

Lower Oxford Township
Board of Supervisors Regular Meeting Minutes
Monday, July 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, July 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; Solicitor, Curtis Sebastian; and ten 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.

Ms. Regina Hughes, representing Battleground Ministries located near Lincoln Community Center, inquired about using the center and asked if there were any plans for improving Bernard Park. She mentioned that local seniors are interested in gardening at the park and suggested restoring the playground, adding walking trails, and starting a literary program. Other areas of focus could include providing education to the community about child abuse, addictions, and providing food distribution for the elderly. Several church members of the Battleground Ministry attended to encourage the Board's approval of the use. Chairman Martin indicated that the historic commission is currently utilizing the building in preparation for their 250th Anniversary celebration. He noted that the Township does not have staffing resources available to support these types of activities. He stated that the Board would require additional time to consider their request before reaching a decision.

APPROVAL OF MEETING MINUTES

Mr. Roy moved to approve the meeting minutes of the regular meeting held on Monday, June 9, 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 \$172,954.19 and \$79,384.17 from the State Fund. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve escrow release no. 1 for the Pine View Estates Subdivision and Land Development Plan in the amount of \$252,038.00 contingent upon the Township Engineer's recommendation letter. 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

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 June 2025: one residential construction permit; one single event permit; one driveway permit; two right-of-way permits; two commercial permits; and two use and occupancy permits.

Mr. McMahon moved to approve a waiver from the Stormwater Management Ordinance Chapter 20 §308.1.A. for the Yates Farms LLC, 3-Lot Subdivision and Land Development Plan, located at 2005 Baltimore Pike, Oxford, Chester County, Pennsylvania (Tax Parcel 56-8-84.3) to allow the new development's post-construction two-year design storm peak flow rates to exceed the predevelopment one-year design storm peak flow rate due to a 6-foot elevation difference between Baltimore Pike and the developable property portion, which prevents capturing runoff from the proposed entrance and turn-lane. The waiver is contingent upon providing stormwater controls for Lots 1, 2, and 3 during their development to meet §308.1.A. requirements, and providing that a note be placed on the plan. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Ms. Kinney reported that extension letters have been received for the following subdivision and land development plans:

- McDowell-Engelhardt – 2-Lot Subdivision located at 130 Roneys Corner Road, Oxford, was received on July 14, 2025, granting the Board of Supervisors an extension until October 19, 2025.
- Oatman – 2-Lot Subdivision located at 120 Roneys Corner Road, Oxford, was received on July 14, 2025, granting the Board of Supervisors an extension until October 22, 2025.

Mr. McMahon moved to approve the Zoning Officer's report. Mr. Roy 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, June 18, 2025.

HISTORICAL COMMISSION REPORT

Mrs. Kinney presented a report on behalf of the Lower Oxford Township's Historical Commission.

EMERGENCY MANAGEMENT

Mr. Roy reported that Jennersville Hospital is scheduled to hold an Open House for officials on Friday, July 25, 2025, and for the general public on Saturday, July 26, 2025. Online registration is required for attendance. The hospital is scheduled to open on Tuesday, August 5, 2025.

OXFORD REGIONAL PLANNING COMMISSION

Mr. Brown reported that the ORPC held a virtual meeting on Wednesday, June 25, 2025. The following items were discussed: East Nottingham Township is developing a new solar ordinance; West Nottingham Township is in receipt of land development plans for a Rutter's to be located at the Kimble Farm; the Developer who has interest in the Herr Farm has submitted a revised plan consisting of three buildings instead of four, resulting in a sixteen percent reduction in building size; and there was continued discussion regarding updates to the Comprehensive Plan. The next meeting is scheduled for Wednesday, July 23, 2025, via Zoom.

TAX COLLECTOR

Ms. Kinney stated that \$1,459.94 was collected in Real Estate Taxes and \$106.93 for fire hydrant taxes.

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

OTHER BUSINESS

Mr. Sebastian presented a draft Special Event Ordinance to the Board and will revise it based on the Township's needs before the next Board of Supervisors meeting.


PUBLIC COMMENT

None.

ADJOURNMENT

Mr. McMahon moved to adjourn at 8:10 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.