

**Lower Oxford Township**  
**Board of Supervisors Meeting Minutes**  
**March 9, 2020**

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, March 9, 2020.

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

APPROVAL OF MEETING MINUTES: *Mr. Roy moved to approve the minutes for the Board of Supervisor's Regular meeting held on February 10, 2020. Mr. Kepler seconded the motion. MOTION CARRIED.*

**TREASURER'S REPORT**

*Mr. Kepler moved to approve and pay the bills from the General Fund in the amount of \$48,231.55 and the State Fund in the amount of \$2,600.00. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Kepler moved to approve Escrow Release No. 7 for the Pine View Estates Land Development Plan in the amount of \$90,118.00 reducing the amount to \$808,758.00 per Township Engineer's letter dated March 5, 2020. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Kepler 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 February 11<sup>th</sup> thru March 9, 2020; Union Fire Co. No. 1 – January 2020 Union Fire Company Operational Report; PSATS News Bulletin – February; ORPC – Memorandum & Agenda for February 26, 2020; Chester County EOC – CC Multi-Jurisdictional Hazard Mitigation Plan 2020 Update; CC Agricultural Land Preservation Board - ASA Application – King 555 Street Road; PennDOT – Notice of Liquid Fuels Payment in the amount of \$219,296.64 and Road Turnback of \$240.00; CCHD – Information on updates to their website regarding Corona Virus (COVID-19); Oxford Borough – Worker's Compensation for the Union Fire Co. No. 1 due in the amount of \$7,332; PSATS e-mail regarding Corona Virus and what Township Officials Need to Know.

BUILDING INSPECTOR: The Building Inspector submitted the following report for February 2020: There were ten plan reviews, eight regular residential inspections, two electrical inspections; and twelve commercial inspections for the month of February 2020.

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

ZONING/CODES ENFORCEMENT OFFICER REPORT: Mrs. Dugan reported the following Building Permits & Zoning Violations Reports for February 2020: There were eight residential building permits; four zoning permits; one driveway permit; one Use & Occupancy permit; one single-event permit issued; three commercial building permits; and one commercial zoning permit.

*Mr. Kepler 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 Hearne Hardwood Stormwater Management Plan; reviewed the Pine View Estates Escrow Release No. 6; Reviewed Pine View

Enterprises (Justin Kreider) escrow release; revisited a stormwater complaint at Rebecca Ridge, 421 Dalton Drive; and received revised plan for Lincoln University Amos Hall Project.

*Mr. Kepler 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: spread anti-skid; opened inlet boxes; trimmed trees on Kimble Road and Elkview Road; stoned all dirt roads; chipped up six Christmas trees; picked up trash on Township Road and Reedville Road; fixed potholes on Park Lane and White Birch Ave; washed trucks; trimmed trees on Street Road; replaced fuel tank on wood-chipper; cleaned Township building.

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

OASA REPORT: Mr. Kepler reported that the Sewer Authority has sold the 35 acres on Brick Road and settlement is scheduled for the beginning of April.

HISTORICAL COMMISSION REPORT: Mr. Eaton reported that he attended a New Garden Township presentation about determining historic values of properties. He was really impressed with the criterion they used for their determination. Mr. Eaton also stated that the Pine Grove Covered Bridge and the Old Pump House met all the criterion that New Garden used in determining historic properties. He will do some more research and would like to possibly make a presentation to the Board of Supervisors at their April meeting.

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<sup>th</sup> to start the process.

OXFORD REGIONAL PLANNING COMMITTEE REPORT: Mr. Brown reported the ORPC met on February 26<sup>th</sup> and has agreed to participate in the woodland mapping. It will cost each municipality approximately \$400. He also stated that the representative for University of Maryland stated that their funding for the MS4 is ending, however, Brandywine Conservancy will continue to offer their help with the Stormwater Initiative.

TAX COLLECTOR'S REPORT: Mrs. Kinney reported that there was \$317.20 collected for the month of February 2020 for the 2019 Fire Hydrant Taxes and she has not yet received the municipal payout for the Chester County Treasurer Real Estate Taxes for February.

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

#### NEW BUSINESS

*Mr. Roy moved to designate Hall Road and Cheek Road for the 2020 State Funding Project. Mr. Kepler seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Kepler moved to approve Friday, April 17<sup>th</sup> from 7:00 a.m. until 3:00 p.m. and Saturday, April 18<sup>th</sup> from 7:00 a.m. until Noon for Spring 2020 Large Trash Day and authorize the Secretary/Treasurer to advertise accordingly. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to appoint W. Ronald Kepler and Deborah J. Kinney as Lower Oxford Township's representatives for the Hazard Mitigation Plan 2020. Mr. Kepler seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve an updated Fee Schedule by Resolution No. 2020-07 to include an annual fee for the State of \$20 and an administrative fee of \$25 for all PennDOT approved off-premises signs. Mr. Kepler seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Kepler moved to approve Resolution No. 2020-08 approving payment to the Oxford Area Sewer Authority which will be paid toward the USDA loan payment. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

OTHER BUSINESS

2020 Census Boundary Line Discrepancy – Mrs. Kinney reported that the Chester County Planning Commission sent an e-mail to Lower Oxford Township and West Nottingham Township on March 4<sup>th</sup> stating the they have submitted the boundary line change to reflect a straight line between Lower Oxford and West Nottingham and that this is considered completed and the two Townships do not have to do anything else for this change.

Mrs. Kinney stated that a representative from Francis Hall Insurance Services stopped by the office the week of February 24<sup>th</sup> and would like a chance to sit down with a supervisor and administrative staff to discuss possible ways they can save the township money on their liability insurance. Mr. Roy stated that he would like to be a part of the meeting when a time is scheduled.

PUBLIC COMMENTS

Mr. Eaton stated that he watched a presentation on PCN with the PA Governor and medical leadership regarding the corona virus and recommended that the Supervisors watch it because it was very informative.

Mr. Farber asked if the Township had updated its contract with Armstrong because he is disappointed that the basic package that they offer does not include a public station like PCN.

ADJOURNMENT - *Mr. Kepler made a motion to adjourn at 7:50 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.