

**LOWER OXFORD TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 3, 2011**

The Reorganization Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, January 3, 2011.

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

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 – 2011

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 2011.

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

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

Mr. Kepler moved to appoint Keystone Collections Group to collect the Earned Income Taxes. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Hershey moved to recommend \$300,000 for the Treasurer's Bond and \$6,000 for the Tax Collector's Bond to the Auditors. Mr. Cheek 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. Hershey moved to appoint Arthur L. Sagnor III as Zoning Hearing Board Solicitor. There was some discussion. Mr. Cheek seconded the motion. Mr. Kepler opposed. MOTION CARRIED.

Mr. Cheek moved to appoint Sara Laganelli as the Fire Hydrant Tax Collector. 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 Richard Frampton to the Zoning Hearing Board for a three year term. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Cheek moved to appoint Barry Hostetter as a Zoning Hearing Board alternate for a one year term. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Cheek moved to reappointment Kenneth Hershey to the Oxford Area Recreational Authority for a five year term. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler move to reappoint Robert Cantarera to the Oxford Area Sewer Authority for a five year term. Mr. Cheek opposed. Mr. Hershey seconded the motion. MOTION CARRIED.

Mr. Cheek moved to appoint Darien White to the Historical Commission for a three year term. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Cheek moved to appoint Teri Dignazio to the Historical Commission for a three year term. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey moved to reappoint Dan Dollinger and Bruce Vanderhoef to the UCC Board for four year terms. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey moved to reappoint Ed Holbrook and Jeffery Young to the UCC Board for five year terms. 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. Hershey moved that all checks be signed by the Treasurer and one of the designated Supervisors. Mr. Kepler seconded the motion. MOTION CARRIED.

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

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

Tuesday, January 3, 2012 Reorganization Meeting-Supervisors

Wednesday, January 4, 2012 Reorganization Meeting-Auditors

Mr. Kepler moved to authorize the Secretary to advertise these meeting dates. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Hershey moved to adopt Resolution 2011-01 to designate Union Fire Co. No. 1 as the Township's Fire & Rescue Service. Mr. Cheek 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. Cheek moved to appoint Mr. Ronald Kepler as the Emergency Management Coordinator. Mr. Hershey 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 Paid Holidays: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. Mr. Cheek seconded the motion. MOTION CARRIED.

Designation of Employee's Wages:

Mr. Hershey moved to increase the Roadmaster, Roadman Gray, Secretary/Treasurer and Code Enforcement Officer wages by 2%. Mr. Cheek seconded the motion. Mr. Kepler abstained. MOTION CARRIED.

Mr. Kepler moved to set the Fire Hydrant Tax Collector's salary at \$336.00 per month and the Real Estate Tax Collector pay of \$184.00 per month. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Cheek moved to recommend to the auditors, an increase of 2% for the Extra Help and Roadman Kepler. Mr. Kepler seconded the motion. MOTION CARRIED.

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

Mr. Cheek moved to keep the Zoning Hearing Board pay of \$40.00 per hearing for the initial meeting and add \$20.00 per each additional meeting for the same hearing. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Kepler moved to set the mileage reimbursement rate at fifty-one (51) cents per mile (IRS rate). Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Cheek moved to adopt Resolution 2011-02 for the 1% Earned Income Tax to be collected and shared equally with the Oxford Area School District. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey moved to adopt Resolution 2011-03 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. Cheek moved to approve the minutes for the regular meeting on December 8, 2010. 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, totaling \$36,413.21 for General Fund; \$4,505.47 for Open Space Revenue Fund; and \$1,009,853.13 for the Open Space Purchase Fund: purchase of Wilson Family & David King Ag

Easements. Mr. Cheek moved to approve and pay the bills. Mr. Kepler seconded the motion. MOTION CARRIED.

Budget Deviations – Mr. Cheek moved to adopt Resolution 2011-04 for the 2010 General Fund Budget deviations totaling \$4,600.00. Mr. Kepler seconded the motion. MOTION CARRIED.

Fiduciary Refunds – None.

CORRESPONDENCE

- ✓ Memo from PENNDOT regarding traffic counting on municipally owned roads starting in March 2011.
- ✓ PSATS News Bulletin for December.
- ✓ Request for donation from Chester County 2020 along with a letter regarding the Keep Farming First planning summit on March 12th in Octorara.
- ✓ Letter from PA DEP regarding the change in the administration of the PA Safe Drinking Water Act in Chester County.
- ✓ PA DCNR's 2011 Open Grant Announcement.
- ✓ Copy of the OARA's meeting minutes from November 2010.
- ✓ SECCRA Newsletter for Winter 2010.
- ✓ List of Acts signed into Law by the Governor from Senator Pileggi.
- ✓ Letter from PA DEP regarding the Act 537 Plan Update and letters received from Ms. Blair Fleishmann and Ms. Jane Smeltzer.
- ✓ Brandywine Conservancy Schedule of Hourly Consultant rates for 2011.

Comments: Mr. Kepler moved to accept the correspondence report. Mr. Cheek seconded the motion. MOTION CARRIED.

BUILDING INSPECTOR

The Secretary read the Building Inspector's report for the month of December 2010. He had one plan review, thirteen building inspections, and five sewer inspections. 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 use & occupancy permit. There are two ongoing violations and she picked up two non-permitted signs.

Subdivisions & Land Development Plans –

Mr. Kepler moved to adopt Resolution 2011-08 for a thirty (30) day extension to the Shainline Final Plan approval. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Cheek moved to adopt Resolution 2011-05 for a ninety (90) day extension to the Oxford Commons Final Plan approval. Mr. Kepler seconded the motion. MOTION CARRIED.

Mr. Hershey moved to adopt Resolution 2011-06 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 2011-07 for a one hundred-eighty (180) day extension to the Jones & Losito Final Plan approval. Mr. Cheek seconded the motion. MOTION CARRIED.

Mrs. Kinney said that Denise Thomas is requesting the approval of a temporary mobile home for a parent at I46 Scroggy Road. She explained that the lot is 2.9 acres and they would have to meet the setbacks as well as obtain approval from the Chester County Health Department. Mr. Kepler moved to grant

approval to Denise Thomas for a temporary mobile home for her parent. Mr. Cheek seconded the motion. MOTION CARRIED.

Mr. Rob Nellius was in the audience and asked the Board a question about a lot in Lincoln Village owned by Emma Moore. The Supervisors declined to comment because of the Zoning Hearing Board application currently in process for this property.

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

ENGINEER

Mr. Kepler moved to approve the Township Engineer's report for December. Mr. Cheek seconded the motion. MOTION CARRIED.

REGIONAL ACT 537 PLAN

Mr. Bob Yeatman reported that the letter from DEP had been answered on December 22nd. He said that there is an informational only meeting for the municipal officials, their solicitors, Mike Wolf, and the OASA Board members on Wednesday at 7:00 p.m. at the East Nottingham Township Building. 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. He noted that the 4" street signs all have to be replaced with 6" signs. They are replacing them slowly. Mr. Kepler moved to approve the Roadmaster's Report. Mr. Cheek seconded the motion. MOTION CARRIED.

REGIONAL RECREATIONAL AUTHORITY

Mr. Hershey reported that there was a final walk through and the contractor will be back in the spring to finish up because the things that need fixed cannot be done now due to the weather. Mr. Kepler moved to approve the report. Mr. Cheek seconded the motion. MOTION CARRIED.

OLD BUSINESS

Open Space Preservation – N/A

Comprehensive Plan – Mr. Kepler reported that they worked on the historic chapter at the last meeting. They will work on land use next. They could be complete in July.

Lincoln Village Sewer – Mr. Hershey noted that 12 certified notices had been sent and 10 of them had been signed for. They have 30 days to take action.

NEW BUSINESS

Pension - Mr. Cheek moved to approve and adopt the PSATS PA Municipalities Pension Trust Disclosure Statement in accordance to Act 44 of 2009. Mr. Kepler seconded the motion. MOTION CARRIED.

DEP answer letter – Mr. Kepler explained that the Solicitor had prepared a draft letter answering the comments to DEP from Blair Fleischmann and Jane Smeltzer. Mr. Kepler moved to approve the drafted response letter to DEP, sign it and send it. Mr. Cheek seconded the motion. MOTION CARRIED.

Mandatory Connection Ordinance – Mr. Cheek moved to send the draft mandatory connection ordinance to the Township Planning Commission for review and comments. Mr. Kepler seconded the motion. MOTION CARRIED.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

Mr. Kepler moved to adjourn the meeting at 8:22 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