

**LOWER OXFORD TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING MINUTES  
JANUARY 4, 2010**

The Reorganization Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, January 4, 2010.

**The following were in Attendance:** Supervisor Kenneth L. Hershey, Supervisor W. Ronald Kepler, Supervisor W. Ralph Cheek, Building Inspector Scott Moran, Zoning Officer Deborah Kinney, Roadmaster Steve Price, Secretary/Treasurer Sara Laganelli, and five 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**

Mrs. Kinney swore in Mr. Kepler as he recited the Oath of Office for Supervisor. She then swore in Mrs. Laganelli who took the oath of office for Tax Collector.

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

Mrs. Laganelli assumed position of temporary Chairperson and asked for nominations for Chairman of the Board for 2010.

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

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

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

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

Mr. Hershey 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. Kepler moved to appoint Berkheimer Associates to collect the Earned Income Taxes. Mr. Cheek 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. 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. 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 Sara Laganelli as the Fire Hydrant Tax Collector. Mr. Cheek seconded the motion. MOTION CARRIED.

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

Mr. Kepler moved to reappoint Jay Stout to the Planning Commission for a five year term. Mr. Cheek seconded the motion. MOTION CARRIED.

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

Mr. Kepler moved to reappointment Tony der Kinderen as a Zoning Hearing Board Alternate for a one year term. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Hershey noted that there is a vacancy on the Oxford Area Recreational Authority.

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. Mr. Cheek seconded the motion. MOTION CARRIED.

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

Mr. Cheek 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. Kepler seconded the motion. MOTION CARRIED.

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

Monday, January 3, 2011 Reorganization Meeting-Supervisors

Tuesday, January 4, 2011 Reorganization Meeting-Auditors

Mr. Cheek moved to adopt Resolution 2010-01 to designate Union Fire Co. No. 1 as the Township's Fire & Rescue Service. Mr. Kepler seconded the motion. MOTION CARRIED.

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

Mr. Cheek moved to appoint Mr. Ronald Kepler as the Emergency Management Coordinator, with the assistance of Steve Price and Randy Gray. Mr. Hershey seconded the motion. MOTION CARRIED.

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

Mr. Kepler moved to designate the following Employee Paid 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. Cheek moved to increase the Roadmaster, Roadman Gray, Secretary/Treasurer and Code Enforcement Officer wages by 3%. Mr. Hershey seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

Mr. Cheek moved to set the Fire Hydrant Tax Collector's salary at \$316.00 per month and the Real Estate Tax Collector pay of \$184.00 per month. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey moved to increase wages by 3% for the Extra Help and Roadman Kepler, which would be recommended to the auditors. Mr. Cheek seconded the motion. Mr. Kepler abstained. 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 fifty (50) cents per mile (IRS rate). Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to adopt Resolution 2010-02 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 2010-03 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. Kepler moved to approve the minutes for the regular meeting on December 9, 2009. Mr. Cheek 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, totaling \$48,215.22 for General Fund and \$4,621.06 for Open Space Revenue Fund. Mr. Cheek moved to approve and pay the bills. Mr. Kepler seconded the motion. MOTION CARRIED.

**Budget Deviations** – Mr. Cheek moved to adopt Resolution 2010-08 for the 2009 General Fund Budget deviations totaling \$5,750.00. Mr. Kepler seconded the motion. MOTION CARRIED.

**Fiduciary Refunds** – Mr. Cheek moved to transfer \$198.30 from the two listed escrow subaccounts to the Master Escrow account to reimburse for legal and engineering fees. Mr. Kepler seconded the motion. MOTION CARRIED.

### CORRESPONDENCE

- ✓ Invitation to the 7<sup>th</sup> Annual PA Farm Show Public Officials Day Luncheon on Thursday, January 14<sup>th</sup>.
- ✓ December issue of the PSATS News Bulletin.
- ✓ Memo from PSATS regarding the 28<sup>th</sup> Annual Road and Bridge Safety Improvement Contest.
- ✓ Letter from Senator Pileggi inviting representatives from our offices to attend the 2010 Census Complete Count Breakfast at West Chester University on January 29<sup>th</sup>.
- ✓ Letter from the Oxford Area Sewer Authority regarding the special meeting they held to adopt a policy establishing "Sewer Construction Guidelines."
- ✓ Letter from Chester County Health Dept. regarding the revised Chester County Solid Waste Management Plan that was adopted by the Commissioners on December 2<sup>nd</sup>. They are asking municipalities in the County to review and ratify the plan.
- ✓ The Fall 2009 edition of *Conservation & You* publication.
- ✓ Letter from Brandywine Conservancy with consultant rates for 2010.
- ✓ An update on the Responder Credentialing System from the County Emergency Services Dept.
- ✓ Union Fire Co. incident report for November.

Comments: Mr. Kepler moved that the Chairman and the Secretary attend the 2010 Census breakfast. Mr. Cheek seconded the motion. MOTION CARRIED.

### BUILDING INSPECTOR

Mr. Scott Moran reported that he had two plan reviews, nine building inspections, and one consultation 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 one new violation.

#### **Subdivisions & Land Development Plans –**

Mr. Kepler moved to adopt Resolution 2010-04 for a thirty (30) day extension to the Ballymeade Final Plan approval. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Cheek moved to adopt Resolution 2010-07 for a six (6) month extension to the Hearthstone Final Plan approval. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to adopt Resolution 2010-06 for a 180 day extension to the Jones & Losito Final Plan approval. Mr. Kepler seconded the motion. MOTION CARRIED.

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

#### **ENGINEER**

The December report was not available by meeting time.

#### **REGIONAL ACT 537 PLAN**

Mr. Bob Yeatman reported that they are moving ahead. There was a workgroup meeting on December 17<sup>th</sup>. He thanked the Board for approving the resolution extending the articles of incorporation. At their last meeting they moved to proceed with a new mechanical treatment plant design using a Dutchland process. The USDA loan money will be used to build it. They should hopefully hear sometime this month with the final go ahead from the USDA on the loan. Mr. Yeatman said that the TAR is due from everyone this month on January 21<sup>st</sup>. He said that they need answers to questions DEP imposed back to RETTEW by February 18<sup>th</sup>. RETTEW will then compile all of the answers and send them to the municipalities for approval. They are asking all municipalities to formally adopt new needs analysis before the March workgroup meeting.

Mr. Hershey said that the USDA loan has raised some questions with it saying the sewer authority is going to run a line up Route 10. Mr. Yeatman said that the OASA has adopted guidelines that they are not going to do anything unless a municipality asks; and then they have to meet five of the eight conditions. He said that the only reason Ed Lennex put the money in the USDA loan application was because right at that time the developers were supposed to put the line in but they pulled out and Ed was under pressure to get it done quickly. Mr. Yeatman said it is totally up to Lower Oxford to ask the OASA for help. They are not pushing it. Mr. Kepler asked if it was a Board decision to put the Route 10 sewer line in the loan application. Mr. Yeatman confirmed that it was not a board decision, but Ed Lennex only.

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. Hershey noted that Frank Spor and Etha McDowell both resigned at the end of December.

### OLD BUSINESS

**Open Space Preservation** – Mr. Hershey noted that David King's appraisal and offer letter came in.

**Comprehensive Plan** – Mr. Kepler noted that there was not a meeting in December and the next meeting is January 27<sup>th</sup>.

**Lincoln Village Sewer** – Mr. Hershey stated that no new hook-ups to report. The Secretary noted that there was a meeting tentatively set for February 11<sup>th</sup> with Tom Houghton's office to discuss financing options with the residents.

### NEW BUSINESS

**County Municipal Energy Audit** - Mr. Kepler moved to participate in the County energy audit free of charge. Mr. Cheek seconded the motion. MOTION CARRIED.

**Emergency Operations Plan** – Mr. Cheek moved to adopt Resolution 2010-05 updating the Township Emergency Operations Plan. Mr. Hershey seconded the motion. MOTION CARRIED.

### OTHER BUSINESS

Mr. Kepler moved to approve whatever figures Township Engineer, Ed Fisher, comes up with for the TAR – what's been paid over the past twenty years and what we project will be spent in the future on the Act 537 Plan. Mr. Cheek seconded the motion. MOTION CARRIED.

### PUBLIC COMMENTS

None.

Mr. Kepler moved to adjourn the meeting at 7:55 p.m. Mr. Cheek 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