

## **Lower Oxford Township Regular Board of Supervisors Meeting Minutes October 9, 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, October 9, 2023.

The following were in Attendance: Chairman, Kevin R. Martin; Vice-Chairman, Noël A. Roy; Member, Robert McMahon; Secretary/Treasurer, Deborah J. Kinney; Solicitor, 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. There were none.

### **RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA**

Ms. Watters requested to speak when the Oxford Sewer Authority report is read.

### **APPROVAL OF MEETING MINUTES**

*Mr. Roy moved to approve the meeting minutes for the regular meeting held on September 11, 2023. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

### **TREASURER**

*Mr. Roy moved to approve the bills from the General Fund in the amount of \$127,380.89 and from the State Fund in the amount of \$151,163.90. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve escrow release no. 1 for the Patriot Self Storage Land Development Plan in the amount of \$443,181.00 leaving a remaining a balance of \$125,438.00 per Township Engineer's letter dated September 19, 2023. 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. McMahon moved to approve a financial security waiver request for Lincoln University's Manuel Rivero Gymnasium renovation project contingent upon Department of General Services hold the performance bonds and/or final payment to the general contractor until the Township and the Chester County Conservation District has performed and approved final inspection of the site, stormwater facilities, and other required site improvements by Township Engineer's letter dated August 22, 2023. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Resolution No. 2023-16 for the John S. and Malinda Fisher's Sewage Facilities Planning Module for the property located at 187 Scroggy Road, Oxford, Chester County, Pennsylvania 19363, further identified by Tax Parcel No. 56-8-38.6 and authorize the Secretary/Treasurer to forward to the Pennsylvania Department of Environmental Protection for further review and approval. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Resolution No. 2023-17 to extend the Mitchell Glenn 2-Lot Subdivision and add-on plan located at 4401 Forge Road, Nottingham, Chester County, Pennsylvania 19363, further identified by Tax Parcel No. 56-7-42.1 and 56-7-46 an additional ninety days that will expire on January 7, 2024.*

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

**OXFORD AREA SEWER AUTHORITY** - Mrs. Kinney stated that the Authority met on Wednesday, September 20, 2023, at 7:00 p.m. Total revenue collected in the amount of \$605,560.92 and Expenditures in the amount of \$138,121.00 for August 2023. Total bills paid were in the amount of \$323,961.47. As of September 20, 2023, there are no outstanding septage bills 30 days or more past due. There were ninety-four shut-off's totaling \$57,852.08. There was no new developer activity to report. The claim submitted for the damage to the spray nozzles during the August storm was paid in the amount of \$49,000.00. The lagoon dredging will begin the first week of October. A resolution was passed to increase sewer bills by 2%.

**OXFORD AREA RECREATIONAL AUTHORITY** – The Haunted Park & Hayride is scheduled for Friday, October 13<sup>th</sup> and Saturday, October 14<sup>th</sup>. Each evening there will be a family friendly hayride with gentle scare from 6 to 7 p.m. and from 7 to 10 p.m. there will be a “full force scare.” The first Spooky Park and Treats (free event) will be held on Saturday, October 14<sup>th</sup> from noon to 3 p.m. There will be trunk or treat, games, vendors, etc. The Townships/Borough should have received the Draft 2024 Budget earlier this month.

**HISTORICAL COMMISSION** – No report.

**EMERGENCY MANAGEMENT** - Mr. Roy stated that there is nothing new to report.

**OXFORD REGIONAL PLANNING COMMITTEE** - Mr. Brown reported that the ORPC held a virtual meeting on Wednesday, September 27, 2023. There was a municipal update on the fire that occurred in the Borough. The Borough of Oxford is hoping to clean up as quickly as possible. There were funds that were earmarked for a few other projects that they are hoping to reallocate to the rebuilding. The Oxford Borough will take the lead for the funding of the upcoming Comprehensive Plan. The County has submitted land use maps to the municipalities and Borough to review and mark any changes. The next scheduled virtual meeting will be held on October 25, 2023.

**TAX COLLECTOR** - Mrs. Kinney collected \$893.77 for September Real Estate Taxes and there were no Fire Hydrant Taxes collected for September 2023.

*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 the revised Oxford Regional Planning Committee's Vision Partnership Program Technical Assistance Service Agreement in the amount of \$5,100.00. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to adopt Resolution 2023-18 to enter into a replacement contract and agreement with the Chester County Treasurer for collection of Real Estate Taxes denoting an increase to \$4.00 per tax bill and \$2.00 per reminder notice subject to the Township Solicitor's approval. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to accept the proposal from Baer Electric for a back-up generator to be installed at the Township Building in the amount of \$19,050.00. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to observe Trick or Treat on Tuesday, October 31, 2023, from 6:00 p.m. until 8:00 p.m. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

#### **OLD BUSINESS - NONE**

#### **OTHER BUSINESS**

*Mr. Roy moved to set the budget hearing date for Tuesday, October 24, 2023, at 10:30 a.m. for the FY2024 Budget Hearing and authorize the Secretary/Treasurer to advertise accordingly. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

**PUBLIC COMMENTS**

Resident Chris Watters expressed her concerns to the Board of Supervisors regarding the spray nozzles at the Ross sprayfield that aren't functioning properly. Also, a tree was replaced that was not the same size as the original dead tree. She said that according to the Conditional Use Hearing any trees that needed to be replaced were to be replaced with trees of the same species and size. Solicitor Sebastian will look at the Conditional Use Hearing and send a letter to the Oxford Sewer Authority and Ms. Kinney can follow up at the next monthly meeting.

Ms. Blair Fleischmann questioned a waiver from the stormwater ordinance §306.A and §370.1.B. for the Reedville Village and the Reedville Business Park that was approved at the August 14, 2023, Board of Supervisors meeting. Ms. Kinney asked Ms. Fleishmann to submit a Right-To-Know Request for this information.

Mr. Ed Farber stated that the Township might want to make sure that the quote for Baer Electric included the natural gas lines that will need to be installed to support the 32KW generator.

*Mr. Roy moved to adjourn at 7:50 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.