

Lower Oxford Township
Board of Supervisors Meeting Minutes
January 6, 2020

The Re-organizational Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, January 6, 2020.

The following were in Attendance: Supervisors: W. Ronald Kepler; Kevin R. Martin; Noël A. Roy; Secretary/Treasurer, Deborah J. Kinney; Zoning Officer, Terri Dugan; and three guests.

W. Ronald Kepler, called the Re-organizational Board of Supervisors meeting to order at 7:00 p.m.

Mr. Kepler led the Pledge of Allegiance to the flag and called for a moment of silence.

There were no public comments concerning items on the agenda.

Mr. Kepler thanked Mr. Brown for his last six years of dedicated service to the Township. He added that Mr. Brown has put a lot of effort and energy into ensuring Lower Oxford Township has been represented well and those efforts have not gone unnoticed.

Mr. Kepler recognized and congratulated Mr. Roy on his win as Supervisor for the next six years and stated that he and Mr. Martin are looking forward to working with him.

RE-ORGANIZATION OF LOWER OXFORD TOWNSHIP

Mr. Martin moved to appoint Deborah Kinney as temporary chairperson. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Ms. Kinney called for nominations for Chairman of the Board.

Mr. Roy moved to nominate W. Ronald Kepler as Chairman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler assumed position as Chairman and called for nominations for Vice-chairman of the Board. *Mr. Roy moved to appoint Mr. Martin for Vice-Chairman. Mr. Kepler seconded the motion. All in favor. MOTION CARRIED.*

Mr. Martin assumed position as Vice-Chairman.

Mr. Martin moved to appoint Deborah Kinney as full-time Secretary/Treasurer at 35 hours per week. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Terri Bove-Dugan as full-time Zoning & Codes Enforcement Officer at 35 hours per week. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint Accurate Building inspections as a third-party agency with the sole authority to administer and enforce the Uniform Construction Code Act. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler moved to appoint Steven Price as full-time Roadmaster. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Randy Gray as full-time Roadman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint Keystone Collections Group to collect Earned Income Taxes. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler moved to appoint Supervisor, Noël A. Roy, as the Fire Equipment & Ambulance Committee Member. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Supervisor, W. Ronald Kepler, as the Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler moved to appoint Supervisor, Noël A. Roy, as the Deputy to the Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Deborah Kinney as the Recycling Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint Light Heigel & Associates, Inc., as the Township Engineer. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Winifred Moran-Sebastian as the Township Solicitor. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint Arthur L. Sagnor, III, as the Zoning Hearing Board Solicitor. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Deborah Kinney as the Fire Hydrant Tax collector. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint Teri D'Ignazio to the Historic Commission for a three-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint Jack Rucker to the Historic Commission for a three-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Kepler moved to appoint Julie Brady to the Planning Commission Board for a five-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint Alonzo Shoemaker, Jr., to the Planning Commission Board as an alternate for a one-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint Bill Hostetter to the Vacancy Board for a one-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Richard Frampton to the Zoning Hearing Board for a 3-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Barry Hostetter as an alternate to the Zoning Hearing Board for a one-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to recommend \$300,000 for the Treasurer's Bond to the Auditors. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to adjourn into an Executive Session at 7:17 p.m. to establish employee holidays and wages. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin, made a motion to reconvene the Lower Oxford Township Re-Organizational Meeting at 7:19 p.m. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay extra help at a rate of \$18.50 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to recommend to the auditors that the rate of pay for Roadman, Ron Kepler, and the Supervisors as extra help be set at \$22.14 per hour. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay the Building Inspector according the Fee Schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to keep the Zoning Hearing Board pay rate at \$40 for the first meeting and \$20 for each additional meeting. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to increase the Roadmaster's yearly salary by \$1,500. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to increase the Roadman's yearly salary by \$1,500. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to increase the Secretary/Treasurer's yearly salary by \$1,500. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to increase the Zoning & Codes Enforcement Officer's yearly salary by \$2,500. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to set the mileage reimbursement rate at \$0.585 cents per mile per the IRS 2020 fee schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved that the Board of Supervisors regular monthly meetings be held the second Monday of every month at 7:00 p.m. at the Township Building with the exception of the Re-organizational meeting that is the first Monday following January 1st, which will be January 4, 2021 at 7:00 p.m., and the elected auditors meeting be held on Tuesday, January 5, 2021 at 7:00 p.m. and authorize the Secretary to advertise in the local paper accordingly. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved that the Employee Paid Holidays for 2020 will be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to adopt Resolution 2020-01 for the Earned Income Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to adopt Resolution 2020-02 for the 1% Real Estate Transfer Tax to be collected and shared equally with the Oxford Area School District. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to adopt Resolution 2020-03 for Public Safety appointments designating Union Fire Company No. 1 for fire protection and rescue service; the Union Fire Company No. 1 Ambulance Division will provide basic life support emergency medical services; the Union Fire Co. No. 1 Fire Chief will determine air ambulance service providers and determine automatic mutual aid for fire protection, rescue service and basic life-support emergency medical services; Southern Chester County Emergency Services will provide advanced life support emergency medical service; the Pennsylvania State Police of Avondale will provide police protection; and the contact person between Lower Oxford Township and Chester County Department of Emergency Services shall be W. Ronald Kepler. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Open Space Tax remain at 0.5% for 2020. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved that the Real Estate Tax remain at .00025 for 2020. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Chairman and Vice-Chairman of the Board be designated as signers on all bank accounts. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that checks be signed by at least two designated parties; the Treasurer and one of the designated Supervisors, or in the absence of the Treasurer, the two designated Supervisors. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved that the General Fund remain at Fulton Bank. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Open Space Fund remain at Fulton Bank. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved that the State Fund remain at Citadel Federal Credit Union. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Regular Board of Supervisor's Meeting

APPROVAL OF MEETING MINUTES: *Mr. Kepler moved to approve the minutes for the Board of Supervisor's meeting held on December 9, 2019. Mr. Martin seconded the motion. Mr. Roy abstained. MOTION CARRIED.*

TREASURER'S REPORT: BILLS AND CASH STATEMENT

Mr. Roy moved to approve and pay the bills totaling \$70,522.60. Mr. Martin seconded the motion. MOTION CARRIED.

Mrs. Kinney reported the following cash statement to-date: General Fund - \$2,660,900.70; Open Space Revenue Fund - \$728,924.41; State Fund - \$224,343.58; for a total cash balance to-date of \$3,614,168.69.

Mr. Martin moved to approve Escrow Release No. 2 for the John S. King Family Farm Related Business Land Development Plan in the amount of \$26,016.04 reducing the amount to \$6,582.10 per Township Engineer's letter dated January 3, 2020. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve Escrow Release No. 5 for the Pine View Estates Land Development Plan in the amount of \$61,582.00 reducing the amount to \$1,081,845.00 per Township Engineer's letter dated December 31, 2020. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

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

CORRESPONDENCE: Mrs. Kinney reported the following correspondence has been received since the last Board of Supervisor's meeting: A letter from Shane Kinsey, the Union Fire Company No. 1's new Fire Chief; SCCEMS 2020 Operations Budget Summary; PSATS News Bulletin for November-December 2019; Union Fire Company No. 1 Incident Listing for November 2019; PSATS Conference Materials and 2020 Dues Information; Avondale State Police Significant Incidents Listing; Oxford Area School District Meeting Agenda for the Chester County Tax Collection Committee.

BUILDING INSPECTOR: The Building Inspector submitted the following report: There were two plan reviews, twenty-three regular residential inspections, one stormwater inspection, and eleven commercial inspections for the month of December 2019.

Mr. Roy moved to approve the Building Inspector's Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

ZONING/CODES ENFORCEMENT OFFICER REPORT: Mrs. Dugan reported the following Building Permits & Zoning Violations Reports for December 2019: There was one residential building permit; one driveway permit; four Use & Occupancy permits; one commercial building permit; one commercial sign permit issued; and no new violations for the month of December 2019.

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

ENGINEER'S REPORT: The Township Engineer submitted the following report: reviewed the Pine View Estates Release No. 4 and provided recommendation to the Township; reviewed the John King Land Development Project for a partial escrow release and made a recommendation to the Township; and reviewed and discussed storm water planning with the consultant for Hearne Hardwood.

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

ROADMASTER'S REPORT: Mr. Price submitted the following Roadmaster's Report: spread anti-skid on bridges; opened inlet boxes; trimmed trees on Lower Hopewell Road; cleaned up downed tree on Reedville Road; put up snow stakes; cleaned up trash and tires on Calvary Road; stoned dirt roads; cleaned gutters on Scroggy Road and Street Road; replaced "Stop" sign at Bethel Road and Route #472; repaired "Stop" sign on Hayesville Road; and cleaned the Township Building.

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

OASA REPORT: Mr. Kepler reported the Sewer Authority land is still for sale. Nothing new to report.

OARA REPORT: Mrs. Kinney reported that the Oxford Regional Recreation Authority had nothing to report.

HISTORICAL COMMISSION REPORT: Mrs. Kinney reported that the Historical Commission had nothing to report.

EMERGENCY MANAGEMENT REPORT: Mr. Kepler reported that he and the Lower Oxford Township Roadcrew attended a seminar on December 12, 2019 entitled "Stop the Bleed" that was held here at the Township Building. First-aid techniques were discussed and instruction on how to administer Narcan® in case they encounter a life-threatening overdose.

OXFORD REGIONAL PLANNING COMMITTEE REPORT: Mr. Brown reported that the Oxford Regional Planning Committee did not have a meeting for the month of December 2019 and their next scheduled meeting is to be held on Wednesday, January 22, 2020. Mr. Brown stated he is willing to remain as the representative for Lower Oxford Township for this committee.

Mr. Kepler made a motion to appoint Mr. Joel Brown as representative for Lower Oxford Township. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

TAX COLLECTOR'S REPORT: Mrs. Kinney reported that no report was received from the Chester County Treasurer for the month of December 2019 for the collected Real Estate Taxes and that there was \$833.60 collected and deposited for December 2019 for the Fire Hydrant Taxes.

OLD BUSINESS

UNION FIRE CO. NO. 1 – FIRE PROTECTION & AMBULANCE CONTRACT: *Mr. Kepler moved to approve and sign the 2020 Union Fire Company No. 1 Fire Protection in the amount of \$64,890.97 and the Ambulance Contract in the amount of \$25,808.00. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

NEW BUSINESS

TRAFFIC SIGNAL MAINTENANCE CONTRACT RENEWAL - *Mr. Roy moved to approve the two-year traffic signal maintenance contract with Signal Service, Inc., in the amount of \$550.00 that includes Route #10 and Oxford Commons Main Entrance, Route #10 and Oxford Commons South Entrance, and Route #10 and Conner Road intersection, effective February 1, 2020 thru January 31, 2022. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

MEDICARE INSURANCE: *Mr. Kepler moved to approve payment for Medicare Supplement Premium in the amount of \$640.16 and Medicare Part B in the amount of \$289.20 for Noël A. Roy and his spouse Kathie L. Roy to be reimbursed monthly beginning February 1, 2020, in the amount of \$929.36. The reimbursement will be made payable to Mr. Noël A. Roy in lieu of the Township's major medical insurance with Independence Blue Cross, thus,*

saving the Township approximately \$23,900 per year. Mr. Martin seconded the motion. Mr. Roy abstained. MOTION CARRIED.

CPA FIRM PROPOSALS – Mr. Martin moved that due to the resignation of Maulo & Company, Ltd., after the advertisement to appoint them as auditor for the 2019 Township accounts had already been placed, that Barbacane Thornton’s proposal be selected in the amount of \$8,700 and appoint them as auditor for the Lower Oxford Township’s 2019 accounts and authorize the Secretary to advertise the Board of Supervisor’s intention to formally appoint them at the February 10, 2020 Board of Supervisor’s meeting. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to have the elected auditors informed of the situation as to the delay in the appointment of an auditing firm and that the Township will notify them that the new auditing firm appointed will conduct the audit as soon as the statutory time limits for the advertising have been met. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

AG EASEMENT PURCHASE – Mr. Martin moved to approve the Funding Agreement and the Agreement of Sale for an Agricultural Conservation Easement for Joseph C. Clark, Tax Parcel No. 56-8-69.3, located at 101 Osborne Road, Oxford, in the amount of \$20,191.50. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

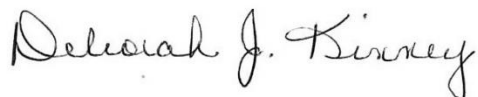
Mr. Kepler stated that Sacred Heart Church asked the Township if they would consider putting a “No Turn on Red” sign at the Limestone Road and Oxford Commons South Entrance traffic light. Mr. Kepler met at the site with Mr. Paul Lutz from PennDOT, who would not approve a “No Turn on Red” sign at that location. Mr. Kepler stated that Mr. Lutz advised him that the Sacred Heart Church and School should work directly with Oxford Commons to construct their own entrance to the existing parking lot.

Mr. Kepler stated on Sunday, December 15, 2019, he was invited to a “Holiday Open House” at Lincoln University and met the new President, Brenda A. Allen. Mr. Kepler was able to speak with her about the good working relationship that the Township has had with Lincoln University in the past and President Allen assured him that it will remain that way.

PUBLIC COMMENTS – No public comments.

ADJOURNMENT - Mr. Martin made a motion to adjourn at 8:06 p.m. Mr. Roy 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.