

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

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, March 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 4 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

Art Lyle – 565 Jackson School Road, Oxford

Asked the Board if they would consider adding another recycling bin to the four existing ones. He stated he recycles frequently (several times a week) and the bins are always full. Mr. Kepler stated that the recycling bins belong to SECCRA and that they would have to approve another bin if one is placed. The Board stated that they have no problem with another being added if SECCRA approves.

APPROVAL OF THE MINUTES

Mr. Brown moved to approve the minutes for the Board of Supervisor's meeting held on February 11, 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 \$53,307.67. Mr. Brown seconded the motion. MOTION CARRIED.

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

CORRESPONDENCE

- PennDOT – "PennDOT reduces Speed Limits on Several Area Roadways in Philadelphia Region"
- Union Fire Co. No. 1 – January 2019 – Incident Listing
- CC Department of Emergency Services – "Faith-Based Preparedness Symposium" February 27, 2019, Calvary Chapel of Chester Springs, Exton, PA - Free Event

- PennDOT – PA State Police – “PennDOT, State Police Highlight Traffic Law Updates, Importance to Highway Safety”
- FEMA Region III – Resilience Report
- State Representative – John Lawrence – Federal and State Tax forms (paper) available at his office located at 1 Commerce Blvd, Suite 200, West Grove, PA 19390.
- Chester County 2020 - Asking for yearly sponsors and donations
- PennDOT – Bridge Inspection Notification (Inspections will be conducted between April 2019 and March 2020).
- Chester County Planning Commission – Thank you letter for endorsing Landscapes 3 and Lower Oxford Township’s quick response.
- PSATS News Bulletin – February 2019
- PennDOT Notice of Turnback Maintenance - \$240.00 will be received by mid-March 2019.
- PennDOT to Repair Potholes Next Week on more than 60 State Highways in the Philadelphia Region – US Rt #1 – Lower Oxford Township.
- PA State Police Incident Report for February 2019

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

BUILDING INSPECTOR

No report.

CODE ENFORCEMENT OFFICER

Mrs. Dugan reported the following Building Permits & Zoning Violations Report for February 2019: There was one residential building permit issued; two zoning permits issued; one driveway permit issued; two commercial sign permits issued; one commercial zoning permit issued; two stormwater permits issued; and one Compost Spent Mushroom Soil permit issued.

SUBDIVISIONS & LAND DEVELOPMENT PLANS

CDS Analytical – Stormwater Plan

Ms. Dugan stated that CDS Analytical is asking for a waiver from the Land Development requirement and “letter of adequacy” from the Chester County Conservation District per recommendation from the Township Engineer.

Mr. Brown moved to approve CDS Analytical request for a waiver from the Land Development requirement “letter of adequacy” from the Chester County Conservation District per Township Engineer recommendation. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Pine View Estates (Conner Road 184-Lot Subdivision)

Mr. Kegerize, Towne Square Engineering, presented the Pine View Estates 184-Lot Subdivision in final form. He stated that the developer is requesting waivers of the following sections of the Lower Oxford Township Stormwater Management Ordinance:

- 1) §309.A. to permit the use of the Rational Method to calculate pre and post development peak flows.
- 2) §311.A.J. to permit two-thirds cartway width spread in the street gutters for a 25-year storm.

The Township Engineer’s (Light-Heigel & Associates) review letter dated December 10, 2018, had no objection to waiving §309.A. and §311.A.J.

Mr. Martin moved to approve waivers §309.A. and §311.A.J. per the Township Engineer's recommendation on December 10, 2018. Mr. Brown seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

Mr. Kegerize requested the elimination of some of the walking paths around the development. The Township Engineer had no opinion and recommended that this be discussed among the Board of Supervisors in his memorandum dated February 6, 2019.

Mr. Martin moved to allow the delineated paths on the East side of the subdivision be removed from the final plan. Mr. Brown seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

Mr. Brown moved to approve the Pine View Estates (Conner Road) 184-Lot Subdivision in final form by Resolution No. 2018-09. This is contingent upon the developer obtaining satisfactory financial security approved by the Township, approval of sewer services for the development, clarification of phasing for plan recording, and other such documents as the Township shall require. Mr. Martin seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

Stormwater Basins

Ms. Dugan stated that she sent out stormwater basin letters to have repairs completed by April 19, 2019 and has had no response to date.

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

ENGINEER

Light-Heigel & Associates submitted the following report for the month of February 2019:

- Reviewed the Allison Hostetter Stormwater Plan
- Reviewed CDS Analytical Stormwater E&S Control Plans
- Reviewed the revised David and Faye Eldreth Minor Subdivision Plan
- Reviewed the Israel Smoker 2-Lot Subdivision Plan
- Reviewed the Wilmer Hostetter 2-Lot Subdivision Plan
- Reviewed the John King Land Development Plan
- Made a site visit to Landhope/Conner Road to review work and detention basin.
- Met with consultant about Pine View Estates for final clean-up of plan
- Researched and reviewed plan for connection of Sacred Heart Church and Oxford Commons
- Reviewed the Runnymede Partnership 4-Lot Subdivision Plan
- Made a site inspection at Ballymeade concerning roadway issues
- Reviewed Hearne Hardwood Wetland Conservation and E&S Plan
- Reviewed the Oxford Cabinetry, LLC project and recommended escrow release #3
- Contacted Ms. Powell of Lincoln University regarding erosion work and recommended repair

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

ROADMASTER

Mrs. Kinney presented the following Roadmaster's Report:

Patched pot holes on West Branch Road & Crowl Toot Road; opened inlet boxes; cleaned-up downed trees on Bethel Road & Muddy Run Road; refilled salt shed twice; spread anti-skid seven times; plowed twice; washed

trucks and cleaned the shop; chipped ten Christmas trees; installed two "Watch Children" signs on Street Road; replaced "Stop" sign and street sign at Crowl Toot and West Branch Roads; replaced "Stop" sign on White Doe Drive; replaced cutting edge on 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 Sewer Authority is still working with Delcora. The sale of the Authority has been approved by the USDA. DEP's approval is still needed and once that is done, all the participating municipalities must do an Act 537 amendment.

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.

HISTORICAL COMMISSION

Jay Eaton stated that the Historical Commission is currently working on a chart showing all of Lower Oxford Township's historical resources. He further stated that he sent a letter to George Coulter, owner of the Yellow Barn Farm, asking for permission to take pictures of the buildings and property. Mr. Coulter agreed to allow the Historical Commission to take those pictures.

EMERGENCY MANAGEMENT REPORT

Mr. Kepler reported that in September 13, 2018, the Pine Grove Dam reported that Gate #1 became non-operational due to a malfunction in the lifting gear. Today an e-mail was received from Chester Water Authority that stated the lifting gear has been repaired and that the gate is now back in operation.

OXFORD REGIONAL PLANNING COMMITTEE REPORT

Mr. Brown stated that the February 27th meeting was held at the East Nottingham Township. The main subject of the meeting was "Connecting the Water Dots: An Exploration of the Oxford Region's Water Quality Initiatives". There were approximately 30 people in attendance. Speakers included Chester County Water Resources, American Mushroom Institute, Elk Creek Watershed Association, Spotts, Stevens & McCoy, Oxford Borough, Chester Water Authority, Alliance for the Chesapeake Bay, Octorara Watershed Association, Brandywine Conservancy, University of Maryland Environmental Finance Center, Penn State Extension, Chester County Conservation District, and the Stroud Water Research Center.

Mr. Brown stated that there may be money available for funding and implementation if needed for the MS4. He further stated that Lower Oxford Township received a waiver for the MS4 last time, but may not be able to obtain the waiver again. He said that the Oxford Borough's water protection plan may have an impact on Lower Oxford Township when determining if eligible for an MS4 waiver in the future.

The next scheduled meeting will be held on Wednesday, March 27, 2019.

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

TAX COLLECTOR REPORT

Mrs. Kinney stated that she sent out 151 Fire Hydrant Tax bills on March 1, 2019. A notice of the mailings and addresses of properties that are required to pay the Fire Hydrant Tax has been placed on the website and Township Facebook Page.

Mr. Martin moved to approve the Fire Hydrant Tax Collector's Report. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

OLD BUSINESS

OARA

Mr. Kepler stated that in the January 7th meeting minutes he stated that the money collected for Oxford Area Recreation Authority per capita could be used for grant writing. Upon further examination, the Cooperation Agreement does not say the money could be used for grant writing, only for the upkeep, maintenance and insurance. The Board discussed that they believe the per capita money collected should be used for grant writing and planning as well and that approval will be needed from all member municipalities in order to change the Cooperation Agreement and any increase in the amount of per capita collected.

Mr. Martin made a motion to authorize the Secretary to contact the members of the Oxford Area Recreational Authority and ask them to revisit the "Cooperation Agreement", §5.2, to include "grant writing and planning" as an allowable expense in addition to their current allowable expenses for the \$1.00 per capita which already includes upkeep, maintenance and insurance fees. Mr. Kepler seconded the motion. All in favor. MOTION CARRIED.

NEW BUSINESS

Independence Medical Insurance

Mr. Brown moved to approve the 2019 Employees Benefit Plan with Independence Blue Cross and authorize the Secretary to contact Rob Micheletti in writing on Tuesday, March 12, 2019 with the Board's decision. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

2019 Roads for Bid – State Fund

Mr. Kepler stated that the Roadmaster recommended putting a top on Spring Valley Road from Hayesville Road (to the Township Line); Jackson School Road from the old Township Building to the top of Mt. Vernon hill; and from the Girl Scout Camp at Bethel Road to Street Road.

Line Painting – General Fund

Mr. Kepler stated that the Township should get three quotes on line painting 10 miles of road. This will be paid out of the General Fund.

Roof Bids

Mr. Kepler stated that our 20-year shingles are now 20 years old. He suggested that the Township advertise for bids for re-shingling the roof when we advertise for road bids in April.

Exoneration of Real Estate Taxes – Parcel No. 5609 0000050T

The Chester County Tax Claim Bureau sent a letter asking if Lower Oxford Township would exonerate taxes in the amount of \$14.37 for 280 and 282 Reedville Road, Oxford. This was for a mobile home that was removed a few years ago without proper permits. The property has since been sold to a new owner.

Mr. Kepler moved to exonerate Real Estate Taxes for the years 2011 thru 2017 in the amount of \$14.37 for Tax Parcel No. 5609 0000050T. Mr. Martin seconded the motion. Mr. Brown abstained. MOTION CARRIED.

OTHER BUSINESS

Large Trash Day - Spring

Mr. Martin made a motion to approve Friday, April 26th from 7:00 a.m. until 3:00 p.m. and Saturday, April 27th 7:00 a.m. until noon for the Spring Trash Day and authorize the Secretary to advertise accordingly. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Codes Enforcement Officer – Course Attendance

Mr. Brown moved to approve the Codes Enforcement Officer to attend the “Advanced Floodplain Management in Pennsylvania” course on Thursday, May 23, 2019, in Harrisburg, Pennsylvania. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve the Codes Enforcement Officer to attend the “Duties of the Zoning Officer” on Tuesday, April 2, 2019 in Wyomissing, Pennsylvania, and the Township pay the course fee of \$50.00. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

State (PennDOT) Annual Turnback Fee & Liquid Fuels

Mrs. Kinney stated that she received a letter from PennDOT stating the Township will be receiving \$240.00 for Road Turnback Annual Maintenance and an e-mail received on March 12, 2019, from Valerie Temino at PennDOT verified that the Township will be receiving \$226,597.92 in Liquid Fuels money. The Township should be receiving this money about mid-March.

PUBLIC COMMENTS

Mr. Farber asked if the Oxford Area Sewer Meeting next Wednesday is the same one that was cancelled due to the weather in February. Mr. Kepler said that it is.


Mr. Eaton stated that Street Road is in horrible condition. When can the Township fix it? Mr. Kepler stated that it does not belong to the Township but is a State Road.

Mr. Lyle asked what location is the Pine View Estates that was conditionally approved? Mr. Kepler told him that it was Phase I located at the Yellow Barn Farm.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 8:11 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.