

Lower Oxford Township
Board of Supervisors Meeting Minutes
February 12, 2018

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building, 220 Township Road, on Monday, February 12, 2018.

The following were in Attendance: W. Ronald Kepler; Joel C. Brown; Kevin R. Martin; Secretary/Treasurer, Deborah Kinney; Zoning & Codes Enforcement Officer, Terri Dugan; Building Inspector, Scott Moran; and 6 guests.

CALL TO ORDER

W. Ronald Kepler, called the Regular Board of Supervisors meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

Mr. Kepler 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. Brown moved to approve the minutes for the Board of Supervisor's meeting held on January 2, 2018. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

TREASURER'S REPORTS

Presentation of Bills

Mr. Kepler moved to approve and pay the bills totaling \$52,497.84. Mr. Brown seconded the motion. All in favor. MOTION CARRIED.

CORRESPONDENCE

- Southern Chester County Chamber of Commerce 51st Annual Chairman's Dinner & Presentation of the 2017 Outstanding Citizen of the Year Award – Jim McLeod being honored.
- OASD e-mailed Agenda for Board of Directors Work Session Agenda for January 9, 2018
- E-mail from Penn Township regarding informational meeting with Chester Water Authority – Thursday, January 18, 2018 at 7:00 p.m.
- Historical Commission meeting minutes of January 3, 2018
- PA Dept of Conservation and Natural Resources – 25th Anniversary of the Keystone Recreation, Park, and Conservation Fund
- TMAAC – Changes to SCCOOT bus routes.
- PSATS Township Legal Defense Partnership – Winter 2018
- Co-Stars Winter 2018 Newsletter

- E-mail from West Nottingham Township (Candace Miller) w/attached letter to OxREM in response to their request to use Hopewell School as their EOC.
- Oxford Arts Alliance – 10th Anniversary Celebration – February 2nd
- PA Dept of Transportation - \$7,959,000 contract awarded to Allan Myers for State Highways
- E-Mail from Chester County EOC – Training Schedule for Incident Management Mobile App - February 14, 2017 10:00 am to 11:00 am & February 15th, 2017 1:00 pm to 2:00 pm
- Chester County Emergency Services – February 2018 Quarterly Training Schedules
- Chester County Solid Waste Authority – Letter dated February 1, 2018, Act 101 Annual Recycling Report
- E-Mail from Oxford Area Rec Authority – Meeting Minutes of Thursday, December 21, 2017 & Letter requesting that annual payment be sent at our earliest opportunity.
- E-Mail for Sherrie Rubincan (John Lawrence’s Office) regarding PennDOT contract awarded to Allan Myers, LP – Repaving of 472 in the Spring 2018
- E-Mail from Chester County EOC regarding February 2018 Training Announcements
- Resignation letter from John Stonska from the OARA
- Letter from Brandywine Conservancy dated February 2, 2018 regarding “Preservation Partnership Program Round 30 – Glenroy Farms LP Property”
- Letter from Brandywine Conservancy dated January 31, 2018 regarding “Protected Lands in Lower Oxford Township

Mr. Brown moved to accept the correspondence. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

BUILDING INSPECTOR

The Building Inspector, Scott Moran presented the following report: There were four (4) plan reviews, sixteen (16) regular residential inspections completed and fourteen (14) commercial building inspections for the month of January 2018.

Mr. Brown moved to approve the Building Inspector’s Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

CODE ENFORCEMENT OFFICER

Mrs. Dugan reported that there were two (2) building, three (3) zoning permits, and two (2) commercial permits for upgrades to communication towers issued in the month of January 2018. There were no new violations or complaints.

Mrs. Dugan stated that the following motions were made during the Planning Commission meeting held on February 22, 2018:

Mr. Brown moved to accept Jay Stout’s resignation of Planning Commission Member as of January 24, 2018. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Brown made a motion to send a letter to Jay Stout in appreciation for his time served on the Planning Commission. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Brown moved to approve the Zoning Officer’s reports. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

ENGINEER

Mr. Kepler presented the following engineer's report:

- Continuing to Work with consultant on providing a right-turn lane at Route #10 Intersection and providing consistency letter to PennDOT for the Landhope Realty Subdivision and Land Development Plan.
- Conferred with Township attorney regarding Conditional Use Hearing for Providence Place, Assisted Living Center. Provided comments on Conditional Use Plan.
- Conferred with Township Zoning Officer regarding the C-1 Zoning for possible contractor's yard at 111 White Birch Avenue. This use would have great limitations at this location.

Mr. Brown moved to approve the Engineer's report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

ROADMASTER

Mr. Kepler presented the following Roadmaster's Report:

- Opened inlet boxes
- Plowed and cindered twice
- Cindered ice three times
- Washed trucks
- Refilled salt shed three times
- Trimmed trees on Calvary & Muddy Run Roads
- Stoned dirt roads
- Fixed pot holes on Bethel Road
- Fixed "STOP" sign on Bailey Drive
- Cleaned Township Building
- Replaced spinner motor on the small dump truck
- Repaired Shop grates

Mr. Brown moved to approve the Roadmaster's Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OASA REPORT

Mr. Kepler reported that the OASA held their re-organization meeting on Wednesday, January 17, 2018 and the following are the 2018 Officers:

- Chairman – Ron Kepler
- Vice-Chairman – Frank Lobb
- Secretary – Sam Goodley
- Treasurer – Candace Miller
- Assistant Treasurer – John Schaible
- Solicitor – Lamb McErlane - Vince Pompo
- Engineer – EnTech Engineering - Matthew Boggs, P.E.
- Executive Director – Keystone Alliance Consulting - David Busch

Mr. Kepler stated that the following items were discussed:

- Sycamore Crossing – Tapping Fee Agreement

- Private Sewer Line – Agreement of Sale
- Chester Water Authority/Sewer Line Extension to West Nottingham
- Grant for 6th Street Pumping Station from Chester County
- Sale of Authority Unused Property
- Sale of Authority Sewer System

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

REGIONAL RECREATIONAL AUTHORITY

Mr. Kepler stated that Mr. John Stonska handed in his resignation notice for the Regional Recreational Authority.

Mr. Brown moved to accept Mr. Stonska’s resignation letter as Oxford Area Recreational Authority Representative for Lower Oxford Township and moved that the Secretary send him a letter in appreciation of his service on the Recreational Authority. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

HISTORICAL COMMISSION

Mr. Eaton stated that the Historical Commission met on January 3, 2018. He stated that the discussion centered around the following:

- The LOHC has submitted the Lower Oxford Township Atlas to Chester County that displays each historic property and historic resources coded in color according to their class. He further stated that each property has a number corresponding to the numbers in the database created by the Lower Oxford Township Historical Commission. The Atlas continues change as they gather more data and photos for each property.
- Mr. Martoff will be asked to review all Class I properties and update the Map and Atlas from that review. Mr. Martoff will also make updates to those “deemed eligible” properties as Class I. They are as follows:
 - Limestone Road Farm
 - Lincoln University Historic District
 - Hogg Property & Ferguson’s Mill
 - Hudson Academy
 - Dickey, Ralson Farm
 - Makowski Property
 - Amos Hall, Lincoln University
 - Street Road Houst
 - Cream Road Bridge (S.R., 3085)
 - Octoraro Water Company
 - The East Nottingham properties that are a part of the Hopewell District will be included on the map.

Mr. Brown moved to approve the Historical Commission’s report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

EMERGENCY MANAGEMENT REPORT

Mrs. Brady reported that the OxREM met on January 25, 2018. She stated that they were offered a meeting room at Hopewell School should they set-up a Regional Emergency Operations Center. Mr. Brown stated that the cell phone service wasn't very good at that location.

Mr. Brown moved to approve the Emergency Management Coordinator's Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OXFORD REGIONAL PLANNING COMMITTEE REPORT

Mr. Brown stated that the Oxford Regional Planning Commission met on Wednesday, January 24, 2018, at 7:00 p.m. here at the Lower Oxford Township Building. Their topics of discussion included the opioid epidemic in the area and East Nottingham and West Nottingham applying for grants for the waterline. They are asking Lower Oxford Township for their letter of support. Mr. Brown stated that their next meeting will be held on February 28, 2018.

Mr. Kepler moved to approve the Oxford Regional Planning Committee Report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

OLD BUSINESS

Landhope Realty

Mr. Brown moved to adopt resolution number 2018-06 which was identified at the January 2, 2018 meeting but which was not present in writing to clarify the conditional and contingent approval granted at that time by motion which was not supported by a written resolution. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Appointment of Tax Collector

Mr. Kepler moved to appoint Marsha Getty as Tax Collector. Mr. Martin seconded the motion. Joel Brown Abstained. All in favor. MOTION CARRIED.

Ambulance Contract

Joel Brown moved to approve and pay the Ambulance Contract for 2018 in the amount of \$25,775.00 providing that Lower Oxford Township receive and review the revised contract. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Armstrong Communications

Mrs. Kinney reported that the Armstrong Communication Representatives were here on Thursday, February 8th to look over and discuss the new phone system. They are strongly recommending a designated IT person to work along with the phone system installation. Mrs. Kinney suggested Digitek Computer Services located in Oxford, PA.

NEW BUSINESS

Emergency Operations Plan Update for 2018

Joel Brown moved to approve Resolution 2018-07 to approve the update d Emergency Operations Plan Revision for 2018. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Traffic Signal Resolution 2018-08

Joel Brown moved to approve Resolution 2018-08 to allow the Chairman of the Board, to sign off on the Traffic Signal Application submittal to the PennDOT. Mr. Martin seconded the motion. All in favor. MOTION CA RRIED.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Mr. Brown made a motion to adjourn at 7:59 p.m. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Respectfully Submitted,



Deborah J. Kinney
Secretary/Treasurer

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