

**Lower Oxford Township**  
**Board of Supervisors Meeting Minutes**  
**April 11, 2022**

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building located at 220 Township Road, Oxford, PA 19363, on Monday, April 11, 2022.

The following were in Attendance: Supervisors: Kevin Martin, Noël A. Roy and Robert McMahon; Secretary/Treasurer, Deborah J. Kinney; Solicitor, Winifred Moran- Sebastian; and eight guests.

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

Mr. Martin called for public comments concerning items on the agenda. There were none.

Mr. Martin called for those asking to appear on the agenda. There were none.

**APPROVAL OF MEETING MINUTES**

*Mr. Roy moved to approve the minutes for the regular meeting on April 11, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

**APPROVAL OF BILLS - TREASURER**

*Mr. McMahon moved to approve the bills from the General Fund in the amount of \$60,884.04. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Escrow Release No. 5 in the amount of \$72,270.00 for Pine View Estates Phase 2 per Township Engineer letter dated April 8, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Escrow Release No. 6 in the amount of \$42,203.00 for Pine View Estates Phase 2 per Township Engineer letter dated April 8, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

Mrs. Kinney stated that she has received information from Meridian Bank in West Chester and Citadel Bank in Oxford to compare the best rates for savings and CD's. Mrs. Kinney recommended to the Board that the funds be transferred to Citadel Bank. Mr. Martin, Chairman, asked Mrs. Kinney to set up an appointment time with Citadel to transfer the funds.

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

**CORRESPONDENCE**

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

**ZONING OFFICER & CODES ENFORCEMENT**

Patriot Self-Storage LDP – 461A Limestone Road, Oxford, PA – 56-3-69.1B

Code Enforcement Officer, Deborah Kinney, stated that the Planning Commission approved a preliminary/final waiver for the Patriot Self-Storage LDP and passed along to the Board of Supervisors with contingencies.

Subdivision & Land Development Extensions

Mrs. Kinney stated that an extension letter was received on April 4, 2022, for the Wyncote/Dambro Subdivision and Land Development Plan that will expire on November 14, 2022.

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

**ENGINEER**

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

## **ROADMASTER**

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

## **OASA**

Mr. McMahon reported that the Sewer Authority met on Wednesday, March 16, 2022. He stated that there have no significant incidents to report regarding the operations of the plant. Mr. McMahon also stated that a purchase offer has been submitted and accepted by the Seller for Truist Bank building in East Nottingham Township and the Sewer Authority is moving forward with inspections.

## **OARA**

Mrs. Kinney reported that the Oxford Area Recreation Authority met on Thursday, March 17, 2022. The following items were discussed: 1) The chain blocking access to the Park's west parking lot will be removed April 1<sup>st</sup>. 2) Dedication for Mount America Memorial is planned for Memorial Day Weekend. 3) Dedication ceremonies for the new Natural Playground at the Oaks Road site will be held on Saturday, June 18<sup>th</sup> at 10:00 a.m. In the event of inclement weather, a rain date of Sunday, June 19<sup>th</sup> at 1:00 p.m. is scheduled. 4) The members will draft a letter to Engineers as they begin to explore the creation of a design plan for Oaks Road site.

## **EMERGENCY MANAGEMENT**

Mr. Roy reported that information regarding the hospital closing has been quiet. Mr. Roy further stated that he will be attending a meeting regarding Chester Water Authority at Penn Township on Tuesday, April 15<sup>th</sup>.

## **OXFORD REGIONAL PLANNING COMMITTEE**

Mr. Brown reported that the ORPC met virtually on March 30<sup>th</sup>. Mr. Brown reported that Benny Nein, Technical Services Specialist, discussed the Natural Resources Inventory Interactive Map that can be a useful tool for land conservation and resource protection planning. The ORPC voted to support the Brandywine Conservancy and Conservation District in applying for a Dockstader Grant. Mr. Brown further stated that the municipalities are in favor of adopting the IFC (International Fire Code). The next ORPC meeting will be held on Wednesday, April 27, 2022, and will discuss the history of Oxford's Comprehensive Plan.

## **TAX COLLECTOR**

Mrs. Kinney collected a total of \$154.71 for Real Estate Taxes for March 2022. There were no monies collected for Fire Hydrant Taxes for FY2021.

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

## **NEW BUSINESS**

### Uncollectable County Real Estate Tax Liens – John A. Sweeney – 56-10A-6

*Mr. Roy moved to exonerate the uncollectable Real Estate Taxes in the amount of \$8.20 for Tax Parcel 56-10A-6 due to the property being annexed into 56-10A-7 in November of 2016 and authorize the Secretary/Treasurer to notify the Tax Claim Bureau of Chester County. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

### Special Exception – Zoning Hearing Board Hearing – 110 Cheek Road, Oxford – 56-4-82 – Murray Miles

*Mr. McMahon moved to recommend to the Zoning Hearing Board that they are in favor of granting the Special Exception application for 110 Cheek Road, Oxford, PA, further identified by Tax Parcel 56-4-82. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

### Ag Conservation Easement Purchase Agreement – Craig & Crystal Martin - 390 Roney's Corner Road, Oxford, PA

*Mr. McMahon moved to execute the Agricultural Purchase Agreement of Sale and Funding Agreement for Craig & Crystal Martin for 52.7 acres of property located at 390 Roney's Corner Road, Oxford, Chester County, Pennsylvania, further identified by Tax Parcel No. 56-7-93- in the amount of \$106,812.36. Mr. Roy seconded the motion. Mr. Martin abstained. MOTION CARRIED.*

## **OLD BUSINESS**

### Heiserman – 1013 Hopewell Road, Oxford, PA - SFPM

Kevin Sech, HILBEC Engineering & Geosciences, LLC, stated that the house related to this project is situated in East Nottingham Township, however, the 1.3 acres where the applicant is asking permission for stream discharge is situated in Lower Oxford Township. Solicitor, Winnie Sebastian, stated that the Township is requiring financial security in the event the proposed stream discharge system fails.

### Wyncote/Dambro SD & LDP (Parisi Tract)

Solicitor, Winnie Sebastian, stated that a letter from DEP dated March 21, 2022, has denied the request from the applicant requesting that Lower Oxford Township revise their Act 537 Plan to include this subdivision and land development project into their sewer service area.

## **OTHER BUSINESS**

### Pine View Estates – Forced Main Agreement

Solicitor, Winnie Sebastian, stated that the Township signed an agreement with developer, B.K. Campbell on December 9, 2019, to purchase sewer capacity on Baltimore Pike in the amount of \$435,000. It was the intention of the Township Board of Supervisors that the money would be recovered with future sewer connections. She further stated that the agreement allows the Board of Supervisors the right to obtain from the developer as-built plans, a cost breakdown, and an analysis of the fees for Township auditing purposes.

### FEMA Grant

The Board of Supervisors met virtually with FEMA at the Lower Oxford Township Building on April 7, 2022, at 11:00 a.m. regarding a grant for damage due to Hurricane IDA. A Recovery Scope meeting will be held on Thursday, April 14, 2022, at 1:30 p.m. for the next phase of the process.

### 2021 Financial Audit – Barbacane Thornton

An audit was conducted during the week of February 14, 2022, by Barbacane Thornton for FY2021. A letter was received dated March 31, 2022, indicating that there were “No Findings”. A Statement of Financial Condition was included, and the Secretary/Treasurer advertised in the Daily Local News on Monday, April 4<sup>th</sup> in accordance with PSATS guidelines.

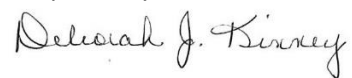
## **PUBLIC COMMENTS**

There were no public comments.

## **ADJOURNMENT**

*Mr. Roy moved to adjourn at 7:39 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.