

Lower Oxford Township
Board of Supervisors Meeting Minutes
December 10, 2018

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, December 10, 2018.

The following were in Attendance: W. Ronald Kepler; Joel C. Brown; Kevin R. Martin; Secretary/Treasurer, Deborah Kinney; Building Inspection, Scott Moran 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.

PUBLIC COMMENT CONCERNING ITEMS ON THE AGENDA

None.

RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA

Avondale State Police

Lt. Michelle N. Swantner, Avondale State Police Station Commander, introduced herself to the Board of Supervisors. She stated that they have eight new troopers and that there will be two troopers to each vehicle for the first 60 days. She also stated that it is such a pleasure working with Lower Oxford Township.

APPROVAL OF THE MINUTES

Mr. Brown moved to approve the minutes for the Board of Supervisor's meeting held on December 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 \$129,711.52. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Escrow Release – Landhope Oxford I, LLC

Mr. Brown moved to approve Release No. 1 for Landhope Oxford I, LLC in the amount of \$405,376.80 leaving a remaining balance of \$1,185,522.24 per Township Engineer's approval letter dated December 6, 2018.

CORRESPONDENCE

- Chester County Health Department - "Great American Smoke-out" News Release #18
- Chester County Health Department - "Not too Late to get your Family Vaccinated Against Flu" News Release #19
- Chester County Health Department - "National Handwashing Awareness Week – December 2-9, 2018"
- DVRPC – Invitation to DVRPC's Climate Adaptation Forum on 12/7/18
- Light-Heigel & Assoc. – 2019 Fee Schedule

- Oxford Area School District - Work Session Agenda for 11/13/18
- Oxford Area School District - Regular Meeting Agenda for 11/20/18
- Oxford Area School District - Re-Organization Meeting Agenda for 12/04/18
- PennDOT - Quarterly Review Newsletter
- PennDOT - Information Sheet #191 – Uncontrolled Pedestrian Crossing Enhancements
- PennDOT - PennDOT, Police, Safety Partners Launch “Operation Safe Holiday” Campaign across Southeast PA
- PennDOT - Wolf Administration reminds drivers to buckle-up, drive sober during Holiday travel period
- PennDOT - Wolf Administration seeks private-sector input for commercial truck parking public-private partnership
- PennDOT - Wolf Administration reminds high school students to enter “Innovations Challenge”
- PennDOT - PennDOT Announces Replacement of more than 500 Poor Condition Bridges
- Oxford Area Recreational Authority - E-mail from Marcella Peyre-Ferry – November 15th Meeting Report
- PSATS 97th Annual Educational Conference & Exhibit Show
- SECCRA Meeting Minutes October 2018
- State Police Report for September 2018
- Union Fire Co. No. 1 - E-mail from BJ Meadowcroft – 2019 Township Resolution and Borough Ordinance Request
- Union Fire Co. No. 1 - Alarm/Incident Reports for October 2018
- USDA Farm Service Agency - November 2018 Newsletter
- USDA Farm Service Agency - November 2018 Bulletin

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 three plan reviews, ten regular residential inspections; thirteen commercial building inspections and two stormwater inspections for the month of November 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 was one zoning permit, one building permit and one single-event permit issued in the month of November 2018.

Violations

No new violations reported for the month of November 2018.

Subdivision and Land Development

Shoppes @ Lower Oxford Phase II

Government Specialists, Inc., sent a letter dated November 19, 2018, requesting an additional 392 days extension for the Shoppes @ Lower Oxford Phase II

Mr. Kepler moved to approve Resolution No. 2018-25 granting a 392-day extension for the Shoppes @ Lower Oxford that will expire on January 6, 2020. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

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

Mrs. Kinney presented the following Roadmaster's Report: patched salt shed; fixed wash-out on Widdowson Road; opened inlet boxes; patched Reedville and Township Road; refilled salt shed; plowed and cindered roads for snow; cleaned-up downed tree on Elkview Road, cut down tree on Bethel Road and Street Road, paved Whiteside Drive; installed "Watch Children" signs on Jackson School Road; and 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 that discussions are still on-going between the OASA and Delcora regarding the purchase of the Oxford Area Sewer Authority.

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

REGIONAL RECREATION AUTHORITY

The Oxford Area Recreation Authority is asking the Municipalities for more money per capita. Lower Oxford is currently contributing one dollar per head. The Recreation Authority is asking for an additional \$1 to \$10 per head. Mr. Brown suggested that they discuss with other contributing members of the Recreation Authority before making a commitment and examine the incorporation documents for any legal issues that may arise as a result of this request. After a brief discussion, the Board of Supervisors decided to table this discussion until January's Board meeting.

Mr. Martin made a motion to table the discussions of increasing the amount per head that the Township is currently collecting for the Regional Recreational Authority. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

HISTORICAL COMMISSION

Mr. Eaton sent a report for the month of October 2018. He reported that the Commission revisited all of Lower Oxford's properties that were previously placed under the "Other" class and noted on the Lower Oxford Township's wall map. He also verified if there is any historic research at each address. They developed boundaries of Hinsonville so that they can be placed on the wall map. They are still working on identifying the original location of the Yellow Barn Farm. Ms. D'Ignazio is working to obtain photos of the Hopewell properties from their current owners. Mr. Sumner is working to obtain photos of the inside buildings of the former Dickey Farm. Mr. Stroup is working on photographs of certain historic properties.

EMERGENCY MANAGEMENT REPORT (OxREM)

Ms. Brady reported that OxREM met on November 29th at the Hopewell School. She stated that they are in discussions regarding the OxREM Regional Emergency Operations Center using the Hopewell School as a central location so that if an event occurs that covers multiple townships, there is one centralized location. Ms. Brady also stated that a motion was made at their meeting to not collect the \$200 dues for the year. The newly elected officers for the OxREM are as follows: Scott Grugan – President; Steve Roberts – Vice-President & Secretary; Milt Rudy – Treasurer; and Chuck Freese – Emergency Operations Coordinator.

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

OXFORD REGIONAL PLANNING COMMITTEE (ORPC)

Mr. Brown reported that the Oxford Regional Planning Committee met on November 28th. He stated that Stephanie Armpriester and Ellen Kohler from the Brandywine Conservancy were there to discuss an update on the regional stormwater program. Township's are required to update the public on this issue even if they do not have a permit requirement at this time. The Brandywine Conservancy is offering to give the ORPC a template to place on the website, if they so desire. The ORPC is also asking each municipality if there is anything that they would like the ORPC to work on. The ORPC would like to coordinate with East Penn Railroad to create a supportive environment between the freight rail line and existing potential businesses along the corridor. They are asking the committee to promote and publicize the need for volunteer fire service and the benefits of having them. There will be no additional contributions to the budget. No December meeting is scheduled. The next scheduled meeting will be Wednesday, January 23, 2019.

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 there was \$631.22 in Real Estate Taxes and \$16.60 in Fire Hydrant Taxes collected for November 2018.

Mr. Kepler moved to approve the Tax Collector reports for November 2018. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

NEW BUSINESS

2019 Budgets

Ms. Kinney reported that there were no comments from the public received to-date on the budgets.

Mr. Brown moved to approve and adopt the 2019 General Fund, State Fund, and Open Space Revenue Fund Budgets. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OLD BUSINESS

None.

OTHER BUSINESS

Citadel Federal Credit Union

Mrs. Kinney stated that she has been in touch with Kim Jarvis at Citadel Federal Credit Union regarding our State Fund and Escrow Fund. Ms. Jarvis submitted a rate sheet for the State Fund that is a variable rate of 2.00% APY and for our Escrow Fund, a Municipal Auxiliary Savings (escrow type) at 0.10%. Currently Fulton Bank has the State Fund at a variable rate and we are getting as low as 0.01% and the Escrow Fund is 0.0% APY.

Mr. Martin moved to transfer the State Fund and Escrow Fund at Fulton Bank into Citadel Federal Credit Union to take effect after the first of the year. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Maulo & Co. LLC

Mrs. Kinney stated that Mr. Maulo would like to come and conduct a pre-audit and go over the accounts before conducting their official annual audit for FY 2018 in February 2019. Mr. Maulo has submitted a proposal for this in the amount of \$1,500 and \$2,000. He has also submitted a proposal to conduct the Township's yearly financial audit for 2018 in the amount of \$8,850.00.

Mr. Brown moved to table Maulo & Co., LLC, proposal for a pre-audit until January's Board meeting, to see if it warrants spending the additional amount on the audit. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve Maulo & Co., LLC proposal to conduct the Township's 2018 yearly financial audit in the amount of \$8,850.00. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Resolution No. 2018-26 – Amendment to Resolution No. 2018-24

Mr. Kepler moved to approved Resolution 2018-26 to amend Resolution No. 2018-24 removing the term "Fire Hydrant Taxes" that the County of Chester will not be collecting. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

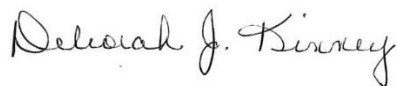
PUBLIC COMMENTS

Ms. Julie Brady asked that if the Board considers contributing more than \$1 per head to the Recreation Authority that the same increase be given to the Oxford Public Library.

ADJOURNMENT

Mr. Martin made a motion to adjourn at 7:35 p.m. Mr. Brown 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.