

**LOWER OXFORD TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING MINUTES  
JANUARY 5, 2009**

The Reorganization Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, January 5, 2009.

**The following were in Attendance:** Supervisor Kenneth L. Hershey, Supervisor W. Ronald Kepler, Supervisor W. Ralph Cheek, Building Inspector John Coldiron, Zoning Officer Debbie Kinney, Roadmaster Steve Price, Secretary/Treasurer Sara Laganelli, and four guests.

**CALL TO ORDER**

Mr. Kenneth L. Hershey called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

Mr. Kenneth L. Hershey 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 – 2009**

Mr. Hershey moved to appoint Sara Laganelli as temporary Chairperson. Mr. Kepler seconded the motion. MOTION CARRIED.

Mrs. Laganelli assumed position of temporary Chairperson and asked for nominations for Chairman of the Board for 2009.

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

Mr. Kepler moved that the nominations be closed. Mr. Cheek seconded the motion. MOTION CARRIED.

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

Mr. Cheek moved to nominate Mr. Kepler as Vice Chairman of the Board. Mr. Hershey seconded the motion. MOTION CARRIED. Mr. Cheek moved that nominations be closed. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Kepler assumed position as Vice Chairman of the Board.

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

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

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

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

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

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

Mr. Cheek moved to appoint Arthur L. Sagnor III as Zoning Hearing Board Solicitor. Mr. Kepler seconded the motion. MOTION CARRIED.

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

Mr. Cheek moved to reappoint Johnny Williams and Joel Brown to the Planning Commission, each for a five year term. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to reappoint Steven Barbone to a three year term on the Zoning Hearing Board. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Kepler moved to table the appointment of a zoning Hearing Board Alternate and a member of the Oxford Area Recreational Authority. Mr. Cheek seconded the motion. MOTION CARRIED.

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

Mr. Cheek moved that Kenneth L. Hershey and W. Ronald Kepler be designated as signers on all bank accounts. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved that all checks be signed by the Treasurer and one of the designated Supervisors; or two out of those three. Mr. Cheek seconded the motion. MOTION CARRIED.

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

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

Feb. 11            Mar. 11            April 8            May 13

June 10            July 8            Aug. 12            Sept. 9

Oct. 14            Nov. 11            Dec. 9

Monday, January 4, 2010 Reorganization Meeting-Supervisors

Tuesday, January 5, 2010 Reorganization Meeting-Auditors

Mr. Cheek moved to adopt Resolution 2009-I to designate Union Fire Co. No. 1 as the Township's Fire & Rescue Service. Mr. Kepler seconded the motion. MOTION CARRIED.

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

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

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

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

#### Designation of Employee's Wages:

Mr. Kepler moved to increase the Roadmaster's current wages by 3%. Mr. Cheek seconded the motion. MOTION CARRIED.

Roadman Ron Kepler (recommendation to auditors): Mr. Cheek moved to increase the Roadman Ron Kepler's wages by 3%. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Hershey moved to increase Roadman Randy Gray's current wages by 3%. Mr. Cheek seconded the motion. Mr. Kepler abstained from voting. MOTION CARRIED.

Mr. Cheek moved to increase the Secretary/Treasurer's salary by 3%. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to keep the Per Capita Tax Collector's salary at \$390.00 per month. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Kepler moved that the newly elected tax collector of 2010 to earn a rate of 5% of what is collected. Mr. Cheek seconded the motion. MOTION CARRIED.

Extra Help (recommendation to auditors): Mr. Kepler moved to increase the extra help wages by 3%. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Kepler moved to increase the Code Enforcement Officer's salary by 3%. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Kepler moved to pay the Building Inspector according to the Fee Schedule. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Kepler moved to keep the Zoning Hearing Board pay of \$40.00 per hearing. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Cheek moved to set the mileage reimbursement rate at 55 cents per mile (IRS rate). Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to adopt Resolution 2009-2 for the 1% Earned Income Tax to be collected and shared equally with the Oxford Area School District. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Cheek moved to adopt Resolution 2009-3 for the 1% Real Estate Transfer Tax to be collected and shared equally with the Oxford Area School District. Mr. Kepler seconded the motion. MOTION CARRIED.

#### APPROVAL OF THE MINUTES

Mr. Cheek moved to approve the minutes for the regular meeting on December 10, 2008. Mr. Kepler seconded the motion. MOTION CARRIED.

## TREASURER'S REPORTS

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

**Budget Deviations** – Mr. Kepler moved to adopt Resolution 2009-4 for the 2008 General Fund Budget deviations totaling \$3,789.49. Mr. Cheek seconded the motion. MOTION CARRIED.

**Fiduciary Refunds** – Mr. Kepler moved to transfer \$842.25 from the four listed escrow subaccounts to the Master Escrow account to reimburse for legal and engineering fees. Mr. Cheek seconded the motion. MOTION CARRIED.

Open Space Purchase Fund Account - Mr. Hershey moved to adopt Resolution 2009-7 to change the Open Space Purchase Fulton Fund bank account to a regular Savings account at Fulton Bank. Mr. Kepler seconded the motion. MOTION CARRIED.

The Secretary requested to attend a PSATS Accounting Seminar on February 3rd in Lancaster. The fee is \$35.00. Mr. Cheek moved to authorize the Secretary to attend the seminar and pay all fees and mileage reimbursement. Mr. Kepler seconded the motion. MOTION CARRIED.

## CORRESPONDENCE

- ✓ Thank you letter from Lincoln Community Association for the use of the tractor at their Harvest Festival.
- ✓ SECCRA Winter Newsletter
- ✓ Winter edition of *The Responder* for the emergency responders of Chester County.
- ✓ Letter from the Chester County SPCA in response to our letter regarding the 2009 fees. As of December 5, 2008, they had received 27 stray animals from Lower Oxford Township. The average of 2005 through 2007 was 7.7 trips per year to our Township. This number is used to calculate our fee by multiplying the \$125 trip fee and the \$50 activity fee plus the base fee of \$1,250.00. Therefore the 2009 fee total is \$2,597.50.
- ✓ Letter from the Brandywine Conservancy Environmental Management Center with the consultant rates for planning assistance in 2009.
- ✓ PSATS News Bulletin for November/December 2008.
- ✓ Information on the 20<sup>th</sup> Annual PSATS President's Leadership Award.
- ✓ Letter from Insurance Services Office, Inc. regarding an evaluation of the building code enforcement department that will take place this month.
- ✓ Union Fire Company incident listing for November 2008.

Comments: Mr. Cheek moved to pay the 2009 SPCA fee as well as request that the SPCA contact the Township for authorization before coming to the Township to pick-up a stray animal. Mr. Kepler seconded the motion. MOTION CARRIED.

### **BUILDING INSPECTOR**

Mr. John Coldiron reported that he had seven building inspections, four plan reviews, and one electrical inspection for the month of December. Mr. Kepler moved to approve the Building Inspector's Report. Mr. Cheek seconded the motion. MOTION CARRIED.

### **CODE ENFORCEMENT OFFICER**

Mrs. Kinney read the Building Permits & Zoning Violations Reports for December. She issued four building permits and didn't have any new violations. Mrs. Kinney updated the Supervisors on the progress of a few outstanding zoning violations. She said that Mr. Mazepink had come to the Township building on November 18th to request a Zoning Hearing Board Application, but she had not heard from him since. Darien White had requested a permit on December 1st. Doug McDowell received his certified letter and his wife assured Mrs. Kinney that she would get the placed cleaned up. Mrs. Kinney said she would go out to inspect the property again in mid-January.

**Subdivisions & Land Development Plans** – Mrs. Kinney said that Lincoln University was seeking a waiver to eliminate the preliminary planning process and submit a plan as Preliminary/Final for the Student Academic Center and Athletic Campus. The Planning Commission agreed to the waiver request. Mr. Kepler moved to grant the waiver to Lincoln University to submit the plans as Preliminary/Final.

Mr. Cheek moved to adopt Resolution 2009-6 for a six month extension to the Hearthstone Final Plan approval. Mr. Kepler seconded the motion. MOTION CARRIED.

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

### **ENGINEER**

The December report was not available by meeting time.

### **REGIONAL ACT 537 PLAN**

Mr. Bob Yeatman reported that there was nothing new. He said that Ed Lennex was having trouble getting everyone to agree on a date and time to have a meeting. Mr. Kepler moved to approve Mr. Yeatman's report. Mr. Cheek seconded the motion. MOTION CARRIED.

### **ROADMASTER**

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

### **REGIONAL RECREATIONAL AUTHORITY**

Mr. Lee Towner was absent. No report.

### **OLD BUSINESS**

**Lincoln Village Sewer** – Mr. Kepler reported that the Township Solicitor sent the agreement to Lincoln University's lawyer. Lincoln University made some changes. Mr. Kepler is going to have a meeting with Mr. John Thompson of Lincoln University and Mr. Ed Lennex to go over the changes and move the agreement forward.

**East Precinct Polling issues** - Mrs. Laganelli reported that she had received a letter from Mr. Brion, the Chairman of the Chester County Republican Committee, in response to the Supervisor's letter. Mr. Brion said that he would be happy to visit the Township building.

**NEW BUSINESS**

**Public Records Policy** - Mr. Cheek moved to adopt Resolution 2009-5, adopting the new Open Records Policy as prepared by the Township Solicitor. Mr. Kepler seconded the motion. MOTION CARRIED. Mr. Cheek moved to appoint Sara Laganelli as the Open Records Officer. Mr. Kepler seconded the motion. MOTION CARRIED.

**OTHER BUSINESS**

Mr. Cheek said that the Township has good people and it's good to keep them. Mr. Kepler said that he received a call from a resident that called to say they were doing a good job on the roads.

**PUBLIC COMMENTS**

None.

Mr. Kepler moved to adjourn the meeting at 8:10 p.m. Mr. Hershey 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