

**Lower Oxford Township**  
**Board of Supervisors Meeting Minutes**  
**December 13, 2017**

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Wednesday, December 13, 2017.

**The following were in Attendance:** Chairman, Kenneth B. Hershey; Vice Chairman, W. Ronald Kepler; Member; Joel C. Brown; Assistant Secretary/Treasurer & Zoning Officer, Deborah Kinney; Building Inspector, Scott Moran; and 8 guests.

**CALL TO ORDER**

Chairman, Kenneth B. Hershey, called the Regular Board of Supervisors meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

Mr. Hershey led the Pledge of Allegiance to the flag.

**PUBLIC COMMENT CONCERNING ITEMS ON THE AGENDA**

None.

**RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA**

None.

**APPROVAL OF THE MINUTES**

*Mr. Kepler moved to approve the minutes for the Board of Supervisor's meeting held on November 8, 2017. Mr. Brown seconded the motion. MOTION CARRIED.*

**TREASURER'S REPORTS**

**Presentation of Bills**

*Mr. Kepler moved to approve and pay the bills totaling \$72,811.66. Mr. Brown seconded the motion. MOTION CARRIED.*

**Escrow/Letter of Credit Reduction or Release of Funds**

*Mr. Kepler moved to reduce the Pine View Enterprise Letter of Credit by \$23,239.00 leaving \$30,407.79 remaining in the site guarantee per Township Engineer's recommendation. Mr. Brown seconded the motion. MOTION CARRIED.*

*Mr. Kepler moved to approve the Treasurer's Report. Mr. Brown seconded the motion. MOTION CARRIED.*

## **CORRESPONDENCE**

- PSATs News Bulletin – October 2017
- PA Department of Community and Economic Development – Effective October 25, 2017 the UCC permit fee will increase 50 cents (\$4.00 to \$4.50)
- Union Fire Company – Incident List – Alarm Report for October 2017
- Media Mennonite Church thank you letter for the donation of \$200 made on behalf of Sara Laganelli.
- PA Family Council sent letter regarding gambling expansion law asking the Township to consider prohibiting Category 4 Casinos
- CC Assessment Office “Statement of Real Estate Subject to Taxation” for 2018 is \$196,677,605 and Public Utilities Evaluation is \$331, 620
- Chester County Water Resources Authority – Dani-Ella Betz – Congratulating everyone on updating their floodplain ordinance.
- PSATs News Bulletin – November 2017
- DEP letter dated November 21, 2017, stating that Lower Oxford Township’s request for a Municipal Storm Sewer System (MS4) has been approved.
- Oxford Mainstreet, Inc. – Downtown Oxford News – Country Christmas First Friday – December 1<sup>st</sup>
- Commonwealth of PA Department of the Auditor General – Vince Gillen – Notification of Liquid Fuels Audit for the period of January 1, 2016 thru December 31, 2016 to be conducted on December 1<sup>st</sup>
- November 2017 Pennsylvania Farm Service Agency Newsletter
- The Land Conservancy for Southern Chester County – Conservation Matters Newsletter – Autumn 2017
- Maulo & Company, Ltd. – Proposal for accounting engagement for year ending December 31, 2017 - \$8,500
- SCCEMS – Medic 94 – Monthly Municipal Report for November 2017
- PA State Police Community Awareness Bulletin – Protecting Holiday Packages
- Union Fire Company – November 2017 – Incident List
- Letter from Chester County Agricultural Land Preservation Board with a list of Ag Security Areas to verify with the County.

*Mr. Kepler moved to accept the correspondence. Mr. Brown seconded the motion. MOTION CARRIED.*

## **BUILDING INSPECTOR**

The Building Inspector, Scott Moran presented the following report: There were five (5) plan reviews, twenty-six (26) regular residential inspections completed and twenty-three (23) commercial building inspections for the month of November 2017.

*Mr. Kepler moved to approve the Building Inspector’s Report. Mr. Brown seconded the motion. MOTION CARRIED.*

## **CODE ENFORCEMENT OFFICER**

Mrs. Kinney read the Building Permits & Zoning Violations Reports for November 2017. She issued two (2) residential building permit; one (1) zoning permit; one (1) commercial permit; and three (3) sign permits. There were no new violations or complaints.

## **SUBDIVISIONS & LAND DEVELOPMENT PLANS**

None.

*Mr. Kepler moved to approve the Zoning Officer’s reports. Mr. Brown seconded the motion. MOTION CARRIED.*

## **ENGINEER**

Mr. Kepler presented the following engineer's report:

- Discussed the Landhope plan turning lane on Connor Road with the applicant and Township staff. It appears we have an agreement in principle for this to be included in the Landhope plan for PennDOT permitting with the Township covering the construction cost of the right turn lane.
- Reviewed the Pine View project along with the escrow release request and cost opinion and provided recommendation to the Township for a partial release.
- Reviewed the Oxford Cabinetry (Harnish) escrow release request and cost opinion and provided recommendation to the Township for a partial release.

## **OASA REPORT**

Mr. Kepler stated that Beiler-Campbell is going to sell the 35 acres on Brick Road that OASA owns. The Sewer Authority is figuring out ways to pay off past debt. The OASA Building has been appraised and is up for sale.

*Mr. Hershey moved to approve the Oxford Area Sewer Authority report. Mr. Brown seconded the motion. MOTION CARRIED.*

## **OASA STUDY COMMITTEE REPORT**

Mr. Brown stated their meeting was held on December 7, 2017. They paid their outstanding bills and dispersed the remaining balance to pay back each municipality \$1,365.

*Mr. Kepler moved to approve the Oxford Area Sewer Authority Study Committee Report. Mr. Hershey seconded the motion. MOTION CARRIED.*

## **ROADMASTER**

Mr. Kepler presented the following Roadmaster's Report: Cleaned gutters on Fairview Road and Calvary Road; Mowed Township Building; Stoned dirt roads; Trimmed trees on Jackson School Road and Reedville Road; Picked up trash on Wilson Mill Road; Boom mowed Jackson School Road and Lower Hopewell Road; Cleaned up mud on Calvary Road; Cleaned Township Building; Mounted Cinder Spreader on Tracks; and Painted Frame on Dump Trucks.

Mr. Kepler stated that Steve Price (Roadmaster) is considering replacing the loader. He would like to buy one from Co-Stars for \$120,000 that includes the trade-in. Mr. Brown stated that he would like a not-to-exceed price of \$120,000.

*Mr. Hershey moved to allow the Roadmaster to pursue purchasing a new loader not-to-exceed \$120,000. Mr. Brown seconded the motion. MOTION CARRIED.*

*Mr. Hershey moved to approve the Roadmaster's Report. Mr. Kepler seconded the motion. MOTION CARRIED.*

## **REGIONAL RECREATIONAL AUTHORITY**

Marcella Peyre-Ferry stated that the Recreational Authority has approved their budget. The dog park is under way and they are going to purchase the materials and build it themselves. Ms. Peyre-Ferry also thanked the Supervisors for allowing them to use the meeting room every third Thursday of the month.

*Mr. Kepler moved to approve the Recreational Authority's Report. Mr. Brown seconded the motion. MOTION CARRIED.*

## **HISTORICAL COMMISSION**

No Report.

## **EMERGENCY MANAGEMENT REPORT**

Ms. Brady stated that OxREM met on November 28, 2017. They are planning a exercise drill in the Spring of 2018 with Chester County.

*Mr. Kepler moved to approve the Emergency Management Coordinator's Report. Mr. Brown seconded the motion. MOTION CARRIED.*

## **OXFORD REGIONAL PLANNING COMMITTEE REPORT**

Mr. Brown stated that the Oxford Regional Planning Committee met on December 7, 2017. Mr. Vince Brown gave a presentation on Opioid addiction. The Committee brainstormed ideas as to what the various Townships could do to get the word out on the seriousness of this addiction (i.e., Facebook pages). They want to plan a meeting that will generate more public participation in an effort to educate the public.

*Mr. Kepler moved to approve the Oxford Regional Planning Committee Report. Mr. Hershey seconded the motion. MOTION CARRIED.*

## **OLD BUSINESS**

Mrs. Kinney stated that the Comstar Technologies contract was up in November and the Township is now doing a month-to-month contract. She stated that Comstar's bill is \$316.00 per month vs. Armstrong's monthly quote of \$155.94 per month with added features.

*Mr. Kepler made a motion to change phone system from Comstar Technologies to Armstrong Business Solutions. Mr. Brown seconded the motion. MOTION CARRIED.*

## **NEW BUSINESS**

### **Adoption of Budget for 2018**

*Mr. Kepler made a motion to approve the 2018 budgets for the General Fund, State Fund, Open Space Fund, and Sewer Fund. Mr. Brown seconded the motion. MOTION CARRIED.*

### **Sixth Street Pumping Station – Resolution No. 2017-25**

*Mr. Kepler made a motion to approve Resolution No. 2017-25 for the upgrade of the Oxford Area Sewer Authority's Sixth Street Pumping Station. Mr. Brown seconded the motion. MOTION CARRIED.*

**OTHER BUSINESS**

**Resolution No. 2017-26 – Honoring Kenneth L. Hershey for 30 Years of Service**

Mr. Kepler stated that it has been a pleasure working with Mr. Hershey over the past 30 years. Mr. Kevin Martin thanked Mr. Hershey for his service to the Township.

Mr. Hershey stated that he has a lot of fond memories during his service at Lower Oxford Township. He further stated that the Oxford Commons and the Amish Produce Auction were among his most valued accomplishments. Mr. Kepler presented Mr. Hershey with a plaque and frame that contained pictures of the Amish Produce Auction and the Oxford Commons site. Also included were letters of thanks and gratitude for his accomplishments from Ed Fisher (Light-Heigel & Associates) and Steve Wolfson (Wolfson Group).

*Mr. Kepler made a motion to approve Resolution No. 2017-26 honoring Mr. Kenneth L. Hershey's 30 years of service to Lower Oxford Township. Mr. Brown seconded the motion.*

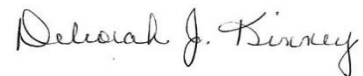
**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

*Mr. Kepler made a motion to adjourn at 8:00 p.m. Mr. Brown seconded the motion. MOTION CARRIED.*

Respectfully Submitted,



Deborah J. Kinney  
Assistant Secretary/Treasurer

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