

Lower Oxford Township
Board of Supervisors Meeting Minutes
January 4, 2021

The Re-organizational Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building located at 220 Township Road, on Monday on January 4, 2021.

The following were in Attendance: Supervisors: Vice-Chairman, Kevin R. Martin; Member, Noël A. Roy; Secretary/Treasurer, Deborah J. Kinney; and eight guests. Chairman, W. Ronald Kepler was absent.

Mr. Martin, called the re-organizational meeting of the Board of Supervisors order at 7:00 p.m.

RE-ORGANIZATION OF LOWER OXFORD TOWNSHIP

Mr. Roy moved to appoint Deborah Kinney as Temporary Chairperson. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mrs. Kinney assumed position and called for a motion for Chairman of the Board. Mr. Martin moved to appoint Mr. Kepler as Chairman of the Board. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mrs. Kinney called for a motion for Vice-Chairman of the Board. Mr. Roy moved to appoint Mr. Martin as Vice-Chairman of the Board. All in favor. MOTION CARRIED.

Mr. Martin assumed position as Vice-Chairman and conducted the meeting in Chairman Kepler's absence.

Mr. Roy moved to re-appoint Deborah Kinney as full-time Secretary/Treasurer and Zoning Officer. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Accurate Building Inspections as third-party agency with the sole authority to administer and enforce the Uniform Construction Code Act. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Steven C. Price as full-time Roadmaster. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Randall A. Gray as full-time Roadman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Keystone Collections Group to collect the Earned Income Taxes. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint the Chester County Treasurer to collect the local Real Estate Taxes. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to re-appoint Noël Roy as the Fire Equipment & Ambulance Committee Member. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint W. Ronald Kepler as the Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin moved to reappoint Noël Roy as Deputy to the Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Deborah Kinney as the Recycling Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Light Heigel & Associates' Ed Fisher as the Township Engineer and pay according to their fee schedule at \$98 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Winifred Sebastian as the Township Solicitor at \$175 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Arthur L. Sagnor III, as the Zoning Hearing Board Solicitor. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Deborah Kinney as the Fire Hydrant Tax Collector. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Jay Eaton to the Historic Commission for another three-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Art Astle to the Recreation Authority for another five-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint W. Ronald Kepler as the Sewer Authority Representative for another five-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Alonzo Shoemaker to the Planning Commission Board as an alternate for another one-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Bill Hostetter to the Vacancy Board for another one-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Steve Barbone to the Zoning Hearing Board for another three-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Jarrett Hostetter as an alternate to the Zoning Hearing Board to serve a one-year term. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to recommend \$300,000 for the Treasurer's Bond to the Township Auditors. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay the Building Inspector according to the Fee Schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to set the mileage reimbursement rate at .56 cents per mile per the IRS 2021 fee schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Board of Supervisors regular monthly meeting schedule for 2021 be held on the second Monday of every month at 7:00 p.m. at the Township Building with the exception of the reorganizational meeting that is held the first Monday following New Year's Day which is January 3, 2022 at 7:00 p.m. and the elected auditors meeting held on Tuesday, January 4, 2022 at 7:00 p.m. and authorize the Secretary to advertise said meetings in the local paper accordingly. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the employee paid holidays for 2021 will be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution 2021-01 for the Earned Income Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution 2021-02 for the Real Estate Transfer Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution 2021-03 for Public Safety appointments designating Union Fire Co. No. 1 for fire protection and rescue service; the Union Fire Co. No. 1 Ambulance Division will provide basic life support emergency medical services; the Union Fire Co. No. 1 Fire Chief will determine air ambulance service providers and determine Automatic mutual aid for fire protection, rescue service and basic life-support emergency medical services; Southern Chester County Emergency Services will provide advanced life support emergency medical service; the Pennsylvania State Police of Avondale will provide police protection; and the contact person between

Lower Oxford Township and Chester County Department of Emergency Services shall be W. Ronald Kepler. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Open Space Tax will not be increased and remain at 0.5% for 2021. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Real Estate Tax will not be increased and remain at .00025 for 2021. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Chairman and Vice-Chairman of the Board be designated as endorses on all bank accounts. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that checks be endorsed by at least two designated parties: The Treasurer and the Chairman or Vice-Chairman, or in the absence of the Treasurer, both the Chairman and Vice-Chairman of the Board. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the General Fund remain at Fulton Bank. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Open Space Fund remain at Fulton Bank. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the State Fund remain at Citadel Federal Credit Union. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Escrow Fund remain at Citadel Federal Credit Union. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin commenced the Regular Board of Supervisor's meeting at 7:20 p.m.

Mr. Martin called for recognition of those asking to appear on the regular Board agenda. There were none.

Mr. Roy moved approve the minutes for the regular Board of Supervisor's meeting on December 14, 2020. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve and pay the bills from the General Fund in the amount of \$31, 122.72. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

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

Mrs. Kinney presented the correspondence.

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

Mr. Martin moved to approve the Code Enforcement Officer's report. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to deem the Runnymede Subdivision null and void unless an extension letter is received on or before February 7, 2021. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to deem the Wilson Subdivision null and void unless an extension letter is received on or before February 4, 2021. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve the Zoning Officer's report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

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

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

Mrs. Kinney reported on behalf of the Oxford Area Recreational Authority that it is now Lower Oxford Township's turn for trash duty at the park for the next six months. Scheduled meeting dates are January 21st, February 18th, March 18th, April 15th, September 16th, October 21st, November 18th, and December 16th at the Lower Oxford Township Building and July 15th and August 19th meetings will be held at the Oxford Area Regional Park located at 260 W. Oaks Road site, Oxford.

Mr. Brown reported that the Oxford Regional Planning Committee did not meet since the last Board of Supervisor's meeting. Their next meeting is scheduled for January 27, 2021 at 7:00 p.m.

Mrs. Kinney reported that she received \$865.21 for the Real Estate Taxes for December 2020.

Mr. Roy moved to approve the Tax Collector's report. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve and sign the 2021 Union Fire Company No. 1 Fire Protection Contract in the amount of \$64,891.00 and the Ambulance Contract in the amount of \$25,808.00. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mrs. Kinney reported that the Mazepink Zoning Hearing is scheduled for Wednesday, January 20, 2021 at 7:00 p.m.

Supervisor, Roy, stated that there is a Union Fire Company No. 1 meeting on Thursday, January 21, 2021.

Ms. Nancie Bescrypt asked if it would be okay to contact the Red Cross to do a blood drive at the Township Building. The Supervisors had no problem with the Secretary contacting the proper personnel to see if one can be scheduled.

Mr. Roy moved to adjourn at 7:27 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.