

Lower Oxford Township
Board of Supervisors Meeting Minutes
May 13, 2019

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, May 13, 2019.

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

Larry Maulo – Maulo & Company, LTD

Mr. Maulo presented to the Board of Supervisors a completed “Concise Financial Statement” and reported that the DCED Report was submitted. He stated that the Treasurer had taken over 30 escrow accounts and placed them into an excel spreadsheet to keep an accurate account of what was being spent so that the Township could be reimbursed for engineering, solicitor, and administrative fees.

APPROVAL OF THE MINUTES

Mr. Martin moved to approve the minutes for the Board of Supervisor’s meeting held on April 8, 2019. 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 \$77,746.00. Mr. Martin seconded the motion. MOTION CARRIED.

Mrs. Kinney reported that the “Quarterly Survey of Property Tax Collections Report” for the first quarter was completed and submitted to the U.S. Census Bureau reflecting the amount of \$31,359.61.

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

CORRESPONDENCE

- OASD – Work Session Agenda – April 9, 2019
- Chester Water Authority Legal Proceeding – Postcard
- Natural Lands – Save The Date – June 7th – “Stardust”
- PennDOT – Interim Bridge Inspection Report for Bridge at Reedville Road.
- Union Fire Co. No. 1 Incident Listing for March 2019
- Chester Water Authority (Michael S. D’Agostino) e-mail regarding the potential sale of CWA
- PennDOT letter dated April 11, 2019, regarding a “Public Officials Meeting Invitation” for the US Route 1 (Kennett Oxford By-pass) Reconstruction Project to be held Tuesday May 14, 2019, from 4:30 p.m. to 5:30 p.m. at the Hopewell Elementary School.
- Letter from State Representative’ Office (John Lawrence) regarding “Bridge Bill Information Sheet”
- “Thank You Card” from Scott Moran’s Family for the flowers that were sent when Lisa’s father passed.
- PennDOT – Penn Township to Restrict Route 796 (Jennersville Road) for Intersection Improvement in Chester County
- PennDOT – Repair Potholes Next Week on More than 45 State Highways in the Philadelphia Region
- Mark Gallant (ORPC) regarding Transportation Improvement Inventory (TII).
- PennDOT – Wolf Administration Invests in Rail Infrastructure, Supports Business Development by Creating/Sustaining 255 Jobs Statewide
- FEMA Risk Map – Resilience Report - Spring 2019
- SCCEMS Medic 94 – Monthly Municipal Report 2019
- CCHD – “2019 is the 25th Anniversary of National Infant Immunization Week”
- Avondale State Police (Kevin Kochka) – Significant Incidents for Weekend of 05/03/19 to 05/05/19
- CCHD – Chester County Waterways – Upcoming Water Events
- PSATS Township Legal Defense Partnership – Spring 2019 Newsletter
- Chester County Tax Collection Committee – Keystone Collections Group – Financial Report for 12/31/18.
- CCPC regarding a survey to help DCNR develop the next State Outdoor Recreation Plan.
- Chester County Water Ways – Available Workshops
- Pine Grove Emergency Action Plan Updates
- CCPC – DCNR Survey – Park & Recreation Survey – Deadline May 14th
- CCPC Nancy Shields – 2019 Vision Partnership Program – Mandatory VPP Meeting – Grant Rounds
- Mark Gallant (ORPC) – Reminder CWA Annual Steering Committee – May 8th
- Avondale State Police Incident Listing for April 2019
- OxREM 2018 Annual Report
- CCHD – For Immediate Release – Training Opportunity “A Matter of Balance: Managing Concerns about Falls”
- PennDOT – Penn Township to Restrict 796 (Jennersville Road) for Intersection Improvement in Chester County
- Chester County Department of Community Development – 2019 Action Plan – 3 HUD Entitlement Programs
- Chester County Conservation District – “The Back 40” – Spring/Summer 2019 Newsletter
- Avondale State Police – Weekend Significant Incidents for Lower Oxford Township – 05/10/19 to 05/12/19
- Chester County Planning Commission – Vision Partnership Program 2019 Round 1 Grants – Landscapes 3
- Chester County7 Department of Emergency Services – Training Announcement – MGT-347 – Incident Command System (ICS) Forms Review Friday, June 28th and Saturday, June 29th at the Chester County Public Safety Training Campus 8:00 a.m. to noon

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

BUILDING INSPECTOR

The Building Inspector submitted the following report:

There were four plan reviews; 24 regular residential inspections; three storm water inspections; two commercial inspections; and three sign inspections for the month of April 2019.

Mr. Brown moved to approve the Building Inspector report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

CODE ENFORCEMENT OFFICER

Mrs. Kinney presented the following Codes Enforcement Officer's report in Mrs. Dugan absence:

There were three residential building permits; one zoning permit; three Use and Occupancy permits; and one commercial sign permit issued for the month of April 2019.

ZONING VIOLATIONS

Mr. Kepler reported that a trash violation at 190 W. Branch Road, Lincoln University, was creating a safety hazard. Mr. Kepler stated that as of today (May 13, 2019), the owner was cleaning up trash. Mr. Kepler told the owner that if the clean-up is going to take a lengthy time to complete, he must have the house boarded up for safety. He reminded the owner to obtain a demolition permit through the Zoning Office before commencing demolition.

Runnymede Partnership – Extension

The Township received a letter from MacElree & Harvey dated May 9, 2019, on behalf of the equitable owner, granting the Board of Supervisors an extension for plan approval until June 30, 2019.

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:

Patched Conner Road & Jackson School Road; Cleaned Gutters on Conner Road & Reedville Road; Swept Intersections & cul de sacs; Milled and patched 1,400 ft. on West Branch Road; Skin-Patched Crowl Toot Road & Jackson School Road; Worked two days for large trash day; Opened Inlet Boxes; Mowed Park & Township Building twice; Cleaned Township Building; Painted Truck Body; and Serviced Lawn Mower.

Mr. Kepler state that the Roadmaster intends to mow all the road banks before Memorial Day Weekend. He also stated that they cleaned up a down tree today on Spring Valley Road.

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

OASA REPORT

Mr. Kepler reported that DELCORA will be at the May 15th OASA meeting. The OASA has a draft proposal that the Board has reviewed on the sale of the Sewer Authority. DELCORA will give a presentation and the Board will be able to ask questions and then the public will be allowed to ask any questions or express any concerns that they may have.

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

OXFORD AREA RECREATION AUTHORITY

Mrs. Kinney reported the following report on behalf of the OARA:

The Authority has installed material bins for supplies and are currently working on adding electrical service to the pavilion. The Authority wanted to thank the Lower Oxford Township for filling and smoothing out the potholes in their driveway and the East Nottingham Township for supplying the base materials they needed for their shed. They received a donation of \$300 from the Oxford Rotary Foundation which will help them with work that needs to be done at the Park. They held their third annual "Pitch Hit & Run" competition on Saturday, May 4th. Their next event will be on Saturday, May 18th, from 9 a.m. until 1 p.m. for "Kids-to-Park Day", which is a nationwide effort to encourage children to play outdoors. Work will soon begin on the commemorative bricks at the dog park.

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

HISTORICAL COMMISSION

No report.

EMERGENCY MANAGEMENT REPORT

Mr. Kepler reported that there were no emergencies for the month of April and that the Chester Water Authority continues to keep the water lowered in the dam for routine maintenance on the gates.

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

OXFORD REGIONAL PLANNING COMMITTEE REPORT

Mr. Brown stated that the ORPC met on April 24th at 7:00 p.m. Mr. Bill Hostetter and members of the Economic Development Council were in attendance to discuss the Route 1 Economic Development Initiative.

A representative from Lincoln University Master Planning was in attendance to discuss the Landscapes 3 and asked if there would be any impacts to the University when considering future renovation to several of their buildings.

Mr. Brown also stated that discussion took place regarding the Transportation Improvements Inventory (TII). The ORPC were in agreement that all participating municipalities are to reply to the TII request and identify their highest priority projects and forward them to State Representative, John Lawrence. Mr. Brown informed the Committee that the Lower Oxford Township has already forwarded their letter to State Representative, John Lawrence on May 6th.

The next scheduled ORPC meeting will be held on Wednesday, May 22, 2019, here at the Lower Oxford Township Building.

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 received \$820.26 for Fire Hydrant Taxes and \$4,368.19 from the Chester County Treasurer's Office for the Real Estate Taxes collected for the month of April 2019.

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

OLD BUSINESS

Transportation Improvement Inventory (TII)

Mrs. Kinney reported that she sent a letter regarding the TII to State Representative John Lawrence's office indicating the Township's intent to place the Street Road Bridge Project located between Scroggy Road and Lancaster Pike for a new bridge and a new approach that will cost approximately \$500,000 on the Transportation Improvement Inventory List.

NEW BUSINESS

Resolution No. 2019-12 – Certain Roads Eligible for State Funding

Mr. Brown moved to approve Resolution No. 2019-12 to approve the designation of Spring Valley Road (T-330) from Hayesville Road (T-335) to the Township line and from the Girl Scout Camp at Bethel Road (T-323) to Street Road (SR-030). Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Bridge Bill

The Township received a letter dated April 11, 2019, from State Representative, John Lawrence, requesting information on the "Bridge Bill"

Mr. Brown moved to authorize the Secretary to submit the "Bridge Bill Information Sheet" to State Representative, John Lawrence's office once the Roadmaster has completed the form. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Resolution No. 2019-13 – Jacob & Malinda Fisher – Addition to Ag Security Area

Mr. Martin moved to approve Resolution No. 2019-13 to add Jacob & Malinda Fisher's 25.7 acres, Parcel No. 6-3A-1.1, that is located within the jurisdiction of the Oxford Borough and combine it with the existing Ag Security Area with Parcel No. 56-8-38.6 that is located in Lower Oxford Township, contingent upon approval from the Oxford Borough Council Members. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Worker's Compensation Loss Control Audit

Mrs. Kinney reported that on April 29th a physical inspection was conducted by John Johns from H.A. Thomson regarding Worker's Compensation. Mr. Johns met with Ron Kepler and Mrs. Kinney and discussed operations and controls, reviewed any reported injuries (none) and discussed any previous recommendations (none) and physically surveyed the facilities at the Township Building, Shop, and at Benard Park. Letter received from H.A. Thomson dated May 2, 2019, stated that there were no new recommendations made.

Bid Opening – 8:00 p.m.

Bids for the following were received on or before noon on Monday, May 13, 2019:

Asphalt*

*Mr. Kepler moved to accept the bid proposal from **Allan Myers** for the **Asphalt** for the 2019 State Road Project. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

Seal Coat In-Place*

*Mr. Kepler moved to accept the bid proposal from **Asphalt Industries** for the **Seal Coat In-Place** for the 2019 State Road Project. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

Stone*

*Mr. Kepler moved to accept the bid proposal from **Allan Myers** for the **Stone** for the 2019 State Road Project. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

Paving Equipment*

Mr. Kepler moved to accept the bid proposal from Long’s Asphalt for the Equipment Rental for the 2019 State Road Project. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Diesel Fuel & Heating Oil*

Mr. Kepler moved to accept the bid proposal from Alger Oil, Inc. for the Diesel Fuel & Heating Oil for the 2019 State Road Project. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

Roof (Re-Shingle)*

Mr. Brown moved to accept the bid proposal from Long View Contracting for Re-shingling the roof at the Township Building. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

**Please note that all bid prices are on file at the Lower Oxford Township Building.*

OTHER BUSINESS

PennDOT Public Official Meeting Invitation

Mr. Kepler stated that on Tuesday, May 14th at 4:30 to 5:30 p.m., PennDOT will hold a meeting regarding the reconstruction project for US Route #1 (Kennett-Oxford By-Pass) from Route #472 (Lancaster Pike) to Route 896 (Newark Road) at the Hopewell Elementary School located at 602 Garfield Street, Oxford. The meeting will be open to the public at 6:00 p.m. until 8:00 p.m.

Large Trash Day – Spring (April 26 & 27, 2019)

Mr. Kepler stated that the Large Trash Day was a big success and that the Township had a total of five dumpsters that were filled.

Voting Primary

Mr. Kepler reminded the public that Primary Voting Day will be held on Tuesday, May 21st from 7:00 a.m. until 8:00 p.m.

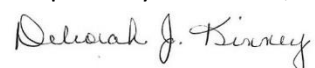
PUBLIC COMMENTS

Mr. Rucker (150 Toby Way, Oxford) addressed the Board Supervisors and stated that he and a few of his neighbors had received an unofficial (non-stamped) letter in their mailbox between April 27th and May 2nd regarding suspicious persons seen walking around the neighborhood between 12:30 and 1:30 a.m. The letter said it is expected to happen again and that the individuals are aggressive and potentially dangerous. Mr. Rucker stated the letter was “child-like” in its’ composition. Mr. Rucker stated that he contacted the State Police and reported it. Mr. Kepler said that he would contact the State Police and see if they can drive through Rebecca Ridge when they are in the area around the times specified by the letter.

ADJOURNMENT

Mr. Martin made a motion to adjourn at 8:35 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.