

**Lower Oxford Township  
Regular Board of Supervisors Meeting Minutes  
May 8, 2023**

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building located at 220 Township Road, on Monday, May 8, 2023.

The following were in Attendance: Chairman, Kevin R. Martin; Vice-Chairman, Noël A. Roy; Member, Robert McMahon; Secretary/Treasurer, Deborah J. Kinney; Winnie Moran-Sebastian; and six guests.

Mr. Martin called the Regular Board of Supervisors meeting to order at 7:00 p.m. with the Pledge of Allegiance.

Mr. Martin asked if there were any comments concerning items on the agenda.

Amendments to Agenda

Mr. Roy moved to amend the agenda to include the OARA Grant Application to DCED. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to amend the agenda to include the Stormwater Ordinance Adoption updates. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Recognition of Those Asking to Appear on the Agenda

Mr. Amos Petersheim, Oxford Produce Auction, would like to add onto the building 15,000 sq. ft. He stated he would use a large portion of the existing parking lot to prevent stormwater issues. Ms. Kinney stated that in speaking with the Township Engineer, the plan would require an E&S plan along with a land development plan that should include as-builts. The Board of Supervisors agreed that the addition should go through land planning and suggested to Mr. Petersheim that he contact an Engineer or Land Surveyor to complete the land development plan and forward a formal submission to the Township for review and approval.

Mr. David Jenkins and Mr. Charles Boohar, Bailey Drive Residents, expressed concerns with Valleybrook RV located behind them at 141 Union School Road. Both gentlemen stated that the flood lighting that Valleybrook RV has recently installed is encroaching into their bedrooms at night making it difficult to sleep and invading their privacy. Ms. Kinney stated that the concern could be brought up at the Zoning Hearing on May 10, 2023. On another subject, Mr. Boohar stated that lines were painted on Union School Road two years ago and since it was recently paved no lines have been put back. Roadmaster, Steve Price, said he will repaint the lines.

Approval of Meeting Minutes

Mr. Roy moved to approve the meeting minutes for the regular meeting held on April 10, 2023. Mr. McMahon seconded the motion. MOTION CARRIED.

Treasurer

Mr. Roy moved to approve the bills from the General Fund in the amount of \$68,494.90. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve Escrow Release #5 in the amount of \$77,694.00 for the Pine View Estates Phase III project by Township Engineer's recommendation letter dated May 5, 2023. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve Escrow Release #6 in the amount of \$95,820.00 for the Pine View Estates Phase III project by Township Engineer's recommendation letter dated May 5, 2023. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve Bond Release No. 1 in the amount of \$736,586.70 for the Keystone Custom Homes, Ballymeade Project, by Township Engineer's recommendation letter dated March 14, 2023, leaving a remaining balance of \$48,881.50. Mr. Roy 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

Chairman Martin stated that the correspondence list is available on the table at the back of the meeting room.

### Zoning Officer

*Mr. Roy moved to approve the Sewage Facilities Planning Module for the Mitchell Glenn 2-Lot Subdivision and Lot Add-on located at 4401 Forge Road, Oxford, Chester County, Pennsylvania, further identified by Tax Parcel No. 56-7-42.1, by Resolution No. 2023-11 and authorize the Secretary to submit to the Pennsylvania Department of Environmental Protection for review. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve a six-month extension request for the Mitchell Glenn 2-Lot Subdivision and Lot Add-On located at 4401 Forge Road, Oxford, Chester County, Pennsylvania, further identified by Tax Parcel No. 56-7-42.1, in order to meet the requirements of the Subdivision and Land Development Ordinance by Resolution 2023-12. 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. McMahon moved to approve the Engineer's report. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

### Roadmaster

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

Oxford Area Sewer Authority - Mrs. Kinney reported the status on the following projects: Langston Subdivision – review of project escrows and security agreement are progressing; Wicklow Subdivision – Work continues on the South Baltimore Pike line; Moran Tract – Revision of the development site plan has been submitted to the Borough of Oxford; Herr Foods – The Authority is now receiving non-processed waste from Herr Foods and there is an engineering work order (EWO) to have the pump station incorporated in the Wicklow Subdivision COLDS (Community On-Lot Disposal System). Quarterly bill payments are now being received; shutoffs have been processed; and three properties will be processed for foreclosures for non-payment of sewer bills.

Oxford Area Recreational Authority – No report.

Historical Commission – No report.

Emergency Management - Mr. Roy reported that there was a shooting incident at the Lincoln University Campus in April but was not notified by Emergency Management or State Police regarding the incident.

Oxford Regional Planning Committee - Mr. Brown reported that the Committee did not meet in April. The next virtual meeting will be held on May 24, 2023, and updates to the Comprehensive plan will be discussed.

Tax Collector - Mrs. Kinney collected \$363.30 for the Fire Hydrant Taxes and is awaiting notification of collections for Real Estates Taxes from the Chester County Treasurer for April 2023.

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

New Business – None.

Old Business – None.

### Other Business

*Mr. Roy moved to approve a Text Amendment request for the R-4 Zoning District to allow rear yard setbacks for high-density housing to be reduced from 30' to 10'. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

Solicitor, Sebastian, stated that she received a proposed franchise agreement from Comcast. She would like the Township to conduct a survey for internet needs in the Township. Ms. Kinney will research methods of conducting a needs analysis survey for the Township residents. Mr. Roy stated that he would contact the Oxford Library and obtain the information they used for their broadband survey.

*Mr. Roy moved to authorize the Solicitor and Engineer to work on the Stormwater Ordinance Amendment updates and advertise accordingly. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

Bid Letting

*Mr. McMahon moved to award the Equipment Rental bid in the amount of \$49,762.50 to Long's Asphalt for the 2023 State Road Project. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to award the Seal Coat bid in the amount of \$94,500.00 to Asphalt Industries, Inc., for the 2023 State Road Project. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to award the Fuel Bid in the amount of \$16,461.00 for the 2023 Diesel Fuel contract and in the amount of \$3,027.20 for the 2023 Heating Fuel contract to Alger Oil, Inc. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to adjourn at 8:55 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.