

Lower Oxford Township
Board of Supervisors Reorganizational Meeting Minutes
Monday, January 6, 2025

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, January 6, 2025, 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; and three 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 announced that the Board met for an executive session to discuss wages and holidays prior to the reorganizational meeting.

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

RE-ORGANIZATION

Mr. Roy moved to appoint Secretary/Treasurer, Deborah Kinney, as Temporary Chairman. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Kevin R. Martin as Chairman. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin assumed position as Chairman.

Mr. McMahon moved to appoint Noël Roy as Vice-Chairman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint Deborah J. Kinney as full-time Secretary/Treasurer and Zoning Officer. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to re-appoint Accurate Buildings Inspections as the third-party agency with the sole authority to administer and enforce the Uniform Construction Code Act. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to reappoint Steven C. Price as full-time Roadmaster. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to reappoint Randall A. Gray as full-time Roadman. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to reappoint Keystone Collections Group to collect the Earned Income Taxes. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to reappoint the Chester County Treasurer to collect the local Real Estate Taxes. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to reappoint Noël Roy as the Fire Equipment & Ambulance Committee member. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to reappoint Noël Roy as the Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to reappoint Robert McMahon as Deputy Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to reappoint Deborah Kinney as the Recycling Coordinator. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to reappoint Township Engineer, Ed Fisher, Light-Heigel & Associates, as the Township Engineer and pay according to their fee schedule at \$118.00 per hour. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to reappoint Winifred Sebastian, Lamb McLane, as the Township Solicitor at \$190.00 per hour that reflects no increase for 2025. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to reappoint Arthur L. Sagnor, III, as the Zoning Hearing Board Solicitor at \$185.00 per hour. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to reappoint Deborah Kinney as the Fire Hydrant Tax Collector. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to reappoint Julie Brady to the Planning Commission Board for another five-year term that will expire on December 2029. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to reappoint Robert McMahon to the Planning Commission Board as an alternate member for another one-year term that will expire December 2025. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin announced that there are two vacancies for the Historic Commission.

Mr. Roy moved to reappoint Bill Hostetter to the Vacancy Board for another one-year term. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Robert McMahon, Supervisor, to the Oxford Regional Planning Commission as the voting member replacing Noël Roy. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to appoint Gary Calibey and Jeffrey Young to the UCC Appeals Board for a one-year term that will expire December 31, 2025. Mr. Roy 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. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay extra help at a rate of \$24.04 per hour. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

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

Mr. McMahon moved to pay the Zoning Hearing Board at a rate of \$60.00 for the first meeting and \$30.00 for each additional meeting. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to pay the Roadmaster, Steven Price, an hourly rate of \$41.80 per hour for 2025. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay the Roadman, Randall Gray, an hourly rate of \$37.82 per hour for 2025. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay the Secretary/Treasurer, Deborah Kinney, an annual salary of \$86,934.75 for 2025. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to set the mileage reimbursement rate at \$0.70 cents per mile per IRS 2025 fee schedule. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Board of Supervisors regular monthly meeting schedule for 2025 be held on the second Monday of every month at 7:00 p.m. at the Township Building with the exception of the reorganizational meeting that is held the first Monday following New Year's Day which is January 5, 2026, at 7:00 p.m. and the elected auditors meeting will be held on Tuesday, January 6, 2026, at 7:00 p.m. and authorize the Secretary to advertise meetings in the local paper accordingly. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved that the employee paid holidays for 2026 will be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to adopt Resolution 2025-01 for the Earned Income Tax to remain at 1% and to be collected and equally shared with the Oxford Area School District. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to adopt Resolution 2025-02 for the Real Estate Transfer Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to adopt Resolution 2025-03 for Public Safety appointments designating Union Fire Co. No. 1 for fire protection and rescue service; the Union Fire Company No. 1 Ambulance Division will provide basic life support emergency medical services; the Union Fire Company 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. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution 2025-04 appointing Barbacane Thornton & Company as the Certified Public Accountants to complete the audit for FY2024 in lieu of the elected auditors. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution 2025-05 reappointing Edward Farber as a Zoning Hearing Board Member for a three-year term that will expire December 31, 2027. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution 2025-06 reappointing Richard Frampton as a Zoning Hearing Board Member for a three-year term that will expire December 31, 2027. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved that the Open Space Tax remains at 0.5% for FY2025. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Real Estate Tax remain at .00025 for FY2025. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

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

Mr. McMahon moved that 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. Roy seconded the motion. All in favor. MOTION CARRIED.

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

REGULAR BOARD OF SUPERVISORS' MEETING

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 December 9, 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 \$44,587.37 from the General Fund, \$82,555.92 from the State Equipment Fund; and \$88,074.00 from the Open Space Fund. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Escrow Releases

Mr. McMahon moved to approve partial escrow release #4 for the Reedville Village Phase 1 Subdivision and Land Development Plan in the amount of \$119,459.00 by recommendation of Township Engineer's letter dated December 31, 2024, leaving a remaining balance of \$892,630.00 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 Reedville Business Park Subdivision and Land Development Plan in the amount of \$26,984.00 by recommendation of Township Engineer's letter dated December 31, 2024, leaving a remaining balance of \$612,069.00 for the guarantee until additional work is completed. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve the final escrow release in the amount of \$6,500.00 for Landhope Farms per Township Engineer's letter dated December 23, 2024. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve the final letter of credit escrow release for Willow Creek LLC, Ballymeade Subdivision and Land Development Plan in the amount of \$48,881.50 per Township Engineer's letter dated December 30, 2024, contingent upon the outstanding balance of \$3,803.50 is received for legal fees, engineering fees, and administrative fees, and any subsequent fees accrued after this date. 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 to the public on the table at the entrance of the meeting room.

ZONING OFFICER/CODES ENFORCEMENT OFFICER

Ms. Kinney issued three residential construction permits, five zoning permits, one demolition permit, two commercial zoning permits, and two use and occupancy permits for the month of December 2024.

Extension Letters for Subdivision and Land Development Plans

Ms. Kinney stated that an extension letter dated January 2, 2025, was received for the McDowell/Englehardt two-lot subdivision located at 130 Roneys Corner Road, Oxford, Pennsylvania, that will expire on April 22, 2025.

Mr. McMahon moved to deem the H. Taylor Wilson two-lot subdivision located at 5006 Forge Road, Nottingham, Pennsylvania, null and void unless an extension letter is received on or before February 4, 2025, granting the Board of Supervisors additional review time. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve the Zoning Officer's report. Mr. Roy 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. McMahon moved to approve the Roadmaster's report. Mr. Roy 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, December 18, 2024.

OXFORD AREA RECREATIONAL AUTHORITY*

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

HISTORICAL COMMISSION

No report.

EMERGENCY MANAGEMENT

No report.

OXFORD REGIONAL PLANNING COMMISSION

No report.

TAX COLLECTOR

Ms. Kinney reported that Real Estate Taxes have not yet been received by the Chester County Treasurer that were collected for December 2025 and \$249.64 was collected for the fire hydrant taxes.

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

OLD BUSINESS

None.

NEW BUSINESS

Mr. McMahon moved to approve the amount of \$129,375.64 for the Union Fire Company No. 1 Fire Protection Contract for FY-2025, which reflects an increase of 15.79% (the same as FY-2024) in lieu of their requested contract amount of \$137,617.00 which reflects a 23.17% increase and authorize the Township Solicitor to notify them of the decision. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve the Union Company No. 1 Ambulance Division's 2025 Contract in the amount of \$101,931.00. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

The Board requested that the Secretary/Treasurer send a letter to each member municipality and Oxford Borough to organize a meeting in order to discuss Union Fire Company No. 1's yearly contract fees.

Mr. Roy moved to approve a waiver from land development requirements to build an Amish schoolhouse on property located at 283 Whiteside Drive, Oxford, Pennsylvania, further identified by Tax Parcel No. 56-4-29.4B contingent upon a plot plan with the location of the building being submitted to the Township. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

Mr. McMahon stated that he would like the Township to research current tap-in fees for sewer hook-ups. Currently Lower Oxford Township charges \$2,100 for sewer hook-ups. The Secretary/Treasurer will contact the Township Engineer and the Director of the Oxford Area Sewer Authority to obtain additional information.

PUBLIC COMMENT - NONE

ADJOURNMENT

Mr. Roy moved to adjourn at 8:16 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.