

Lower Oxford Township
Re-Organizational Board of Supervisors Meeting Minutes
January 10, 2022

The Re-Organization Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building located at 220 Township Road, on Monday, January 10, 2022.

The following were in Attendance: Supervisors, Kevin R. Martin, Noël A. Roy, and Robert McMahon; Secretary/Treasurer, Deborah J. Kinney; and five guests.

Mr. Martin, called the Re-Organizational Board of Supervisors meeting to order at 7:00 p.m. with the Pledge of Allegiance and a moment of silence.

Mr. Martin wanted to welcome Robert McMahon aboard as the newest elected Board member.

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

Ms. Kinney called for nominations for Chairman of the Board.

Mr. Roy moved to appoint Kevin Martin as Chairman. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED. (Mr. Martin assumed position as Chairman).

Mr. Martin called for nominations for Vice-Chairman of the Board.

Mr. McMahon moved to appoint Mr. Roy as Vice-Chairman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

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

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

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

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

Mr. McMahon 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 Deborah Kinney as the Recycling Coordinator. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint Engineering firm, Light-Heigel & Associates, Inc., Ed Fisher, as the Township Engineer and pay according to their fee schedule at \$99/hr. that reflects an increase of \$1.00 per hour. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to re-appoint Winifred Moran-Sebastian as the Township Solicitor at \$190.00 per hour that reflects an increase of \$15/hr. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

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

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

Mr. McMahon moved to re-appoint Steve Hoffman to the Recreation Authority Board for another five-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint William Lewis, Larry Moran, and Taylor Wilson to the Planning Commission Board for another five-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

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

Mr. Roy moved to approve Resolution No. 2022-05 to re-appoint Robert Pepple for another three-year term and appoint Jarrett Hostetter to fill the vacancy of Stephen Barbone. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint Dan Dolinger and Bob Ritchie to the UCC Appeals Board for whose terms end December 31, 2022. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint William Sumner and Bruce Vanderhoef to the UCC Appeals Board for whose terms end December 31, 2023. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint Gary Calibey and Jeff Young to the UCC Appeals Board for whose terms end December 31, 2024. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint Scott Moran to the UCC Appeals Board for whose term ends December 31, 2026. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

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

Mr. Roy moved to pay the extra help at a rate of \$20 per hour. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to recommend to the Elected Auditor's that the rate of pay for Supervisors as Extra Help at \$21.64/hr. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

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

Mr. Roy moved to pay the Zoning Hearing Board at a rate of \$40 for the first meeting and \$20 for each additional meeting. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to increase the Roadmaster's yearly salary to \$71,054.12. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to increase the Roadman yearly salary to \$60,421.84. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to increase the Secretary/Treasurer's yearly salary to \$63,500. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to set the mileage reimbursement rate at 58.5 cents per mile per the IRS 2022 Fee Schedule. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Board of Supervisors' Regular monthly meeting schedule for 2022 be held on the second Monday of every month at 7:00 p.m. at the Township Building with the exception of the organizational meeting that will be held on Tuesday, January 3, 2023, at 7:00 p.m. and the elected auditors meeting be held on Wednesday, January 4, 2023, at 7:00 p.m. and authorize the Secretary to advertise said meetings in the local paper accordingly. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved that the Employee Paid Holidays for 2022 will be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution No. 2022-01 for the Earned Income Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to adopt Resolution No. 2022-02 for the Real Estate Transfer Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to adopt Resolution 2022-03 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 Noël A. Roy. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution No. 2022-04 appointing Barbacane Thornton & Company as the Certified Public Accountants to complete the audit for FY2021 in lieu of the elected auditors. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved that the Open Space Tax will not be increased and remain at 0.5% for 2022. Mr. Roy 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 2022. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

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

Mr. McMahan 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. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the General Fund, Open Space Fund, and the ARPA Funds remain at Fulton Bank. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

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

Mr. Martin asked if anyone wanted to appear on the regular meeting agenda. There were none.

Mr. Roy moved to approve the minutes for the regular meeting on December 13, 2021. Mr. Martin seconded the motion. MOTION CARRIED. Mr. McMahan abstained.

Mr. Roy moved to approve the bills from the General Fund in the amount of \$52,073.27. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve Escrow Release No. 4 in the amount of \$107,583.00 for the Pine View Estate's Subdivision and Land Development Plan per Township Engineer's letter dated December 28, 2021. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

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

Mrs. Kinney presented the correspondence and stated that it is on file for public review upon request.

Mrs. Kinney stated she received a letter from the Pennsylvania Department of Environmental Protection dated December 14, 2021, approving an NPDES permit for Vail Hall at Lincoln University.

Mr. Roy moved to approve Resolution No. 2022-06 to extend the Reedville Business Park Land Development Plan until December 31, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve Resolution No. 2022-07 to extend the Reedville Village Land Development Plan until December 31, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to deem the H. Taylor Wilson 2-lot subdivision null and void unless a letter of extension is received on or before February 4, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

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

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

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

Mr. Brown reported that the Oxford Regional Planning Committee did not meet in December. Their next scheduled meeting will be virtual and will be held on Wednesday, January 26, 2022.

Mrs. Kinney collected \$345.92 from the Chester County Treasurer for the Real Estate Taxes and \$106.63 for the Fire Hydrant Taxes for the month of December 2021.

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

Mr. Roy moved to renew the Traffic Signal Maintenance Contract Proposal in the amount of \$875.00 for 2022 that will be reimbursed by the Wolfson Group in the amount of \$550 and B.K. Campbell Enterprises in the amount of \$275. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin stated that the Township provided a response to the private request to revise the Act 537 Plan for the Wyncote/Dambro subdivision and land development plan.

Mr. Roy moved to adjourn at 7:41 p.m. Mr. McMahon 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.