

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

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, November 11, 2019.

The following were in Attendance: W. Ronald Kepler, Chairman; Joel C. Brown, Vice-Chairman; Kevin R. Martin, Member; Secretary/Treasurer, Deborah J. Kinney; Codes Enforcement Officer, Terri Dugan; Building Inspector, Scott Moran; and six guests.

CALL TO ORDER

Mr. 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 - Mr. Kepler thanked all the Veterans for their service to our Country. Mr. Kepler congratulated Mr. Noel Roy on his win in the election for Supervisor starting January 2019. Mr. Kepler then thanked Mr. Brown for his dedicated service to the Township.

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 October 14, 2019. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

TREASURER'S REPORTS

Presentation of Bills - *Mr. Martin moved to approve and pay the bills totaling \$80,827.05 from the General Fund. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

Escrow Fund Transfer - *Mr. Brown moved to approve a transfer in the amount of \$15,010.23 from the Escrow Fund to the General Fund Savings Account to reimburse for Engineering and Legal fees for third quarter 2019. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

Pine View Estates (Conner Road) Escrow - *Mr. Martin moved to approve Escrow Release No. 3 in the amount of \$73,708 for the Conner Road (Pine View Estates) Subdivision & Land Development Plan per the Engineer's approval letter dated November 8, 2019 leaving a balance of \$1,318.609. Mr. Brown seconded the motion. Mr. Kepler abstained. MOTION Carried.*

Escrow Release – Oxford Landhope SD & LDP - *Mr. Brown moved to approve Escrow Release No. 4 in the amount of \$45,653.04, for the Landhope Subdivision & Land Development Plan per Township Engineer's letter dated October 29, 2019 leaving a balance of \$6,500, which could be replaced by a cash escrow and the original letter of credit be released. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

Escrow Release – John King LDP - *Mr. Martin moved to approve Escrow Release No. 1 in the amount of \$43,095.95, for the John King Land Development Plan per Township Engineer's letter dated November 11, 2019, leaving a balance of \$32,598.14. 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 - Mrs. Kinney read the correspondence listing and stated it is available for review at the Township Office.

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

BUILDING INSPECTOR - Mrs. Kinney presented the Building Inspector's report. Mr. Moran conducted four plan reviews, thirty-three regular inspections; four stormwater inspections; and nine commercial inspections. *Mr. Brown moved to approve the Building Inspector's report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

CODE ENFORCEMENT OFFICER - Ms. Dugan stated that she issued three residential building permits; three zoning permits; two Use & Occupancy certificates; one commercial sign permit; and one single event permit.

SUBDIVISION AND LAND DEVELOPMENT - None.

ZONING VIOLATIONS - Mrs. Dugan reported that there is a weed nuisance and house is unsecured at 164 Elkdale Road, Lincoln University. Violation letter was returned with no forwarding address.

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

ENGINEER - Mrs. Kinney presented the following Engineer's Report: reviewed as-built plans for Landhope; reviewed the Isaac S. & Elsie F. Esh Stormwater Management Plan located at 301 Whiteside Drive, Oxford; met with Hearne Hardwood and Township Staff to discuss future building expansion; performed stormwater inspection for John King located at 260 Township Road, Oxford; reviewed the Pine View Estates project for Escrow Release #2 and currently processing Escrow Release #3.

Mr. Brown moved to approve the Engineer's report for the month of September 2019. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

ROADMASTER - Mrs. Kinney presented the following Roadmaster's Report: worked 2 days for Large Trash Day; opened inlet boxes; cleaned up downed tree on Hall Road & Jackson School Road; hauled TV's from Large Trash Day to landfill; mowed Township Building; patched Catamount Road; cleaned gutters on Union School Road & Jackson School Road; serviced woodchipper; mounted cinder spreader on 10-wheel dump truck; painted frame & wheels on dump truck; painted Salt Shed and installed new light; 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 lowered the price of the land for sale.

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

OXFORD AREA RECREATION AUTHORITY - Mrs. Kinney stated that the township has received the OARA Summary Financial Statement for the FY2018 and reported the following in Steven Hoffman's absence: Halloween Haunted Hayride was a success; OARA will be approving their budget at their November meeting; they are selling personalized bricks for the dog park as a fund raiser; and welcomed aboard new member Steven Hoffman from the Lower Oxford Township.

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

HISTORICAL COMMISSION - Mr. Eaton reported that they are writing the history of the Township based on ten local villagers. He stated that the meeting date has been changed from December 11th to December 12th at 7:00 p.m. at the Lower Oxford Township Building.

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

EMERGENCY MANAGEMENT REPORT - Mr. Kepler stated that there were no incidents to report since the last Board of Supervisor's meeting.

OXFORD REGIONAL PLANNING COMMITTEE REPORT - Mr. Brown reported that the ORPC met on Wednesday, October 23rd and discussed the following: John Theilacker proposed that Brandywine Conservancy could write a

model ordinance that to preserve trees that each township could enact. The Committee decided that they would like to see prices before making any decisions. The next meeting will be held on December 5, 2019.

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

TAX COLLECTOR REPORT - Mrs. Kinney stated that there was \$63.86 collected for the Fire Hydrant Taxes and no money was collected from the Chester County Treasurer's Office for the Real Estate Taxes for the month of October 2019.

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

OLD BUSINESS - None.

NEW BUSINESS

2020 Proposed Budgets - *Mr. Martin moved to authorize the Secretary to advertise the proposed 2020 Budgets to be approved at the next Board of Supervisor's meeting on December 9, 2019. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

Certified Public Accountant – FY2020 - *Mr. Brown moved to authorize the Secretary to advertise the Township's intention to appoint a CPA for FY2020 audit. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

2020 Union Fire Co. No. 1 Contracts - *Mr. Brown moved to table the signing of the Union Fire Co. No. 1 Contracts for Fire and Ambulance for FY2020 until a meeting is held. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

Ag Easement Properties 2020 - *Mr. Brown moved to add Parcel Nos. 56-3-40, 56-7-86, and 56-7-92 to the Agricultural Easement for 2020. Mr. Kepler seconded the motion. Mr. Martin abstained. MOTION CARRIED.*

Mr. Martin moved to add Parcel Nos. 56-10-16.1, 56-3-7.2, and 56-5-10 to the Agricultural Easement for 2020. Mr. Kepler seconded the motion. Mr. Brown abstained. MOTION CARRIED.

PennDOT Winter Traffic Services Agreement - *Mr. Martin moved to approve Resolution No. 2019-22 authorizing the Secretary/Treasurer to sign and submit the Winter Traffic Services Agreement to PennDOT. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.*

Mr. Brown moved to approve the PennDOT's Winter Traffic Services 5-Year Agreement No. 3900038955. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve and sign the PennDOT Winter Traffic Services Agreement for 2019/2020 in the amount of \$1,802.06 per mile and authorize the Secretary to sign the affidavit and submit to PennDOT. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

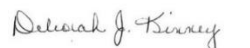
OTHER BUSINESS

New Well – *Mr. Kepler stated that the Township had to drill a new well on November 6th.*

PUBLIC COMMENTS - *Mr. Eaton thanked Mr. Kepler for recognizing the Veterans on Veterans Day.*

ADJOURNMENT - *Mr. Brown made a motion to adjourn at 7:50 p.m. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

Respectfully Submitted,


Deborah J. Kinney
Secretary/Treasurer