

Lower Oxford Township
Board of Supervisors Meeting Minutes
February 11, 2019

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, February 11, 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 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

None.

APPROVAL OF THE MINUTES

Mr. Brown moved to approve the minutes for the Board of Supervisor's meeting held on January 7, 2019. 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 \$69,942.06. Mr. Brown seconded the motion. MOTION CARRIED.

Oxford Cabinetry, LLC, Escrow Release Money

Mr. Kepler moved to approve Oxford Cabinetry, LLC Escrow Release No. 3 in the amount of \$16,795.86 per the Township Engineer's recommendation letter dated February 8, 2019. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

Landhope Oxford I, LLC – Letter of Credit Release of Money

Mr. Brown moved to approve Landhope Oxford I, LLC Letter of Credit - Release No. 2, in the amount of \$1,062,183.28 per the Township Engineer's recommendation letter dated February 11, 2019. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

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

CORRESPONDENCE

- Commonwealth of PA, Department of Auditor General, Liquid Fuels Tax Fund Audit for 2017
- PennDOT Driver License, Photo Centers Closed for Martin Luther King, Jr., Holiday
- State Police Incident Report for December 2018
- PSATS Education – Leadership 101: Effective Supervision and Why It Matters
- Union Fire Co. No. 1 – Incident List for December 2018
- PSATS – PSATS Mini Boot Camp for Township Officials
- Governor Wolf – “For Immediate Release” – Pennsylvania Preparing Aggressive Statewide Response in Advance of Weekend Storm
- OxREM Agenda for 01-24-19
- SECCRA – November 2018 Board Meeting Minutes
- 01-24-19 – PSATS New Bulletin – November-December 2018
- PSATS Legal Defense Partnership – Winter 2019
- E-Waste Collection & Data Destruction Event – Saturday, March 2, 2019, 9 am to 1 pm
- DVRPC (Delaware Valley Regional Planning Commission) letter regarding a new publication “*Municipal Implementation Tool #032: Speeding & Traffic Safety*”
- Street Road Artists Space – Invitation to take part in the participatory exhibition: *7 Million Acres: PRIDE OF PLACE* (Flyer on bulletin board)
- Chester County EOC E-Mail regarding February 2019 Training Announcements
- SCCEMS – Medic 94 – February 2019 – Monthly Municipal Report.

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

BUILDING INSPECTOR

The Building Inspector submitted the following report: There were seven plan reviews; nineteen regular residential inspections; six stormwater inspections; and one commercial building inspection for the month of January 2019.

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 the following Building Permits & Zoning Violations Report for January 2019: There were four residential building permits issued; one zoning permit issued; one driveway permit issued; five Use & Occupancy permits issued; one commercial sign permit issued; and one single event permit issued.

SUBDIVISIONS & LAND DEVELOPMENT PLANS

Hostetter/Smoker 2-Lot Subdivision

Ms. Dugan stated that Township Engineer sent a satisfaction review letter dated January 11, 2019.

Mr. Martin made a motion to approve the Hostetter/Smoker 2-Lot Subdivision Plan. Mr. Kepler seconded the motion. Mr. Brown abstained. MOTION CARRIED.

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

Ms. Dugan stated that the Township Engineer sent a satisfaction review letter dated January 4, 2019.

Mr. Kepler made a motion to approve the Hostetter/Esh – 2-Lot Subdivision and 2-Lot Add-On Plan. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

Stormwater Basins

Ms. Dugan asked the Board of Supervisors for permission to send out stormwater basin letters to have repairs completed by April 19, 2019. Mr. Brown agreed that the letters need to be sent.

Mr. Brown moved to approve the Zoning 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: Stoned dirt roads; Opened Inlet Boxes; Fixed Pot Holes on Roney’s Corner & Bethel Road; Cleaned-up Downed Tree on Calvary Road; Washed Trucks and Cleaned Shop; Cindered & Plowed Snow; Refilled Salt Shed; Replaced “Stop Sign” at Crowl Toot & Elkdale Roads; Replaced “Stop Sign” at Hayesville & Union School Roads; Replaced “Stop Sign” at Reedville & Conner Roads; Replaced “Stop Sign” at Buck Run Road; Repaired Snow Plow – 10-Wheeler Dump 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.

OASA REPORT

Mr. Kepler stated that the Township should consider a “Letter of Intent” in case the USDA calls for the loan payment. He also stated that we will have to do a budget deviation if Lower Oxford is forced to come up with their share of the loan. He further stated that the Chapter 94 Report is almost complete.

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

OXFORD AREA RECREATIONAL AUTHORITY

No report from the Township’s representative. Mr. Kepler stated that the OARA has dropped their request for an addition \$1 per head until they have a better-defined plan in place.

HISTORICAL COMMISSION

No report.

EMERGENCY MANAGEMENT REPORT

No report.

OXFORD REGIONAL PLANNING COMMITTEE REPORT

Mr. Brown stated that the Oxford Regional Planning Committee met on January 23rd. Their main discussion was regarding stormwater. The next meeting will consist of the Brandywine Conservancy and a few other organizations combined to discuss water quality initiatives and the MS4.

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

OLD BUSINESS

None.

NEW BUSINESS

None.

OTHER BUSINESS

Letter of Intent to USDA

Mr. Kepler stated that David Bush, OASA Executive Director, would like a "Letter of Intent" from each municipality in case the USDA calls for the loan payment. Lower Oxford Township will be able to pay their share of 16% of \$1.2 million. The first payment to USDA was not made. Mr. Kepler stated that we are paying two notes instead of one.

Mr. Kepler made a motion to write a Letter of Intent that Lower Oxford join with other Townships and pay our share in exchange for a promissory note contingent upon Township Solicitor's approval. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Purchase of New Dump Truck

Mr. Kepler stated that the machinery schedule will allow for the purchase of a new dump truck for next year. The proposed new dump truck is approximately \$178,000 that includes a plow and spreader. Two checks will need to be written; one for the truck and the other one for the body, plow, and spreader. The Township must write a letter saying that we are going to purchase the dump truck so that it can be built in time for next year's delivery. The body, plow and spreader will be purchased through Lancaster Truck and the Peterbilt dump truck will be purchased through Co-Stars. The State allocates 20% of their Liquid Fuels Fund for machinery and the Township has been offered \$30,000 for the current dump truck. This will leave the Township \$3,000 short, but we still have time to see if we can get more money for our truck.

Mr. Kepler made a motion that the Township approves purchasing the new dump truck. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Resolution No. 2019-06 – Fee Schedule

Mr. Martin moved to adopt a new Fee Schedule by Resolution No. 2019-06 to include Stormwater Simplified Approach Fees and to lower the Fire Hydrant Tax Certification fee to \$10. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Resolution No. 2019-07 – Landscapes 3

Mr. Brown moved to adopt Resolution No. 2019-07 adopting the new Chester County Landscapes 3 Comprehensive Plan. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

PUBLIC COMMENTS

Delores Ralph asked the Board who was in charge of the Lincoln Community Center. Mr. Kepler stated that the Township owns the building.

Delores Ralph stated that the Township is plowing up to Third Avenue but not plowing Broad Street. Mr. Kepler stated that he would make sure to let the road crew know that it should get plowed.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 8:06 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.