

Lower Oxford Township
Board of Supervisors Regular Meeting Minutes
Monday, June 9, 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, June 9, 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; Solicitor, Winifred Moran-Sebastian; and seven 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.

Chairman Martin called for recognition of those asking to appear on the agenda. They are as follows:

Jonathan Dunkle introduced himself as the new Director of the Oxford Library, effective April 21, 2025. He provided an update on upcoming events and thanked the Board of Supervisors for their continued support.

Kathleen and Michael Widdoes of 375 Lancaster Pike, Oxford, raised concerns about heavy truck and motorcycle traffic on Route 472, citing frequent noise from brake retarders and racing. They asked if the Board of Supervisors could request a PennDOT traffic study. Supervisor Martin recommended reaching out to State Representative John Lawrence since the road in question is under state jurisdiction. While the Township may also contact PennDOT, there is no assurance that any action will be taken to address the issue.

APPROVAL OF MEETING MINUTES

Mr. Roy moved to approve the meeting minutes of the regular meeting held on Monday, May 12, 2025. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

TREASURERS' REPORT

Mr. Roy moved to approve the bills from the General Fund in the amount of \$200,098.73. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve escrow release no. 8 in the amount of \$16,339.00 for the Reedville Business Park Land Development Plan per Township Engineer's recommendation letter dated June 9, 2025. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve partial escrow release no. 9 in the amount of \$93,411.00 for the Reedville Village Land Development Plan (Phase 1) per Engineer's recommendation letter dated June 9, 2025. Mr. Roy 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 reported the following permits were issued in May 2025: Two residential construction permits; three zoning permits; two single-event permits; one residential driveway permit; and three use and occupancy permits.

Mr. Roy moved to submit a PennDOT highway occupancy permit application for the Providence Place Land Development Plan, contingent on Oxford Borough covering all related expenses. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve a waiver of the Subdivision and Land Development Requirements for AJE Holdings located at 275 Whiteside Drive, Oxford, Pennsylvania, Tax Parcel No. 56-4-29.5 to add an additional hoop building per Township Engineer's recommendation letter. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Ms. Kinney stated that letters of extensions were received for the following subdivision and land development plans:

- Providence Place two-lot subdivision and land development plan located at 175 Limestone Road, Oxford, was received on June 5, 2025, granting the Board of Supervisors an extension until December 19, 2025.
- Yates Farms, LLC land development plan located at 2005 Baltimore Pike, Oxford, was received on May 12, 2025, granting the Board of Supervisors an extension until August 17, 2025.

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. 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, May 21, 2025.

HISTORICAL COMMISSION REPORT

No report.

EMERGENCY MANAGEMENT

Mr. Roy stated that there were no new updates and announced that Jennersville Hospital will hold an Open House for officials on Friday, July 25, 2025, which he plans to attend.

OXFORD REGIONAL PLANNING COMMISSION

Mr. McMahon reported that the ORPC held a public open house at Pennsgrove Intermediate School Cafeteria on May 28, 2025, at 7:00 p.m. to present and gather input on the committee's new comprehensive plan goals and objectives. About 40 guests attended alongside the planning committee. Five stations covered topics including land use and housing, economic development and transportation, community facilities and open space, and energy conservation, with staff available for discussion. The next meeting will be virtual on June 25, 2025, at 7:00 p.m.

TAX COLLECTOR

Ms. Kinney stated that \$1,740.42 was collected in Real Estate Taxes and \$208.69 for fire hydrant fees.

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

NEW BUSINESS

Mr. McMahon moved to approve the final escrow release for Willow Creek LLC (also known as Ballymeade) in the amount of \$48,881.50, based on Ed Fisher's recommendation letter dated December 30, 2024, and subject to clarification of the bond held. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

The Board of Supervisors requested Secretary/Treasurer Deborah Kinney to prepare a newsletter for residents that will include frequently asked questions and information about common violations that residents should be aware of.

PUBLIC COMMENT


Ms. Brady requested that, should a newsletter be published, it includes information regarding the chicken ordinance and the Act 357 pump out ordinance.

Mr. Farber stated that the Oxford Borough Facebook page posted a wrap-up to their Borough Council meeting held on June 2, 2025, that indicated that they are hoping for participation from Lower Oxford Township for the multi-municipal police study.

ADJOURNMENT

Mr. McMahon moved to adjourn at 8:12 p.m. Mr. Roy 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.