

**Lower Oxford Township**  
**Re-Organizational Board of Supervisors Meeting Minutes**  
**Tuesday, January 2, 2024**

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 2, 2024.

The following were in Attendance: Supervisors: Kevin R. Martin and Noël A. Roy; Secretary/Treasurer, Deborah J. Kinney; and five 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 Chairperson. Mr. Martin 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. Martin 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. Martin moved to appoint Mr. Roy as Vice-Chairman. Mr. Roy 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. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Steven C. Price as full-time Roadmaster. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Randall A. Gray as full-time Roadman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy 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. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Keystone Collections Group to collect the Earned Income Taxes. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint the Chester County Treasurer to collect the local Real Estate Taxes. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Martin moved to re-appoint Supervisor, Noël A. Roy, as the Fire Equipment and Ambulance Committee member. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Deborah Kinney as the Recycling Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy 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. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Winifred Moran-Sebastian as the Township Solicitor at \$190.00 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Arthur L. Sagnor, III as the Zoning Hearing Board Solicitor. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Deborah Kinney as the Fire Hydrant Tax Collector. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint John Williams to the Planning Commission Board for another five-year term that will expire December 31, 2028. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Joel Brown to the Planning Commission Board for another five-year term that will expire December 31, 2028. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Robert J. McMahon to the Planning Commission Board as an alternate for another one-year term that will expire December 31, 2024. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Jay Eaton to the Historic Commission for another three-year term that will expire December 31, 2026. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Bill Hostetter to the Vacancy Board for another one-year term that will expire December 31, 2024. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint William Sumner to the UCC Appeals Board whose term will expire December 31, 2025. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Gary Caliby to the UCC Appeals Board whose term will expire December 31, 2026. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to appoint Steve Baer to the UCC Appeals Board whose term will expire December 31, 2027. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to appoint Steve Kryak to the UCC Appeals Board whose term will expire December 31, 2028. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Jeff Young to the UCC Appeals Board whose term will expire December 31, 2029. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to use the Daily Local News for legal advertisements for 2024. Mr. Martin 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. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to pay the appointed Building Inspector according to the Fee Schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to pay the extra help at a rate of \$22.93 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Martin 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. Roy moved to pay the Zoning Hearing Board at a rate of \$60 for each meeting. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to increase the Roadmaster's salary by \$1.90 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Martin moved to increase the Roadman's salary by \$1.90 per hour. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to increase the Secretary/Treasurer's salary by \$1.90 per hour. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to set the mileage reimbursement rate at .67 cents per mile per the IRS 2024 Fee Schedule. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved that the Board of Supervisors' Regular monthly meeting schedule for 2024 be held on the second Monday of every month at 7:00 p.m. at the Township Building with the exception of the re-organizational meeting that will be held on Tuesday, January 6, 2025, at 7:00 p.m. and the elected auditors meeting be held on Wednesday, January 7, 2025, at 7:00 p.m. and authorize the Secretary to advertise said meetings in the local paper accordingly. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved that the Employee Paid Holidays for 2024 will be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to adopt Resolution No. 2024-01 for the Earned Income Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to adopt Resolution No. 2024-02 for the Real Estate Transfer Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Martin moved to adopt Resolution 2024-03 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. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to adopt Resolution No. 2024-04 appointing Barbacane Thornton & Company as the Certified Public Accountants to complete the audit for FY2023 in lieu of the elected auditors. Mr. Martin 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 2024. Mr. Martin 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 2024. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved that the Chairman and Vice-Chairman of the Board be designated as endorsers on all bank accounts. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy 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. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved that the General Fund, Open Space Fund, Escrow Fund and the ARPA Funds remain at Citadel Bank. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

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### **Regular Board of Supervisors Meeting**

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

Ms. Watters, Wyncote HOA President, asked if it was possible for the Township to forward stormwater plans to the HOA for a review. Zoning Officer, Kinney, stated that the Township is under no obligation to forward stormwater plans to HOA's, but she would consult with the Township Engineer and Solicitor on the matter.

#### **APPROVAL OF MEETING MINUTES**

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

#### **TREASURER**

*Mr. Roy moved to approve the bills from the General Fund in the amount of \$55,480.17. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

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

Mrs. Kinney stated that an extension letter was received dated December 29, 2023, for the Henry T. Wilson 2-Lot Subdivision located at 5005 Forge Road, Nottingham, PA, that will expire on February 4, 2025.

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

**ROADMASTER**

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

**EMERGENCY MANAGEMENT** – No report.

**OXFORD AREA SEWER AUTHORITY** – Mrs. Kinney reported that the Sewer Authority met on Wednesday, December 20, 2023, at 7:00 p.m. Unfortunately, the Oxford Sewer Authority was not awarded the CFA Grant. A letter was received from Lower Oxford Township regarding a residents' concern with a recent tree replacement and broken spray nozzles at the Ross Sprayfield. A driveway addition was proposed to the Sewer Board regarding the Osborne Spray Field and the Amish Produce Auction. Ms. Kinney had zoning concerns regarding the proposal. The Sewer Board agreed to table this item until January's meeting.

**OXFORD REGIONAL PLANNING COMMITTEE** - Mr. Brown reported that the first task force meeting for the Multi-municipal Comprehensive Plan update will begin on January 24, 2024, at 7:00. The official kick-off meeting will be held on Wednesday, February 28, 2024, at the Herr's Complex at 6:00 p.m.

**TAX COLLECTOR** - Mrs. Kinney reported that she collected \$274.75 for the Fire Hydrant Taxes for November 2023.

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

**OLD BUSINESS** – None

**NEW BUSINESS**

*Mr. Roy moved to accept the Agricultural Security Application for Stoney Bend Farm LLC, located at 411 Pennsgrove Road, Lincoln University, Chester County, Pennsylvania, further identified by Tax Parcels 56-5-6 ad 56-5-6.1 for review. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve and sign the 2024 Signal Service Maintenance Contract Agreement for Route #10 and Oxford Commons Main Entrance, Route #10 and Oxford Commons South Entrance, and Route #10 and Conner Road. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

**OLD BUSINESS** – None

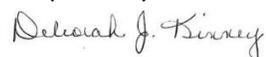
**PUBLIC COMMENTS**

Ms. Brady asked if there were any updates on the Christiana Care Hospital at Jennersville because she heard that they may demolish it. Mr. Roy stated he will follow-up.

Ms. Watters stated that a stop sign located at Citadel Bank is covered by trees and people are not stopping for the stop sign. Ms. Kinney stated that she will contact the Wolfson Group to make them aware.

*Mr. Roy moved to adjourn at 8:02 p.m. Mr. Martin 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.