

Lower Oxford Township
Board of Supervisors Regular Meeting Minutes
Monday, April 14, 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, April 14, 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; Roadmaster, Steve Price; and Solicitor, Winifred Moran-Sebastian; and thirteen 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 a fact-finding meeting was held on Monday, April 14, 2025, at 6:30 p.m. to discuss matters with regard to Providence Place and signage for the proposed "No Parking Ordinance."

Mr. McMahon moved to amend the agenda to include an exoneration of uncollectable real estate taxes for 249 Lancaster Pike, Oxford, Pennsylvania, due to a removal of a mobile home that was requested by the Chester County Treasurer. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

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

RECOGNITION OF THOSE ASKING TO APPEAR ON THE AGENDA

Mr. Fowler, President of Union Fire Company No. 1, received a letter from the Board of Supervisors on March 14, 2025, explaining the 2025 fire protection fees had been reduced by approximately \$8,300. He requested the Board reconsider their decision due to significant manpower changes and upcoming equipment purchases impacting the budget. Mr. Fowler also assured full transparency between the Township and the Fire Company.

Ms. Stava from 5006 Calvary Road, Nottingham, and John Masciantonio from 4001 Forge Road, Oxford, showed the Board of Supervisors pictures of property damage at the Forge and Calvary Roads intersection caused by large trucks turning towards the sawmill. Ms. Stava mentioned that eighteen-wheel trucks visit the sawmill frequently and also after 7 p.m., and the pictures reveal culvert damage at the intersection. Mr. Martin asked the Zoning Officer to check if the Family Farm Related Business permit contains any conditions regarding operating hours and truck traffic and notify the owners of such.

APPROVAL OF MEETING MINUTES

Mr. Roy moved to approve the meeting minutes of the regular meeting held on Monday, March 10, 2025. 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 \$147,491.33. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve partial escrow release no. 7 in the amount of \$96,272.00 for the Reedville Village Land Development Plan (Phase 1) contingent upon a recommendation letter from the Township Engineer. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve escrow release no. 6 in the amount of \$116,542.00 for the Reedville Business Park Land Development Plan contingent upon a recommendation letter from the Township Engineer. 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

The correspondence list was made available to the public and is available upon request.

ZONING OFFICER/CODES ENFORCEMENT OFFICER

Ms. Kinney issued four residential construction permits, four zoning permits, one single-event permit, one residential driveway permit, one commercial permit, two right-of-way permits, and three use and occupancy permits for the month of March 2025.

Mr. Roy moved to deem the McDowell/Englehardt 2-Lot Subdivision located at 130 Roneys Corner Road, Oxford, PA 19363, further identified by Tax Parcel No. 56-8-121 null and void unless an extension letter is received on or before April 22, 2025, for failure to meet the requirements of the Pennsylvania Municipalities Planning Code Article V §509(b). Mr. McMahon 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. 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, March 19, 2025.

EMERGENCY MANAGEMENT

Mr. Roy stated that Jennersville Hospital is progressing and is expected to open its emergency room July 31, 2025.

OXFORD REGIONAL PLANNING COMMISSION

Mr. Brown reported that the ORPC met on March 26, 2025, and again on April 3, 2025. They discussed goals and objectives to update the comprehensive plan. The next meeting is scheduled for April 23, 2025.

TAX COLLECTOR

Ms. Kinney reported that \$3,969.31 was collected in Real Estate Taxes and no fire hydrant fees were collected.

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

NEW BUSINESS

Mr. Roy moved to approve Resolution No. 2025-10 for the Health Reimbursement Account Plan Sponsor Certification agreeing with the Standards and Privacy of Individually Identified Health Information that prohibits the Plan or its business associates from disclosing Protected Health Information to members of the Employer's workforce. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve Resolution No. 2025-11 to restate the Lower Oxford Township's Non-Uniform Pension Plan as a complete restatement of the prior Plan effective January 1, 2025, and designate the Secretary/Treasurer to perform the actions necessary to administer the Plan. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve Ordinance 2025-01 regulating parking on certain streets and roads and providing penalties for violation of the ordinance. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to authorize the purchase of fifty "No Parking" signs and posts to comply with the new parking ordinance. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to authorize an exoneration of a tax lien in the amount of \$7.03 for the property located at 249 Lancaster Pike, Oxford, Pennsylvania, Chester County, 19363, further identified by Tax Parcel No. 56-8-12T due to a mobile home being permanently removed from the property. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

A "Special Event" ordinance was proposed, requiring any large commercial events to notify the Township and obtain a permit. Solicitor Sebastian will draft the ordinance and present it at the next Board of Supervisors meeting.

Solicitor Sebastian explained that Leader Homes is proposing to relocate the waterline easement from the center of the nursing home lot to Osborne Road and Lot #4. Oxford Borough has requested that the Township grant an easement for Osborne Road to facilitate the relocation of the waterline. Mr. Martin suggested providing additional land to widen the easement and proposed sending a letter to Oxford Borough and Leader Homes addressing compensation, as the Township currently receives liquid fuel funds for it. Solicitor Sebastian also noted that PennDOT requires Lower Oxford Township to be a co-permittee on the permit for the relocation.

Ms. Kinney reported that the Oxford Regional Planning Committee is requesting updates on transportation projects for the Transportation Improvement Inventory (TII). The Board concluded there are no new additions.

Ms. Kinney reported that the final closeout on the ARPA Funds (COVID19) was submitted to the Federal Treasury Department on Monday, April 7, 2025. All funds have been fully expended and balanced to zero.

Ms. Kinney reported that Barbacane Thornton CPA provided a clean audit opinion for the Township's 2024 Financial Audit, which is available to the public upon request.

PUBLIC COMMENT

Ms. Getty expressed appreciation to the Board of Supervisors for implementing the "No Parking" ordinance for the health, safety, and welfare of residents. She noted that the Spring Fling event hosted by Lincoln University posed issues such as restricted access for emergency vehicles, littering along College Circle, and attendees leaving inebriated. Additionally, she conveyed disappointment regarding the meeting with the President of Lincoln University College about resolving parking issues during these large events.

Mr. Brown said that two tractor trailers could not travel in opposite directions down Baltimore Pike due to the attendees parking in the roadway for the Spring Fling.

Yeda Arscott from Lincoln University mentioned that the College is using an overflow parking lot. They are collaborating with students for better accountability and are introducing shuttle bus services to prevent future issues.

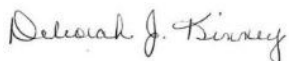
Mr. Prettyman, a resident and member of Union Fire Company No. 1, expressed his disappointment regarding the Board's decision to reduce the fire contract fees for 2025. He respectfully requested that the Board reconsider their decision.

Ms. Brady, a Township resident, recommended Union Fire Company No. 1 to increase their transparency by notifying each Township about equipment purchases and other major expenses, facilitating informed decisions before any money has been spent out of their budget.

ADJOURNMENT

Mr. Roy moved to adjourn at 8:31 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.