

**Lower Oxford Township**  
**Board of Supervisors' Meeting Minutes**  
**December 12, 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, December 12, 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 seven 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.

**Recognition of Those Asking to Appear on the Agenda:**

*Mr. McMahon moved to amend the agenda to include a request for a donation from the Light House Youth Center in Oxford, PA to support their operations. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

Mr. Martin called for public comments regarding this amendment. There were none. The Board of Supervisors discussed this request for a donation to the Light House Youth Center, however, Solicitor Sebastian stated that because this is a religious organization, the Township should not make a donation.

**APPROVAL OF MEETING MINUTES**

*Mr. Roy moved to approve the minutes for the regular meeting on November 14, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

**APPROVAL OF BILLS - TREASURER**

*Mr. Roy moved to approve the bills from the General Fund in the amount of \$61,000.77. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Escrow Release #1 for the Pine View Estates Phase III project in the amount of \$105,103.00 per recommendation of the Township Engineer's letter dated November 30, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve the Treasurer's report. Mr. McMahon 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**

*Mr. McMahon moved to approve a waiver from §303 of the Subdivision and Land Development Ordinance for a preliminary/final plan for the Patriot Self Storage Land Development Plan. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Resolution No. 2022-23 for the Patriot Self Storage Land Development Plan located at 461A Limestone Road, Oxford, Pennsylvania, Chester County in Final Form contingent upon a satisfactory financial agreement being approved by the Township, obtainment of an approved Highway Occupancy Permit from the Pennsylvania Department of Transportation, a recorded maintenance agreement for the access drive, a maintenance agreement showing that the access drive does not qualify for Township dedication, an approval letter from Pennsylvania Department of Transportation for the outlet pipe from the proposed stormwater maintenance basin connecting to the existing inlet box located in the Limestone Road right-of-way, and approval of a Stormwater Operation and Maintenance Agreement. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

Matt Yates presented a sketch plan to the Board of Supervisors for the property located at 2005 Baltimore Pike, Oxford, PA 19363. He is proposing a seven-lot commercial/industrial subdivision and land development plan. The Planning Commission previewed the sketch plan at their November 21<sup>st</sup> meeting. The plan was accompanied by the Township Engineer's letter dated November 18, 2022. Mr. Yates would like to hook up to public water if it is feasible.

*Mr. McMahon moved to approve Resolution No. 2022-21 to grant an extension for the Reedville Business Park Subdivision and Land Development Plan until December 23, 2023. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve Resolution No. 2022-22 to grant an extension for the Reedville Village Subdivision and Land Development Plan until December 23, 2023. Mr. Roy 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.*

#### **ENGINEER**

*Mr. Roy moved to approve the Engineer's report that is on file at the Township Office. Mr. McMahon seconded the motion. All in favor. Motion carried.*

#### **ROADMASTER**

*Mr. Roy moved to approve the Roadmaster's Report that is on file at the Township Office. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

#### **OXFORD AREA SEWER AUTHORITY**

Ms. Kinney reported that the Sewer Authority anticipates being in the new building on or before December 21<sup>st</sup>. Mr. Busch met with Sunny Dell Foods regarding additional tapping fees. The Sewer Authority approved the following for the Baltimore Pike Sewer Line: a resolution for the "*Dedication of Pump Station and Phase 1 and 2 Collection Sewers and Resolution to Impose Reimbursement Part Tapping Fees*"; a resolution to "*Accept Deed of Dedication of Pump Station*"; a resolution for the "*Approval of the Baltimore Pike Forced Main*"; and an "*Amended and Restated Agreement Regarding Tapping Fees.*" The next scheduled meeting will be held on December 21<sup>st</sup> at 7:00 p.m. at the Lower Oxford Township Building.

#### **OXFORD AREA RECREATION AUTHORITY**

Joe Starcheski (East Nottingham Township) resigned from the Board. A new member, Jennifer Seymore (West Nottingham Township), was welcomed to the Board. The deadline for the PECO grant was missed this year. The Halloween Event was affected by the cold weather. The shredder event was well attended. The 2023 Budget was approved.

#### **HISTORICAL COMMISSION**

Mr. Eaton stated that the Lower Oxford Township Historic Commission is currently working on the "History of the Oxford Area Association."

#### **EMERGENCY MANAGEMENT**

Mr. Roy reported that there is nothing new to report for Emergency Management for November.

#### **OXFORD REGIONAL PLANNING COMMITTEE**

Mr. Brown reported that the Oxford Regional Planning Committee held a virtual meeting on December 1<sup>st</sup>. He stated that the Oxford Borough is working on a Fire/EMS and stormwater fee. Steven Buck, CCPC Trails Planner, made a presentation "*DVRPC/PennDOT Connects Bicycle Friendly Resurfacing Program*". This bike trail will extend from Oxford to Cochranville. When PennDOT resurfaces Route #10, they will place the striping and signage on the roadway. Each municipality will then be responsible for the upkeep and maintenance of the striping and signage. Route #10 North exceeds the 45 mph and it will not qualify for the bike path. This program is optional for each municipality. Mr. Brown stated that a grant has been awarded to help update the MS4. The multi-municipal Comprehensive Plan Update will begin in April 2023.

**TAX COLLECTOR**

Mrs. Kinney collected a total of \$335.72 from the Chester County Treasurer for the real estate taxes for the month of November 2022. There were no fire hydrant taxes collected for November.

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

**NEW BUSINESS**

*Mr. Roy moved to approve and adopt the 2023 Budgets for the General Fund, State Fund, Open Space Revenue Fund, and ARPA Fund. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve and sign the 2023 Union Fire Company No. 1 Fire Protection Contract in the amount of \$96,496.00 and the 2023 Ambulance Contract in the amount of \$69,589.00. Mr. Roy seconded them motion. All in favor. MOTION CARRIED.*

The Oxford Area Historical Association's Betsy Mark and Krystine Sipple made a presentation to the Board of Supervisors for a new building purchased in the Oxford Borough and asked the Board of Supervisors to consider a donation from the Township's ARPA Funds.

**OLD BUSINESS** – None.

**OTHER BUSINESS** – None.

**PUBLIC COMMENTS** – None.

**ADJOURNMENT**

*Mr. Roy moved to adjourn at 8:12 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.