

Lower Oxford Township
Board of Supervisors Meeting Minutes
January 7, 2019

The Re-Organizational Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, January 7, 2019.

The following were in Attendance: W. Ronald Kepler; Joel C. Brown; Kevin R. Martin; Secretary/Treasurer, Deborah J. Kinney; Zoning Officer, Terri Dugan; and 6 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.

RE-ORGANIZATION OF LOWER OXFORD TOWNSHIP

Mr. Brown moved to appoint Deborah Kinney as temporary chairperson. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Ms. Kinney called for nominations for Chairman of the Board.

Mr. Brown moved to appoint W. Ronald Kepler as Chairman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler assumed position and called for nominations for Vice-chairman of the Board. *Mr. Martin moved to appoint Mr. Brown for Vice-chairman. Mr. Kepler seconded the motion. All in favor. MOTION CARRIED.*

Mr. Brown assumed position as Vice-Chairman.

TOWNSHIP APPOINTMENTS

Secretary/Treasurer

Mr. Brown moved to reappoint Deborah Kinney as full-time Secretary/Treasurer. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning & Codes Enforcement Officer

Mr. Martin moved to reappoint Terri Bove-Dugan as full-time Zoning & Codes Enforcement Officer. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Third-Party Building Inspector

Mr. Kepler moved to reappoint Accurate Building inspections as third-party agency with the sole authority to administer and enforce the Uniform Construction Code Act. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Roadmaster

Mr. Martin moved to reappoint Steven Price as full-time Roadmaster. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Roadman

Mr. Brown moved to appoint Randy Gray as full-time Roadman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Earned Income Tax Collector

Mr. Kepler moved to reappoint Keystone Collections Group to collect Earned Income Taxes. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Fire Equipment & Ambulance Committee Member

Mr. Kepler moved to reappoint Joel Brown as the Fire Equipment & Ambulance Committee Member. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Emergency Management Coordinator

Mr. Brown moved to reappoint Ron Kepler as the Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Deputy Emergency Management Coordinator

Mr. Kepler stated that Julie Brady has resigned as Deputy Emergency Management Coordinator and they are now looking for a replacement.

Recycling Coordinator

Mr. Kepler moved to reappoint Deborah Kinney as the Recycling Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Township Engineer

Mr. Brown moved to reappoint Ed Fisher of Light Heigel & Associates as the Township Engineer. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Township Solicitor

Mr. Martin moved to reappoint Winifred Sebastian as the Township Solicitor. Mr. Martin seconded the motion. Mr. Kepler opposed. MOTION CARRIED.

Zoning Hearing Board Solicitor

Mr. Martin to reappoint Arthur L. Sagnor, III as Zoning Hearing Board Solicitor. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Fire Hydrant Tax Collector

Mr. Kepler moved to appoint Deborah Kinney as the Fire Hydrant Tax collector. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Vacancy Board Member

Mr. Martin moved to reappoint Bill Hostetter to the Vacancy Board for a one-year term. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Planning Commission Member

Mr. Kepler moved to reappoint John Williams and Joel Brown to the Planning Commission Board for another five-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning Hearing Board Member

Mr. Brown moved to reappoint Robert Pepple to the Zoning Hearing Board for another 3-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning Hearing Board Alternate

Mr. Martin moved to appoint Barry Hostetter as an alternate to the Zoning Hearing Board for another one-year term. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

BONDS

Bonds

Mr. Kepler moved to recommend \$300,000 for Treasurer’s Bond to the Auditors. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

PENSION

Pension – Act 44

Mr. Kepler moved to acknowledge receipt of and approve Pennsylvania Municipalities Pension Trust Act 44 Disclosure Form and post to website. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

EXECUTIVE SESSION

Mr. Kepler moved to adjourn into Executive Session at 7:13 p.m. for Establishment of Employee Holidays and wages. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Chairman, Mr. Kepler, reconvened the Lower Oxford Township Re-Organizational Meeting at 7:15 p.m.

DESIGNATION OF FEES

Extra Help

Mr. Brown moved to pay extra help at a rate of \$18.00 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to recommend to the auditors that the rate of pay for Roadman, Ron Kepler, and the Supervisors as extra help remain the same rate at \$21.64 per hour. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Building Inspector

Mr. Kepler moved to pay the Building Inspector according the Fee Schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning Hearing Board

Mr. Brown moved to keep the Zoning Hearing Board pay rate at \$40 for the first meeting and \$20 for each additional meeting. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

DESIGNATION OF EMPLOYEE'S WAGES

Roadmaster

Mr. Brown moved to increase Roadmaster, Steve Price, salary by \$1,500/year. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Roadmaster

Mr. Brown moved to increase the Roadman, Randy Gray, salary by \$1,500/year. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Secretary/Treasurer

Mr. Brown moved that the Secretary/Treasurer, Deborah Kinney, salary remain at \$57,000 per year at 35 hours per week with no health benefits included. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Zoning & Codes Enforcement Officer

Mr. Brown moved that the Zoning & Codes Enforcement Officer, Theresa Dugan, salary remain at \$18.00 per hour at 35 hours per week with no health benefits included. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Tax Collector

Mr. Martin moved to pay the Chester County Treasurer \$1.75/piece per agreement dated November 12, 2018. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Mileage

Mr. Brown moved to set the mileage reimbursement rate at \$0.58 cents per mile per IRS 2019 fee schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

ESTABLISHMENT OF MEETING DATES

Mr. Martin moved that the Board of Supervisors regular monthly meetings be held the second Monday of every month at 7:00 p.m. at the Township Building with the exception of the re-organizational meeting that is the first Monday following January 1st, which will be January 6, 2020 at 7:00 p.m., and the elected auditors meeting be held on Tuesday, January 6, 2020 at 7:00 p.m. and advertise in the local paper accordingly. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

February 11 th	June 10 th	October 14 th
March 11 th	July 8 th	November 11 th
April 8 th	August 12 th	December 9 th
May 13 th	September 9 th	January 6 th (2020)

EMPLOYEE PAID HOLIDAYS

1	New Year's Day	January 1 st	5	Labor Day	September 2 nd
2	Good Friday	April 19 th	6	Veteran's Day	November 11 th
3	Memorial Day	May 27 th	7	Thanksgiving Day	November 28 th
4	Independence Day	July 4 th	8	Christmas Day	December 25 th

RESOLUTIONS

1% Earned Income Tax

Mr. Martin moved to adopt Resolution 2019-01 for the 1% Earned Income Tax to be collected and shared equally with the Oxford Area School District. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

1% Real Estate Transfer Tax

Mr. Martin moved to adopt Resolution 2019-02 for the 1% Real Estate Transfer Tax to be collected and shared equally with the Oxford Area School District. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Open Space

Mr. Brown moved that the Open Space Tax not be increase and remain at 0.5% for 2019. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Tax Millage

Mr. Martin moved that the Real Estate Tax not be increased and remain at .00025 for 2019. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Fire Hydrant Millage

Mr. Martin moved to adopt Resolution No. 2019-03 to decrease the Fire Hydrant Tax millage from .00022 mils to .0002 mils to cover Chester Water Authority's yearly water bill. Joel Brown seconded the motion. All in favor. MOTION CARRIED.

Public Safety

Mr. Brown moved to adopt Resolution 2019-04 for Public Safety appointments designating Union Fire Company No. 1 for fire protection and rescue service; the Union Fire Company No. 1 Ambulance Division will provide will provide basic life support emergency medical services; the **Union Fire Co. No. 1 Fire Chief** will determine air ambulance service providers and determine Automatic mutual aid for fire protection, rescue service and basic life-support emergency medical services; **Southern Chester County Emergency Services** will provide advanced life support emergency medical service; the **Pennsylvania State Police** of Avondale will provide police protection; and the **contact person** between Lower Oxford Township and Chester County Department of Emergency Services shall be W. Ronald Kepler. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Auditor

Mr. Martin moved to adopt Resolution 2019-05 to appoint Maulo & Co., LTD, as Township accountants in lieu of the elected auditors. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

DESIGNATIONS

Bank Accounts

Mr. Martin moved that Ron Kepler and Joel Brown be designated as signers on all bank accounts. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Check Signatures

Mr. Martin moved that Checks be signed by at least two designated parties; the Treasurer and one of the two designated supervisors or in the absence of the Treasurer, the two designated Supervisors. All in favor. MOTION CARRIED.

Selection of Depositories

General Fund

Mr. Brown moved that the General Fund remain at Fulton Bank. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Open Space Fund

Mr. Martin moved that the Open Space Fund remain at Fulton Bank. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

State Fund

Mr. Brown moved that the State Fund be moved to Citadel Federal Credit Union. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Escrow Fund

Mr. Martin moved that the State Fund be moved to Citadel Federal Credit Union. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA

Justin Dawson introduced himself as a resident of our Township who lives at 200 College Circle in Lincoln University and explained that he is an Eagle Scout working to complete his merit badge. He is here merely to observe how his local government conducts business.

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 \$66,533.51. Mr. Brown seconded the motion. MOTION CARRIED.

Mr. Martin moved to reimburse John S. King for his Conditional Use Hearing held on September 17, 2018, in the amount of \$888.32. Mr. Brown seconded the motion. MOTION CARRIED.

CORRESPONDENCE

- 12/11/18 – PSATS Conference Registration Materials for the 97th Annual Conference
- 12/11/18 – USDA Farm Service Agency Bulletin Updates
- 12/11/18 – Chester County Economic Development Council – Upcoming Events
- 12/12/18 – Pennsylvania State Police Incident Listing for November 2018
- 12/18/18 – Union Fire Co. No. 1 Incident List for 11/01/18 thru 11/30/18
- 12/19/18 – PennDOT – For Immediate Release – “PennDOT Encourages Students to Submit Innovative Ideas for Work Zone Safety in Statewide Contest”
- 12/20/18 – Governor Wolf – “Motorists Reminded to Watch for Heavy Rain and Flooding; Monitor Weather through the Holiday
- 12/20/18 – PennDOT – Technical Information Sheet #192 for Winter 2018

- 12/21/18 – Chester County Emergency Operations – Thaddeus Kavanaugh – FEMA NFIP Training for Flood Plain Managers to be held on January 17, 2019
- 12/21/18 – PSATS News Bulletin November-December 2018
- 12/26/18 – USDA Farm Service Agency Bulletin
- 12/31/18 – SCCEMS – Medic 94 Report for December 2018 and 2019 Operations Budget Summary
- 01/02/19 – Chester County Economic Development Council e-mail regarding their 15th Annual Economic Outlook on Friday, January 11th
- 01/03/19 – Pennsylvania State Police Community Bulletin dated January 2, 2019
- 01/04/19 – Chester Water Authority Proposed Rate Increase

Mr. Brown moved to accept the correspondence. Mr. Kepler seconded the motion. MOTION CARRIED.

BUILDING INSPECTOR

The Building Inspector submitted the following report: There was one (1) plan review, fourteen (14) regular residential inspections, and (28) twenty-eight commercial building inspections for the month of December 2018.

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

CODE ENFORCEMENT OFFICER

Mrs. Dugan reported the following Building Permits & Zoning Violations Reports for December 2018: There were two (2) residential building permits, eight (8) zoning permits, one (1) driveway permit, two (2) use and occupancies, one (1) commercial building permit. There were no new violations or complaints.

SUBDIVISIONS & LAND DEVELOPMENT PLANS

Eldreth/Smucker Add-On Lot

Mrs. Dugan stated that the Township Engineer submitted a final plan approval for the Eldreth/Smucker Add-On Lot. The applicant is asking for a waiver from SALDO Ch. 22 §402.3.A. The Township Engineer approved this waiver in his review letter dated January 7, 2019.

Mr. Martin made a motion to approve wavier of SALDO Ch. 22 §402.3.A. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Mr. Brown made a motion to approve the Eldreth/Smucker Add-On plan located on Forge Road, Oxford, Pennsylvania in final form. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Hostetter/Esh Subdivision – 2-Lot Subdivision and 2-Lot Add-On

The applicant is asking for approval of the Hostetter/Esh final plan. They are asking for waivers for §402.3.C. and §402.3.D. The Township Engineer approved these waivers in his review letter dated January 4, 2019.

Mr. Martin made a motion to approve waivers of SALDO Chapter 22 for §402.3.C. and §402.3.D on the Hostetter/Esh Subdivision. Mr. Kepler seconded the motion. Mr. Brown abstained. MOTION CARRIED.

Mr. Martin made a motion to table the Hostetter/Esh 2-Lot Subdivision and Add-On Lots on Whiteside Drive, until the Township Engineer issues a satisfaction letter for the outstanding issues mentioned in his letter dated January 7, 2019.

Taylor Wilson – 2-Lot Subdivision

Mrs. Dugan stated that the Taylor-Wilson 2-Lot Subdivision expires on February 4th. Mr. Wilson submitted a letter on January 3rd granting the Board of Supervisors a one-year extension.

Mr. Brown moved to approve the Zoning Officer's reports. Mr. Martin seconded the motion. MOTION CARRIED.

ENGINEER (Copy on File)

The Township Engineer submitted the following engineer's report:

- Made a site visit to the Landhope construction site for release of escrow and stabilization of road base.
- Reviewed the Wilmer Hostetter 2-Lot Subdivision and 2-Lot Add-On Plan and provided comments to the Township.
- Reviewed the Israel Smoker 2-Lot Subdivision Plan and provided comments to the Township.
- Corresponded with Cindy Carola of Hunt Engineering regarding Lincoln University's Amos Hall project regarding earth disturbance and stormwater planning. The building is set to be renovated with a small addition.
- Reviewed Improvement Guarantee Release #5 for the Pine View Enterprises project and provided recommendation to the Township.

Mr. Brown moved to approve the Engineer's report. Mr. Martin seconded the motion. MOTION CARRIED.

ROADMASTER (Copy on File)

Mrs. Kinney presented the following Roadmaster's Report: boom-mowed Township roads; trimmed trees on Elkview & West Branch Roads; cleaned gutter on Bethel Road; fixed pot holes on Roney's Corner & Jackson School Roads; opened inlet boxes; trimmed trees on State roads; fixed wash-out on Widdowson Road; installed "Do Not Enter" sign on Calvary Road; serviced Freightliner dump truck; and cleaned the Township building.

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

OASA REPORT

Mr. Kepler reported that Delcora has asked Oxford Area Sewer Authority for a 30-day extension which will expire in mid-January in order to finalize some unfinished business. Also, Oxford Area Sewer Authority has not received paperwork from Chester Water Authority regarding a sewer line down Baltimore Pike.

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

REGIONAL RECREATIONAL AUTHORITY

No report.

HISTORICAL COMMISSION

No report.

EMERGENCY MANAGEMENT REPORT

Mrs. Brady reported that their next scheduled meeting will be held on January 24th at the Hopewell school. Mr. Kepler stated that he will try to make the meeting.

The Board of Supervisors thanked Mrs. Brady for serving the Township as Emergency Management Coordinator Deputy and stated that they will miss her in that capacity.

OXFORD REGIONAL PLANNING COMMITTEE REPORT

Mr. Brown stated there was no meeting held in December and their next meeting will be held on Wednesday, January 23rd.

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

OLD BUSINESS

Oxford Area Recreation Authority

OARA is asking each participating Township for more money per capita. Mr. Kepler stated that according to the by-laws, the money collected can only be used for maintenance expenses for up-keep of the park and grant writing, not for capital improvements. Mr. Brown suggested that the Oxford Regional Planning Committee discuss this request before Lower Oxford Township decides. He further stated that he would like all municipalities involved to be fully committed with an increase before Lower Oxford Township commits. The Board will revisit this after the Oxford Regional Planning Committee discusses.

NEW BUSINESS

New Red Light at Route #10 and Conner Road

Mr. Brown made a motion to designate Signal Service to maintain the traffic light at Route #10 and Conner Road. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

PSATS Annual Convention

Mr. Kepler stated that the PSATS 97th Annual Educational Conference and Exhibit will be held on April 14-17, 2019 at the Hershey Lodge in Hershey in Pennsylvania. He asked if any of the Supervisors or staff were interested in attending. No one indicated an interest in attending.

OTHER BUSINESS

Union Fire Co. No. 1 Ambulance Division Agreement

Mr. Martin moved to approve the Union Fire Company No. 1 Ambulance Division Agreement for the period of January thru December 2019 in the amount of \$25,512.00. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Union Fire Co. No. 1 Fire Agreement

Mr. Martin moved to approve the Union Fire Company No. 1 Fire Agreement for the period of January thru December 2019 in the amount of \$63,904.92. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

PUBLIC COMMENTS

None.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 8:26 p.m. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Deborah J. Kinney".

Deborah J. Kinney
Secretary/Treasurer

Note: Copies of all reports mentioned are available at the Lower Oxford Township Building, 220 Township Road, Oxford, PA.