

Lower Oxford Township
Board of Supervisors Meeting Minutes
February 10, 2020

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, February 10, 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 Regular 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.

Jason Haldeman approached the Board of Supervisors stating that he has applied for a variance of a set-back for 128 First Avenue, Lincoln University (Parcel No. 56-10A-11).

Mr. Martin made a motion that the Board of Supervisors to have no opinion regarding the variance and let the Zoning Hearing Board make their final decision. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

APPROVAL OF MEETING MINUTES: *Mr. Roy moved to approve the minutes for the Board of Supervisor's Re-organizational meeting held on January 6, 2020. Mr. Martin seconded the motion. Mr. Roy abstained. MOTION CARRIED.*

TREASURER'S REPORT

Mr. Martin moved to approve and pay the bills totaling \$63,854.87. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve Escrow Release No. 6 for the Pine View Estates Land Development Plan in the amount of \$182,969.00 reducing the amount to \$898,876.00 per Township Engineer's letter dated February 10, 2020. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve the final Letter of Credit Release for the Pine View Enterprises (Justin Kreider) Land Development Plan in the amount of \$5,000.00 per Township Engineer's letter dated February 10, 2020. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to authorize an escrow transfer in the amount of \$6,689.38 to reimburse the General Fund for engineering and legal fees. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve the Treasurer's report. Mr. Roy 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: Avondale State Police – Significant Incident Listings for January 7th thru February 10th 2020; OxREM – September 2019 approved meeting minutes & OxREM By-Laws; ORPC – Oxford Region Planning Committee By-Laws & Meeting Report for January 22, 2020; PA Bureau of Recreation & Conservation – DCNR Recreation & Conservation Grants; DCED – Volunteer Income Tax Assistance; PSATS News Bulletin – January 2020; Union Fire Co. No. 1 – Incident Listing – December 2019; ORPC – Agricultural Input Meeting for Chester County Water Plans Updates; CC Department of Emergency Services – PEMA along with the National Weather Services (NWS) is sponsoring a Weather Emergency Preparedness Week – All Hazards Exercise – March 26, 2020; CCPC – Vision Partnership Program – 2020 Round 1 Grants (Landscape 3); DVRPC – Transportation & Community Development Initiative (TCDI) - FY2021 Program Guidelines; PA Department of the Auditor General – Liquid Fuels Tax Fund – Audit for CY-2018; Armstrong notification of Rate Adjustment in Wi-Fi and Television Services; and Chester County Planning Commission – 2020 US Census Outreach in Chester County.

BUILDING INSPECTOR: The Building Inspector submitted the following report for January 2020: There were six plan reviews, fifteen regular residential inspections, one stormwater inspection, and ten commercial inspections for the month of January 2020.

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 January 2020: There were two residential building permits; three zoning permits; two driveway permits; four Use & Occupancy permits; one demolition permit; one single-event permit issued; and one complaint of excessive vehicles on a property located at 165 Township Road.

Subdivision & Land Development: Mrs. Dugan reported that the Planning Commission recommended approval of the Martin 2-Lot minor subdivision at their meeting on January 23, 2020, contingent upon Ag Preservation Board approval. An e-mail from Susan Goughary from the Department of Parks and Open Space Preservation received on February 4, 2020, stated that they have no opposition to the subdivision because it falls outside the eased area.

Mr. Kepler moved to approve the Kevin R. Martin Final Minor Subdivision Plan. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

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

ENGINEER'S REPORT: The Township Engineer submitted the following report: Provided recommendation of partial escrow release for the John King Land Development Plan; Reviewed the Kevin and Rob Martin Minor Subdivision Plan located at 290 Bethel Road; and Processed Release No. 5 for the Pine View Estates Land Development and monitored construction.

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

ROADMASTER'S REPORT: Mrs. Kinney presented the following Roadmaster's Report: Trimmed trees on Lower Hopewell Road and Roney's Corner Road; Opened inlet boxes; Cleaned gutters on Kimble Road; Picked up trash; Fixed potholes on Jackson School Road and Bethel Road; Opened pipe on Crowl Toot Road; Refilled salt shed; Washed trucks; Spread anti-skid four times due to ice; chipped up twelve Christmas trees; replaced "Stop" sign at Bethel and Calvary Road; Repaired "Stop" sign on Second Avenue; Replaced "Stop" sign at Duck Farm and West Branch 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 that the Sewer Authority is still working on a solution to pay back the USDA loan. There is also an offer on the Brick Road property of \$270,000 and the Sewer Authority will complete the perc tests and pay for the sewage permit. Prettyman's Septic will conduct the perc tests and design the system.

OARA REPORT: Mrs. Kinney reported that the Recreational Authority's officers will remain the same for the new year. A new member has been appointed for East Nottingham Township. They still have two openings one for Oxford Borough and one for West Nottingham. The Pitch Hit and Run date will be held Saturday, April 18, 2020 and the Kids to Park Day will be held Saturday, May 16, 2020. They currently have a problem with dog owners not cleaning up their dogs' waste at the Dog Park. There are disposal bags and waste bins made available and if it continues, the Dog Park may be closed and/or dogs will be prohibited from the park.

HISTORICAL COMMISSION REPORT: Mr. Eaton reported that he attended an Historical meeting in West Chester on Saturday, February 8, 2020. He stated that New Garden has a great way of determining historical properties and will share their success with the other historical commissions. The next meeting will be held on Wednesday, February 12, 2020.

EMERGENCY MANAGEMENT REPORT: Mr. Kepler reported that the Chester County Hazard Mitigation Plan was last updated in 2015 so the County has begun their 5-year update of the plan by holding a kick-off meeting for municipal representatives on Friday, March 13, 2020 to start the process.

OXFORD REGIONAL PLANNING COMMITTEE REPORT: Mr. Brown reported that the Committee held their re-organizational meeting on January 22, 2020. The Officers will remain the same for the new year. Mr. Theilacker discussed the proposed woodland mapping. The Committee is willing to participate if at least three other townships agree so that there would only be a minimal cost of \$500 for each Township. Mr. Brown also stated that they discussed getting an area coordinator to keep records for the MS4 and stormwater data and information. The Committee also discussed the program for the dirt and low volume roads that the townships may be able to benefit from. Their next meeting is scheduled for February 26, 2020.

TAX COLLECTOR'S REPORT: Mrs. Kinney reported that The Chester County Treasurer collected \$895.88 for the 2019 Real Estate Taxes. They also submitted a copy of 64 liens for non-payment of the 2019 Real Estate Taxes in the total amount of \$1,527.05. There was \$328.96 collected for the month of January 2020 for the 2019 Fire Hydrant Taxes. At this time the Board of Supervisors discussed the outstanding Fire Hydrant Taxes and decided to have the Fire Hydrant Tax Collector add the amount as a separate item on their new 2020 Fire Hydrant Tax bill that will be mailed out in early March 2020 and revisit options at a later date as to how to collect any outstanding balances.

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

OLD BUSINESS - None

NEW BUSINESS

Mr. Martin moved to appoint Barbacane Thornton as the Township's CPA to conduct the 2019 Financial Audit. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve the Lower Oxford Township's Emergency Operations Plan by Resolution No. 2020-04. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve the re-statement of Lower Oxford Township's Qualified Retirement Plan by Resolution 2020-05. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to appoint W. Ronald Kepler as the Oxford Area Sewer Authority Representative for Lower Oxford Township for CY-2020. Mr. Roy seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

Mr. Martin moved to appoint W. Ronald Kepler as the Oxford Regional Planning Committee Representative for Lower Oxford Township for CY-2020. Mr. Roy seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

Mr. Roy moved that the Township follow the same fee schedule for mileage reimbursement that the IRS sets annually. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to approve Resolution No. 2020-06 to enter into a Municipal guaranty of additional borrowing by the Oxford Area Sewer Authority necessary for re-amortization of the two loans between the Oxford Area Sewer Authority and the USDA that are currently in default, however, this is contingent upon all the member municipalities of the Oxford Area Sewer Authority being in agreement. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

2020 Census Boundary Line Discrepancy – The Chester County Planning Commission has the boundary line between West Nottingham and Lower Oxford Township as a straight line and the US Census Bureau shows the boundary following the creek. Since the Chester County Planning Commission has the line already recorded as a straight line in 1916, Lower Oxford Township will notify the Census Bureau and the Chester County Planning

Commission that the line is to be corrected to a straight line to correspond to Chester County's recorded plans as of 1916.

Mr. Kepler moved to keep the line between West Nottingham and Lower Oxford Township as a straight line according to Chester County's official records of 1916. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

PUBLIC COMMENTS – No public comments.

ADJOURNMENT - *Mr. Martin made a motion to adjourn at 8:25 p.m. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

Respectfully Submitted,

A handwritten signature in cursive script that reads "Deborah J. Kinney".

Deborah J. Kinney
Secretary/Treasurer

Note: Copies of all reports mentioned are available at the Lower Oxford Township Building, 220 Township Road, Oxford, PA.