

Lower Oxford Township
Regular Board of Supervisors Meeting Minutes
Monday, December 9, 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, December 9, 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 four 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

None.

APPROVAL OF MEETING MINUTES

Mr. Roy moved to approve the meeting minutes for the regular meeting held on November 11, 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 \$102,174.90. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Escrow Releases

Mr. Roy moved to approve partial escrow release #3 for the Reedville Village Phase 1 Subdivision and Land Development Plan in the amount of \$214,059.00 by recommendation of Township Engineer's letter dated December 9, 2024, leaving a remaining balance of \$1,012,089.00 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 #3 for the Reedville Business Park Subdivision and Land Development Plan in the amount of \$80,097.00 by recommendation of Township Engineer's letter dated December 9, 2024, leaving a remaining balance of \$639,053.00 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 #4 for the Pine View Estates Subdivision and Land Development Plan Phase 6 in the amount of \$112,980.00 by recommendation of Township Engineer's letter dated December 9, 2024, leaving a remaining balance of \$202,218.00 for the guarantee until additional work is completed. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve the Treasurer's report. Mr. Roy 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 four residential construction permits, one single-event permit, two zoning permits, one demolition permit, one commercial zoning permit, two road opening permits, and one use and occupancy for the month of November 2024.

Extension Letters for Subdivision and Land Development Plans

Kepler – 3-Lot Subdivision and Land Development Plan – A one-year extension letter was received December 6, 2024, and will expire December 30, 2025.

Ms. Kinney received an extension letter for Providence Place dated November 20, 2024, that will expire on July 10, 2025.

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. 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, November 20, 2024.

OXFORD AREA RECREATIONAL AUTHORITY*

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

HISTORICAL COMMISSION

No report.

EMERGENCY MANAGEMENT

Mr. Roy reported that Emeritus is working on the construction of the emergency room. They have run into issues during demolition that they did not anticipate. Their anticipated opening is July 2025.

OXFORD REGIONAL PLANNING COMMISSION

Mr. Brown reported that the Oxford Regional Planning Commission met virtually on Thursday, December 5, 2024. Emeritus gave a presentation regarding the hospital opening. Elk Township is requesting a letter of support from each Township to revert the Big Elk Creek State Park back to a reserve. The Historic Preservation Sub-committee is currently working on signage for Chester County's 250th Anniversary. Four-hundred responses were received regarding the multi-municipal comprehensive plan update. The process of updating the comprehensive plan will begin in March 2025. The next virtual meeting will be held on Wednesday, January 22, 2025.

TAX COLLECTOR

Ms. Kinney reported that Real Estate Taxes collected for November 2024 totaled \$306.55 and there were no fire hydrant taxes collected.

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

Mr. McMahon moved to approve Resolution No. 2024-22 recognizing the month of April 2025 as "Pennsylvania Safe Digging Month." Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve Resolution No. 2024-23 authorizing expenditures from the American Rescue Plan Funds. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve and adopt the 2025 Budgets for the General Fund, State Fund, Open Space Revenue Fund, and ARPA Fund, and authorize the Secretary/Treasurer to advertise accordingly. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to table the approval of the 2025 Union Fire Company No. 1 and Ambulance Division Contract pending review by the Township Solicitor. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve the agricultural purchase agreement for Amos L. and Sadie M. King for 32.62 acres located at 530 Union School Road, Oxford, Chester County Pennsylvania, 19363, further identified by Tax Parcel No. 56-3-31 in the amount of \$88,074.00. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Ordinance 2024-03 to increase the Board of Supervisors annual salary from \$3,145.00 to \$4,190.00 in accordance with the "Second Class Township Code §606(a)" to reflect an increase in population to 5,420 per the 2020 U.S. Census. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to authorize the Secretary to send a letter of support to Governor Schapiro on behalf of Elk Township to maintain the Big Elk Creek State Park as a preserve. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

The fire protection fee that Lincoln University is currently paying in lieu of real estate taxes was discussed due to the significant increase for fire protection from Union Fire Company No. 1. The Solicitor is currently working on what can be done.

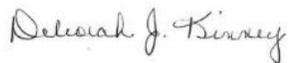
The Board of Supervisors discussed Lincoln University's parking issues when large events are held. The solicitor is researching whether there are any alternatives to avoid future parking issues.

PUBLIC COMMENT

Mr. Farber questioned whether the fire protection fees for Lincoln University were based on their assessed value.

Mr. Roy moved to adjourn at 8:20 p.m. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Respectfully Submitted,



Deborah J. Kinney
Secretary/Treasurer

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