

**Lower Oxford Township**  
**Re-Organizational Board of Supervisors Meeting Minutes**  
**January 3, 2023**

The Re-Organization Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building located at 220 Township Road, on Tuesday, January 3, 2023.

The following were in Attendance: Supervisors, Kevin R. Martin, Noël A. Roy, and Robert McMahon; Roadmaster, Steven C. Price; Secretary/Treasurer, Deborah J. Kinney; and six 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. 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. McMahon 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. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Steven C. Price as full-time Roadmaster. Mr. McMahon 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. McMahon moved to re-appoint the Chester County Treasurer to collect the local Real Estate Taxes. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to re-appoint Supervisor, Noël A. 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 \$105/hr. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to re-appoint Winifred Moran-Sebastian as the Township Solicitor at \$190.00 per hour that reflects an increase of \$15/hr. Mr. Roy 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. Roy moved to appoint Deborah Kinney as the Sewer Authority Representative for a five-year term. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint Jake DeWees to the Planning Commission Board for another five-year term. Mr. Roy 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. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint Teri D'Ignazio to the Historic Commission for another three-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

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

Mr. McMahon moved to re-appoint Dan Dolinger to the UCC Appeals Board for whose terms end December 31, 2023. 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. Martin asked if anyone objects to entering into an executive session to discuss employee salaries. Seeing no objections, the Board of Supervisors entered into an executive session at 7:06 p.m. Mr. Martin reconvened the meeting at 7:12 p.m.

Mr. McMahon moved to pay the extra help at a rate of \$21.40 per hour. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

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

Mr. McMahon moved to pay the appointed Building Inspector according to the Fee Schedule. Mr. Roy 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 \$78,852.12. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to increase the Roadman yearly salary to \$67,096.10. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to increase the Secretary/Treasurer's yearly salary to \$78,852.12. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to set the mileage reimbursement rate at 62.5 cents per mile per the IRS 2023 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 2023 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 2, 2024, at 7:00 p.m. and the elected auditors meeting be held on Wednesday, January 3, 2024, 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. McMahon moved that the Employee Paid Holidays for 2023 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. 2023-01 for the Earned Income Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to adopt Resolution No. 2023-02 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. McMahon moved to adopt Resolution 2023-03 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. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to adopt Resolution No. 2023-04 appointing Barbacane Thornton & Company as the Certified Public Accountants to complete the audit for FY2022 in lieu of the elected auditors. Mr. Roy 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 2023. Mr. McMahon 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 2023. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon 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. McMahon moved 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. McMahon seconded the motion. All in favor. MOTION CARRIED.*

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

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Regular Board of Supervisors Meeting

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*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 12, 2022. Mr. McMahon seconded the motion. MOTION CARRIED. Mr. McMahon abstained.*

*Mr. Roy moved to approve the bills from the General Fund in the amount of \$45,827.38. 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.*

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

*Mr. Roy moved to approve the Stormwater Management Operation and Maintenance Agreement for the Jewett-Tsiarinjegne that was approved by the Township Engineer by letter dated September 14, 2022. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve Resolution No. 2023-05 for the Sewage Facilities Planning Module for the Lincoln University, Lincoln House and the Bond House located at 1570 Baltimore Pike, Lincoln University, PA 19352 further identified by Tax Parcel No. 56-4-63E. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to deem the Mitchell Glenn 2-lot subdivision null and void unless a letter of extension is received on or before February 8, 2023. 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, 2023. 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. Price, Roadmaster, stated to get the new truck in time for next year, the order must be placed now.

*Mr. Roy moved that the Roadmaster place the order for the new truck now to get it in time for next year. Mr. McMahon 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 2022. Their next scheduled meeting will be held by virtual zoom meeting on Wednesday, January 25, 2023.

Mrs. Kinney reported the following on behalf of the Oxford Area Recreation Authority: The OARA met on Thursday, November 17, 2022, at the Lower Oxford Township Building. Jeff Sanders was welcomed as the newest member from Elk Township. The Oxford Borough will be responsible for trash removal from January thru June 2023. The west parking lot is closed to avoid vandalism. There have been several incidents of dog park users having wallets lost or stolen so they are asking everyone to lock their vehicles. Ms. Miller will start taking reservations for the ballfields beginning February 1<sup>st</sup>. The meeting schedule for May, July, and September will be at the park pavilion and June and August will be held at the Oaks Road parcel. The rest of the year will be held at the Lower Oxford Township Building. The Authority is currently working on a mission statement.

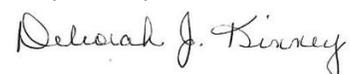
Mrs. Kinney collected \$230.90 from the Chester County Treasurer for the Real Estate Taxes and \$374.29 for the Fire Hydrant Taxes for the month of December 2022.

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

*Mr. Ed Farber wanted to thank all the Township committee members, employees, and Supervisors, for their great efforts this past year and wished them well and a Happy New Year.*

*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.