

Lower Oxford Township
Board of Supervisors Meeting Minutes
September 9, 2019

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, September 9, 2019.

The following were in Attendance: Joel C. Brown; Kevin R. Martin; Secretary/Treasurer, Deborah J. Kinney; and six guests.

CALL TO ORDER

Mr. Brown called the Regular Board of Supervisors meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mr. Brown 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. Martin moved to approve the minutes for the Board of Supervisor's meeting held on August 12, 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 \$49,947.29 from the General Fund. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve Escrow Release No. 1 in the amount of \$190,408.00 for the Conner Road (Pine View Estates) Subdivision & Land Development Plan per Township Engineer recommendation letter dated September 6, 2019, leaving a balance of \$1,620.502.00. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

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

CORRESPONDENCE

- CC Department of Emergency Services – 2020 Special Event Data Call
- Union Fire Co. No. 1 – July 2019 Incident Listing
- PSATS News Bulletin – August 2019
- Linda Shiplet – Thank You Letter to Road Crew for cleaning up Reedville Road and keeping the Township roads mowed nicely
- SCCEMS Medic 94 – Meeting to be held on Sept. 19th to discuss a standard approach for municipalities to allocate funds to support Medic 94
- CC Water Resources Authority – Jan Bowers – “PA Act 15 (2018) Amendment to Chester County Act 167 Stormwater Plan Model Ordinance

- Avondale State Police – Significant Incident Listing – 08/09/19 to 08/19/19; 08/21/19 to 08/22/19; 08/23/19 to 08/26/19; 08/30/19 to 09/03/19; 09/03/19 to 09/05/19; 09/05/19 to 09/06/19; and 09/06/19 to 09/09/19.
- CC Department of Emergency Services – Transcaer is hosting a Functional Table-Top Exercise on Tuesday, Sept. 17th
- CC Water Resources Authority – Jan Bowers – 2019 Municipal Stormwater Summit – Sept. 20th – 8:30 a.m. to 12:00 p.m. – CC Public Safety Training Campus – 137 Modena Road, Coatesville, PA
- Stephanie Armpriester – Brandywine Conservancy – Municipal Stormwater Budgeting Workshop to be held on Oct. 9th from 9:30 a.m. to 12:00 – Location TBD
- CC Conservation District – 2020 Tree Vitalize Watersheds Grant Announcement
- Oxford Public Library – Thank You for continued support and request to increase funding for 2020 from \$5,200 to \$6,240 (increase of twenty-cents per capita).
- SCCEMS – Medic 94 – August 2019 Monthly Municipal Report
- Governor Wolf – *FOR IMMEDIATE RELEASE* - Investments to Improve 29 Airports (includes Chester County Carlson Airport and New Garden Airport)
- PSATS Fall Form Schedule (Mini Conference)
- PennDOT – Regional Innovation Day – November 14th
- B.K. Campbell, Inc. – Dated 09/03/19 asking for Escrow Release No. 1 for the Pine View Estates Subdivision & Land Development.
- OARA letter dated 09/05/19 – 2020 Draft Maintenance Budget
- PennDOT - Accepting Applications for Transportation Improvement Projects to Enhance Mobility Statewide

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

BUILDING INSPECTOR

Mrs. Kinney presented the July and August Building Inspector Report. The month of July, Mr. Moran conducted three plan reviews, twenty-four regular inspections; four stormwater inspections; and nine commercial inspections. The month of August Mr. Moran conducted four plan reviews; twenty-two regular inspections; and five commercial inspections that included a Labor & Industry Audit from the State.

Mr. Brown moved to approve the Building Inspector’s reports for July and August. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

CODE ENFORCEMENT OFFICER

Mrs. Kinney reported in the absence of the Codes Enforcement Officer that there were four residential building permits issued; and three zoning permits issued.

SUBDIVISION AND LAND DEVELOPMENT

Runnymede Subdivision

Mr. Brown moved to approve Resolution No. 2019-20 for a 90-day extension for the Runnymede 4-Lot Commercial Subdivision.

ZONING VIOLATIONS

None.

Mr. Martin moved to approve the Codes Enforcement Officer report for August. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

ENGINEER

No report.

ROADMASTER

Mrs. Kinney presented the following Roadmaster's Report:

Paved Bethel Road; backfilled Bethel Road; painted lines on Township roads; patched Conner Road and Reedville Road; sprayed guardrail; cleaned up downed tree on Elkdale Road; mowed Park and Township Building three times; mowed Township road banks; fixed edges on Jackson School Road; cleaned up mowing tractor; cleaned the Township Building; and made a phone call regarding status of the new dump truck to be ready by mid-October.

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

OASA REPORT

No report.

OXFORD AREA RECREATION AUTHORITY

No report was received, however, Mrs. Kinney stated that the Township received a "2020 Draft Maintenance Budget" from the Oxford Area Recreational Authority and it is on file here at the Township Office.

HISTORICAL COMMISSION

Mr. Eaton reported that he met with Mr. Jack Rucker, who expressed an interest in volunteering for the Lower Oxford Township Historic Commission. Mr. Eaton further stated that they are still taking photographs of historic properties and they have received a request from the County for a written history of Lower Oxford Township. Their next scheduled meeting will be held on Wednesday, October 9th at 7:00 p.m. at the Lower Oxford Township Building.

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

EMERGENCY MANAGEMENT REPORT

No report.

OXFORD REGIONAL PLANNING COMMITTEE REPORT

Mr. Brown reported that the ORPC met on Wednesday, August 28th and voted in favor of sending a letter from the Oxford Regional Planning Committee to the County Commissioners to oppose the sale of the Chester Water Authority and to re-appoint Leonard Rivera, Esq. to the Chester Water Authority Board of Directors. He further reported that Mr. Ketcham spoke regarding traffic congestion in the Borough of Oxford. The next scheduled meeting will be held on Wednesday, September 25th. Stephanie Armpriester will be in attendance to discuss the MS4 and John Thielacker will discuss an ordinance on the timbering of wooded lots.

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

TAX COLLECTOR REPORT

Mrs. Kinney stated that \$13.24 for Fire Hydrant Taxes and \$206.02 from the Chester County Treasurer's Office for the Real Estate Taxes were collected for the month of August 2019.

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

OLD BUSINESS

Ballymeade (Lavender Court)

Mr. Brown reported that Mr. Kepler met with Bill Briegel from Keystone Custom Homes on Thursday, September 5, 2019, regarding building and/or repairing Lavender Court. Discussions with Keystone Custom Homes is on-going.

Stormwater Maintenance Ordinance Amendment

Mr. Martin moved to authorize the Solicitor, Winnie Sebastian, to prepare and advertise for the Amended Stormwater Maintenance Ordinance. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

NEW BUSINESS

Fall Trash Day

Mr. Brown moved to approve 2019 Fall Trash Day on Friday, October 4th and Saturday, October 5th and authorize the Secretary to advertise. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

LOHC Appointment

Mr. Martin moved to appoint Mr. Jack Rucker to the Lower Oxford Township Historic Commission. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

OARA Representative Appointment

Mr. Brown moved to appoint Mr. Steve Hoffman as the Oxford Area Recreation Authority Representative for Lower Oxford Township. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

2020 Budget Meeting

Mr. Brown moved to schedule the 2020 Budget Meeting on Thursday, October 17, 2019 at 9:00 a.m. and authorize the Secretary to advertise. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

2020 Pension - MMO

Mr. Martin moved to approve the Non-Uniform Pension Plan in the amount of \$24,096.00 for the 2020 Minimum Municipal Obligation. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

OARA – 2020 Draft Maintenance Budget

The Oxford Area Recreation Authority is asking that Lower Oxford Township review and make any comments on the 2020 Draft Maintenance Budget prior to their October 10th meeting to allow for discussion and adoption before the end of the year.

Mr. Martin stated that he would like to see the \$4,000 each year that is being spent on portable toilets be spent on something permanent.

PUBLIC COMMENTS

Mr. Jalen Scott Davis (Lincoln University Student) asked questions regarding the sale of the Oxford Area Sewer Authority that he recently read about in the newspaper. Mr. Brown suggested that he attend the next Oxford Area Sewer Authority meeting to be held on Wednesday, September 18th here at the Township Building.

Ms. Julie Brady asked if the budget meeting to be held on October 17th is a public meeting. Mr. Brown stated that it is a public meeting.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 8:30 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.