

**LOWER OXFORD TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING MINUTES
JANUARY 2, 2007**

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Tuesday, January 2, 2007.

The following were in Attendance: Chairman Arthur A. Astle, Vice Chairman Kenneth L. Hershey, Supervisor W. Ronald Kepler, Building Inspector John Jackson, Zoning Officer Debbie Kinney, Roadmaster Steve Price, Secretary/Treasurer Sara Laganelli, and ten guests.

CALL TO ORDER

Chairman Arthur Astle called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Chairman Arthur Astle led the Pledge of Allegiance to the flag and then asked for a moment of silence.

PUBLIC COMMENT CONCERNING ITEMS ON THE AGENDA

None.

RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA

None.

REORGANIZATION OF LOWER OXFORD TOWNSHIP – 2007

Mr. Kepler moved to appoint Mr. Hershey as temporary Chairman. Mr. Astle seconded the motion. MOTION CARRIED.

Mr. Hershey assumed position of temporary Chairman and led the meeting.

Mr. Kepler moved to nominate Mr. Astle as Chairman of the Board. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Astle thanked the Board, assumed position of Chairman and led the rest of the meeting.

Mr. Astle moved to nominate Mr. Hershey as Vice Chairman of the Board. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey assumed position of Vice Chairman of the Board.

Mr. Kepler moved to appoint Sara Laganelli as Secretary/Treasurer. Mr. Hershey seconded motion. MOTION CARRIED.

Mr. Kepler moved to appoint the Supervisors as extra help. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint C. Marsha Getty as Per Capita Tax Collector. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Berkheimer Associates to collect the Earned Income Taxes. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to recommend \$300,000 for the Treasurer's Bond and \$6,000 for the Tax Collector's Bond to the Auditors. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Hershey moved to appoint Ed Fisher of Light Heigel & Associates as the Township Engineer. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey moved to appoint Winifred Sebastian as the Township Solicitor. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey moved to appoint Bill Hostetter to a one year term on the Vacancy Board. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Astle and Mr. Meyer's terms on the Planning Commission expired in December 2006. Neither of them wish to serve again. Mr. Kepler moved that the Secretary place an advertisement in the local paper stating that there are two vacancies on the Planning Commission. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Robert Pepple to a three year term on the Zoning Hearing Board. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Ralph Cheek to a one year term as a Zoning Hearing Board Alternate. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved that the UCC Board remain the same. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved that checks be signed by the Treasurer and one of two Supervisors (Arthur Astle or Kenneth Hershey). Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved that the General, State, Open Space, Sewer Extension, and Escrow Funds remain in Fulton Bank. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved that the Board of Supervisors regular monthly meetings be held the 2nd Wednesday of every month at 7:00 pm in the Township Building (with the exception of the reorganization meeting). Mr. Hershey seconded the motion. MOTION CARRIED. Mr. Astle read the meeting dates:

Feb. 14	Mar. 14	April 11	May 9
June 13	July 11	Aug. 8	Sept. 12
Oct. 10	Nov. 14	Dec. 12	

Monday, January 7, 2008 Reorganizational Meeting-Supervisors
Tuesday, January 8, 2008 Reorganization Meeting-Auditors

Mr. Kepler moved to adopt Resolution 1-2007 to designate Union Fire Co. No. 1 as the Township's Fire & Rescue Service. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Arthur Astle as the Fire Equipment member. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Hershey moved to appoint Ronald Kepler as the Emergency Management Coordinator. Mr. Astle seconded the motion. MOTION CARRIED.

Mr. Kepler moved to appoint Sara Laganelli as the Recycling Coordinator. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Hershey moved to appoint Ronald Kepler as the Voting Delegate at the Annual Convention. Mr. Astle seconded the motion. MOTION CARRIED.

APPROVAL OF THE MINUTES

Mr. Hershey moved to approve the minutes for our regular meeting on December 13th. Mr. Kepler seconded the motion. MOTION CARRIED.

TREASURER'S REPORTS

Presentation of Bills – The Secretary presented the bills that had been paid for the month of December. Mr. Hershey moved to approve and pay the bills. Mr. Kepler seconded the motion. MOTION CARRIED.

Budget Transfers – Mr. Kepler moved to adopt Resolution 2007-4 for Budget deviations totaling \$10,045.50. Mr. Hershey seconded the motion. MOTION CARRIED.

Fiduciary Refunds – None.

CORRESPONDENCE

- ✓ Invitation from Governor Rendell to the PA Farm Show Public Officials Day Luncheon
- ✓ Letter from Chester County with attached documents to assist Emergency Services to stay in compliance with State & Federal requirements.
- ✓ Permit notification from DMJM Harris for the rehabilitation of Pine Grove Covered Bridge.

BUILDING INSPECTOR

Mr. Jackson read the Building Inspector's December Report. Mr. Kepler moved to approve the Building Inspector's Report. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Jackson felt the new 2006 UCC Code needed to be adopted. Mr. Kepler moved to adopt Resolution 2007-6 to adopt the 2006 UCC Code. Mr. Hershey seconded the motion. MOTION CARRIED.

CODE ENFORCEMENT OFFICER

Mrs. Kinney read the Building Permits & Zoning Violations Reports for December.

Subdivisions & Land Development Plans – Mr. Tom Biedekapp was available for the review of his Subdivision plan. After some discussion, Mr. Kepler moved to deny the Biedekapp 2 lot subdivision plan. Mr. Hershey seconded the motion. MOTION CARRIED. The Secretary will

notify the Solicitor that the plan was denied so that a letter will be sent to Mr. Biedekapp explaining why it does not meet the ordinances.

Mr. Hershey moved to adopt Resolution 2007-5 for an extension for Hearthstone at Oxford. Mr. Kepler seconded the motion. MOTION CARRIED.

The Board reviewed the Wilkinson II Minor subdivision final plan. Mr. Kepler moved to approve the plan. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to deem the (Henry) Taylor Wilson plans null and void if an extension letter was not signed by February 6, 2007. Mr. Hershey seconded the motion. MOTION CARRIED.

Mrs. Kinney said that some of the Planning Commission members had expressed interest in attending a PSATS seminar on Planning in West Chester in March. Mr. Hershey moved to approve all interested Planning Commission members to attend the seminar and the Township will pay for the class. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to approve the Zoning Officer's reports. Mr. Hershey seconded the motion. MOTION CARRIED.

ENGINEER

The Board read the Township Engineer's December report. Mr. Hershey moved to approve the Township Engineer's Report. Mr. Kepler seconded the motion. MOTION CARRIED.

REGIONAL ACT 537 PLAN

Mr. Bob Yeatman was absent. No report.

ROADMASTER

Mr. Steve Price read the Roadmaster's Report for December. Mr. Hershey then moved to approve the Roadmaster's Report. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Astle requested that the Roadmaster contact PENNDOT to fix the gutter on Street Road.

REGIONAL RECREATIONAL AUTHORITY

Mr. Lee Towner was absent. No report.

OLD BUSINESS

Bernard Park – Mr. Hershey asked the status of the new flag pole. Mr. Kepler reported it's in the works. Mr. Kepler also reported that there is a man doing Community Service who will be rebuilding the steps at the Community Center.

NEW BUSINESS

Fairview Bridge meeting – The Secretary reported that the Project Manager for the Fairview Bridge project from Vollmer Engineering had contacted her regarding a public meeting. They would like to have the meeting at the Township Building. The Supervisors agreed to have the meeting Wednesday, January 24, 2007 at 7:30 p.m. in the Township Meeting room. Vollmer Engineering will take care of the advertising.

Funding Agreement for Lincoln Village sewer – Mr. Kepler reported that he and Mr. Hershey attended a meeting regarding the County grant for the Lincoln Village sewer. They have an agreement that needs to be signed. In the agreement it states that a CPA will need to do an audit after the grant money is spent. Also, when the time comes they will need to appoint someone to sign all the delivery tickets for supplies, etc. Mr. Kepler moved to have the Chairman and Vice Chairman sign the agreement. Mr. Hershey seconded the motion. MOTION CARRIED.

OTHER BUSINESS

Limestone Road Improvement Association – Mr. Kepler explained that the LRIA had given the Township \$50,000 in 1999 to pay for engineering a sewer extension up Route 10 (Limestone Road). LRIA promised another \$100,000 for the construction of the line. After six years and no DEP permit, LRIA is asking for a refund of \$7,500. They wish to start over and take a different approach. Mr. Kepler moved to refund LRIA \$7,500. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler wanted to address the letter that Chris Kettlety submitted at the December meeting. He read the letter and thought it over and is not willing to reinstate the Ordinance Task Force at this time. Mr. Hershey commented that what was intended to happen with the Task Force is in fact not what was happening. He feels the Planning Commission is responsible for the review of ordinances. The Planning Commission meetings are open to the public.

PUBLIC COMMENTS

Vickie Brown – Asked if the Board had reconsidered the charge for copies. She feels they should reduce the fifty cents per page to something more reasonable. After some discussion, Mr. Hershey moved to keep the copy fee at fifty cents per page. Mr. Kepler seconded the motion. MOTION CARRIED.

The Board recessed at 8:00 p.m. for an Executive Session to establish Holidays and Wages for the employees.

The Board reconvened at 8:11 p.m.

Mr. Hershey moved to designate the following Employee Holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Mr. Kepler seconded the motion. MOTION CARRIED.

The following wages were set:

Roadmaster: \$21.25/hr. Mr. Kepler moved and Mr. Hershey seconded the motion. MOTION CARRIED.

Roadman Ron Kepler (recommended to auditors): \$20.00/hr. Mr. Hershey moved and Mr. Astle seconded the motion. MOTION CARRIED.

Roadman Randy Gray: \$17.00/hr. Mr. Hershey moved and Mr. Astle seconded the motion. Mr. Kepler abstained from voting. MOTION CARRIED.

Secretary/Treasurer: \$30,000/yr Salaried. Mr. Hershey moved and Mr. Kepler seconded the motion. MOTION CARRIED.

Tax Collector (Per Capita): \$370/month. Mr. Kepler moved and Mr. Hershey seconded the motion. MOTION CARRIED.

Extra Help (recommendation to auditors): \$16.00/hr. Mr. Kepler moved and Mr. Hershey seconded the motion. MOTION CARRIED.

Code Enforcement Officer: \$37,000/yr Salaried. Mr. Hershey moved and Mr. Kepler seconded the motion. MOTION CARRIED.

Building Inspector: Mr. Kepler moved to have the fee schedule reviewed with a possible increase in February. Mr. Hershey seconded the motion. MOTION CARRIED.

Zoning Hearing Board: \$40.00 per hearing. Mr. Hershey moved and Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to set the mileage reimbursement rate at 48.5 cents per mile (IRS rate). Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to adopt Resolution 2-2007 for the 1% Earned Income Tax to be collected and shared equally with the Oxford Area School District. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler moved to adopt Resolution 3-2007 for the 1% Real Estate Transfer Tax to be collected and shared equally with the Oxford Area School District. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Hershey moved to adjourn the meeting at 8:17 p.m. Mr. Kepler seconded the motion. MOTION CARRIED.

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

Respectfully Submitted,

Sara B. Laganelli
Secretary/Treasurer