

**Lower Oxford Township**  
**Regular Board of Supervisors Meeting Minutes**  
**Monday, November 11, 2024**

The Regular Meeting of the Lower Oxford Township Board of Supervisors was held at the Township Building located at 220 Township Road, Oxford, Pennsylvania, 19363, on Monday, November 11, 2024, at 7:00 p.m.

**THE FOLLOWING WERE IN ATTENDANCE:** Chairman, Kevin R. Martin; Vice-Chairman, Noël A. Roy; Member, Robert J. McMahon; Secretary/Treasurer, Deborah J. Kinney; Solicitor, Winifred Sebastian; and eight guests.

**CALL TO ORDER**

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.

Chairman Martin called for comments concerning items on the agenda. There were none.

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

Mr. Hauser who resides at 110 Widdowson Road, Upper Oxford Township, inquired if Muddy Run Road would be paved on the Lower Oxford Township side. He is concerned that if it is paved, it would encourage people to speed up and the gravel keeps the vehicles slowed down. The Board of Supervisors stated that they are not aware of any imminent plans to pave Muddy Run Road.

**APPROVAL OF MEETING MINUTES**

*Mr. Roy moved to approve the meeting minutes for the regular meeting held on October 14, 2024. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

**TREASURERS' REPORT**

*Mr. McMahon moved to approve the bills from the General Fund in the amount of \$635,990.83. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

**Escrow Releases**

*Mr. Roy moved to approve partial escrow release no. 2 for the Reedville Village Phase 1 Subdivision and Land Development Plan in the amount of \$227,545.00 by recommendation of Township Engineer's letter dated November 11, 2024, leaving a remaining balance of \$1,226,148.00 for the guarantee until additional work is completed. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve partial escrow release no. 2 for the Reedville Business Park Subdivision and Land Development Plan in the amount of \$101,267.00 by recommendation of Township Engineer's letter dated November 11, 2024, leaving a remaining balance of \$720,050.00 for the guarantee until additional work is completed. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve partial escrow release no. 3 for the Pine View Estates Subdivision and Land Development Plan in the amount of \$132,745.00 by recommendation of Township Engineer's letter dated November 11, 2024, leaving a remaining balance of \$315,198.00 for the guarantee until additional work is completed. 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**

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

**ZONING OFFICER/CODES ENFORCEMENT OFFICER**

Ms. Kinney issued one new house permit, one single-event permit, two zoning permits, one demolition permit, one commercial zoning permit, and one use and occupancy for the month of October 2024.

**Hostetter 2-Lot Subdivision**

*Mr. McMahon moved to approve the Hostetter two lot subdivision and add-on plan located at 200 Whiteside Drive, Oxford, Chester County, Pennsylvania, 19363, further identified as Tax Parcel No. 56-4-23 and 56-4-23.1. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

Extension Letters for Subdivision and Land Development Plans

1. **Yates – 3-Lot Subdivision and Land Development Plan** – Ninety-day extension expires February 18, 2025.
2. **Lincoln University - New Residence Hall – Expansion of Existing Use** – Ninety-day extension expires February 11, 2025.

ZONING HEARING VARIANCE APPLICATION

Ms. Kinney stated that Aaron Stoltzfus purchased a property at 127 Township Road, Oxford, has submitted a Zoning Hearing Variance Application to allow a horse for transportation on less than two acres of property. The hearing is scheduled for December 11, 2024, at 7:00 p.m.

*Mr. McMahon moved that the Board of Supervisors remain neutral in the decision for Aaron Stoltzfus Zoning Hearing request to allow a horse for transportation on less than two acres and allow the Zoning Hearing Board to make the final decision. 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. Mr. McMahon 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\*

Ms. Kinney presented her report for the Oxford Area Sewer Authority that was held on Wednesday, October 16, 2024.

OXFORD AREA RECREATIONAL AUTHORITY\*

Ms. Kinney presented the report provided by the Oxford Area Recreational Authority for October 2024.

HISTORICAL COMMISSION

No report.

EMERGENCY MANAGEMENT

Mr. Roy reported that he attended the Union Fire Company No. 1 and Ambulance Division annual meeting on Thursday, November 7, 2024, along with Supervisor, Bob McMahon, and Secretary/Treasurer, Deborah Kinney. Mr. Roy also reported that a Special Events Task Force Meeting will be held at Lincoln University on Tuesday, November 12, 2024, at 3:00 p.m. at the ICC Building located on the University Campus to address the situation that occurred during Homecoming weekend with regard to unsafe parking on public roadways. Drake Smith from Lincoln University requested a copy of the certified letter that was sent to Dr. Allen to be forwarded to him so that he can deliver it to Dr. Allen directly. Township resident, Ed Miller, stated that he had contacted the State Police because there was someone selling flowers without a solicitation permit. The Board discussed possible solutions to be discussed at the upcoming meeting. The Township Solicitor will look into a “No Parking” ordinance for Elkdale Road and Ashmun Avenue and a Special Events Permit. Mr. Roy also reported that the hospital is still on track to open mid-June 2025.

OXFORD REGIONAL PLANNING COMMISSION

Mr. Brown reported that the Oxford Regional Planning Commission met virtually on Tuesday, October 22, 2024. He said the Oxford Borough and East Nottingham Township have given the Frost Development Land Development preliminary plan approval. There will not be a redesign of the plan for road access. The plan will remain with direct access from East Nottingham Township into the Borough of Oxford. The plan is not ready for final approval due to third-party applications that are pending approval. Mr. Brown stated that a survey has been distributed for the Multi-municipal Comprehensive Plan Update and a total of 288 responses have been received to date. There will not be a meeting in November due to the Thanksgiving Holiday. The next scheduled virtual meeting will be held on Thursday, December 5, 2024.

**TAX COLLECTOR**

Ms. Kinney reported that Real Estate Taxes collected for October 2024 totaled \$86.16 and Fire Hydrant Taxes totaled \$16.25.

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

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Advertise Proposed Budget**

*Mr. McMahon moved to authorize the Secretary/Treasurer to advertise that the proposed 2025 Budget is available for public review at the Township Building and that the final adoption of the 2025 Budget will be held on Monday, December 9, 2024. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

**Advertise Re-organizational Meeting and Public Accountant**

*Mr. Roy moved to authorize the Secretary/Treasurer to advertise that the re-organization meeting for Lower Oxford Township will be held on Monday, January 6, 2025, at 7:00 p.m. and that the Board of Supervisors intends to appoint Barbacane Thornton & Company, Certified Public Accountants, to conduct the 2024 fiscal year audit in lieu of the elected auditors. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

**PUBLIC COMMENT**

Mr. Miller asked if the Township has received any response from PennDOT regarding the Traffic Study on Conner Road. Ms. Kinney stated that the request was sent, and an acknowledgement was received. There was no follow-up from PennDOT as to whether they are going to conduct the study.

*Mr. Roy moved to adjourn at 7:49 p.m. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

Respectfully Submitted,



Deborah J. Kinney  
Secretary/Treasurer

\*Copies of reports are available at the Lower Oxford Township Building, 220 Township Road, Oxford, Pennsylvania, upon request.