive; hauled tires to landfill; opened inlet boxes; fixed wash-out on Township Road; installed "Watch Children" sign on Elkview Road; replaced street sign on West Branch Road; serviced pick-up truck; and cleaned the Township Building.

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

OXFORD AREA SEWER AUTHORITY REPORT

Mr. Kepler reported that David Bush is meeting monthly with Delcora on the sale of the Sewer Authority. He further stated that the OASA Board has the right to sell the Authority, however, there needs to be an Act 537 Amendment with each municipality involved before it can be sold.

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.

REGIONAL RECREATION AUTHORITY

No report.

HISTORICAL COMMISSION

No report.

EMERGENCY MANAGEMENT REPORT

Mr. Kepler stated that the Octorara Dam simulation that was held on Wednesday, October 7, 2018 went well.

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 the Committee met on Thursday, October 24, 2018. He stated that Mr. Scott Rugan attended the meeting at Brandywine Conservancy regarding a new logging and timber harvesting ordinance that is currently being written that everyone can agree to. He further mentioned that if there is anything in the Comprehensive Plan that may need to be addressed for next year to let him know or the Board is welcome to come to the next meeting. Mark Gallant is going to bring any plan reviews that are taking place in other municipalities. The next ORPC meeting will be held on Wednesday, November 28, 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

The Tax Collector report indicates that \$870.08 was collected for Real Estate Taxes and \$73.92 in Fire Hydrant Taxes for September 2018 and there were no Real Estate or Fire Hydrant Taxes collected for the month of October.

Mr. Martin moved to approve the Tax Collector reports for September and October 2018. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

NEW BUSINESS

PennDOT Severe Winter Adjustment

PennDOT sent notification that the Township will receive \$6,002.32 for a severe weather adjustment for 2017/2018 Winter season.

2019 Tentative Budgets

Mr. Brown moved to approve the 2019 Tentative Budgets and authorize the Secretary/Treasurer to advertise. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OLD BUSINESS

John S. King Condition Use Hearing

Mr. Kepler reported that today, November 12th, marks the 30-day appeal process for Mr. King's Conditional Use Hearing and to-date there were no appeals.

Resolution No. 2018-23

The current Fire Hydrant Taxes are at .00018 per assessment, which leaves a shortfall of \$798.44. The Board discussed increasing the fire hydrant millage rate to .00022 per assessment to balance out what the Township is being charged from Chester Water Authority each year for fire hydrant tax.

Mr. Kepler moved to approve Resolution No. 2018-23 to increase the millage rate for the Fire Hydrant tax to .00022. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

Chester County Tax Collections

Mr. Kepler moved to approve an Agreement between Lower Oxford Township and Chester County Treasurer to collect Real Estate and Fire Hydrant Taxes on behalf of Lower Oxford Township. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

Resolution No. 2018-24

Mr. Kepler moved to approve Resolution No. 2018-24 designating the Chester County Tax Collector to Collect Real Estate and Fire Hydrant Taxes on behalf of Lower Oxford Township. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

OTHER BUSINESS

Liquid Fuels Audit

Mrs. Kinney reported that Mr. Vince Gillen from the State Auditor's Office conducted a "Liquid Fuels Audit" on Thursday, November 8, 2018.

TMACC

TMACC is asking the Township to consider a \$1,500 yearly donation. The Board discussed and will consider it for the December 10, 2018 Regular Board meeting.

Ag Preservation

Mr. Kepler reported that the Township gave Geoff Shellington (Agricultural Board of Chester County) approval to move forward and that Lower Oxford will participate in the purchase of five properties for Agricultural Preservation in 2019.

Delinquent 2017 Real Estate & Fire Hydrant Taxes

Mr. Martin moved to approve the Treasurer to lien the delinquent 2017 Real Estate and Fire Hydrant Taxes after November 30, 2018. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Baltimore Pike Sewer

The Board discussed Brian Campbell installing public sewer along Baltimore Pike.

Mr. Brown moved to authorize the Township Engineer and Solicitor to enter into discussions with Brian Campbell to install sewer along Baltimore Pike. Mr. Martin seconded the motion. MOTION CARRIED.

PUBLIC COMMENTS

Mr. Ed Farber questioned the basis for moving the tax collection to Chester County Treasurer. Mr. Kepler stated that it is cheaper for the Township to have them collect taxes.

Mr. Ed Farber stated that he understands there are concerns with the spotted lantern fly and that certain counties are quarantined. He asked if this will affect Christmas tree sales. Mr. Brown stated that it is his understanding that they prefer the fruit and deciduous trees.

Mr. John King asked if his Family Farm Related Business permit is approved. Mr. Kepler told him that today marks the 30-day appeal process and there were no appeals. He told Mr. King he could stop in to see the Zoning Officer and get a copy of his approved permit.

EXECUTIVE SESSION

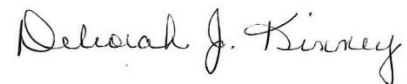
Mr. Kepler dismissed the Regular Board Meeting to enter into an Executive Session with John Goodall from Land Preservation at 7:53 p.m.

Mr. Kepler reconvened the Regular Board Meeting at 8:30 p.m.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 8:30 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.