

**Lower Oxford Township**  
**Board of Supervisors Regular Meeting Minutes**  
**Monday, September 8, 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, September 8, 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 twelve 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 an executive session was held with the Board of Supervisors and the Township Solicitor for the purpose of discussing legal matters.

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.

President Fowler of Union Fire Company No. 1 requested the Board reconsider paying the additional \$8,295.61 from the 2025 fire protection contract. The original contract was submitted at \$162,656.11 but revised to \$137,671.25 after adjustment to the Township's assessed valuation. The Board set a 15.79% increase, consistent with last year, as fair for the taxpayers. Mr. Fowler acknowledged an error in the contracts by the prior leadership, which was promptly corrected and resubmitted. He stated that the volunteer fire company is approaching a point where it will have only paid firefighters. He also noted the need to repair the brush truck that cost \$8,000. Mr. Roy acknowledged improvements in transparency regarding finances under Mr. Fowler's leadership. Mr. Fowler stated that East Nottingham Township will sponsor an LSA Grant and requested a support letter from Lower Oxford Township. Mr. Fowler thanked the Board for their time and plans to attend the next Board meeting to follow up on his request.

Joe Parsons, 104 Fairview Road, Oxford, attended the Board of Supervisors meeting with three family members and a friend to request that the enforcement notice requiring him to vacate his camper be reconsidered. The family briefly displayed a letter from his doctor and a letter from the Luther House indicating he moved from #49 to #8 on their waiting list since applying. Mr. Parsons' daughter stated that relocating may have an adverse effect on her father's condition. Supervisor Martin stated that the Board of Supervisors have given Mr. Parsons ample time to relocate following his house fire on February 19, 2024.

*Mr. Martin moved to enter into executive session at 7:20 p.m. to discuss the matter. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

Mr. Martin reopened the meeting at 7:30 p.m. He requested that Mr. Parsons contact the Department of Aging due to the Board's concern about his safety living in a small camper with a reported terminal illness. Mr. Parsons' daughter said they have already been in touch with the department, which has visited him on several occasions. She will ask the Department of Aging to share their assessment with Lower Oxford Township.

**APPROVAL OF MEETING MINUTES**

*Mr. Roy moved to approve the meeting minutes of the regular meeting held on Monday, August 11, 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 \$61,282.91. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve partial escrow release #3 for the Pine View Estates Phases 4 and 5 Subdivision and Land Development Plan in the amount of \$108,325.00 by Township Engineer's recommendation letter dated September 5, 2025. 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**

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 August 2025: six zoning permits; five residential construction permits; six single-event permits; one commercial permit; and five use and occupancy permits.

**Subdivision and Land Development:**

*Mr. Roy moved to approve Resolution No. 2025-16 for the McDowell-Engelhardt Sewage Facilities Planning Module Component 2 and authorize the Secretary to forward to the Pennsylvania Department of Environmental Protection for their review. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve Resolution No. 2025-17 for the Oatman two-lot subdivision plan located at 120 Roneys Corner Road, Oxford, Chester County, Pennsylvania, further identified by Tax Parcel No. 56-8-120 contingent on the following: 1) Issuance of a driveway permit from Lower Oxford Township; 2) Chester County Health Department approvals of well and septic permits; 3) an approved Sewage Facilities Planning Module from the Pennsylvania Department of Environmental Protection; 4) a copy of a letter of adequacy from the Chester County Conservation District; and 5) an approved Stormwater Operation and Maintenance Agreement; and posting of financial security as recommended by the Township Engineer. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to approve Resolution No. 2025-18 for the Oatman Sewage Facilities Planning Module for a two-lot subdivision plan located at 120 Roneys Corner Road, Oxford, Chester County, Pennsylvania, further identified by Tax Parcel No. 56-8-120 and authorize the Secretary to forward to the Pennsylvania Department of Environmental Protection for review. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

Ms. Kinney reported that an extension letter was received on September 5, 2025, for the Hostetter/Geoprobe two-lot subdivision and land development plan located at 469 Limestone Road, Oxford, PA 19363, that will expire on December 15, 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, August 20, 2025.

**OXFORD AREA RECREATIONAL AUTHORITY**

Ms. Kinney presented the report on behalf of the Oxford Area Recreational Authority for July 2025.

**EMERGENCY MANAGEMENT**

Mr. Roy reported that the ChristianaCare hospital in Jennersville was opened to the public on August 13, 2025, at 1:00 p.m.

**OXFORD REGIONAL PLANNING COMMISSION**

Mr. Brown reported that the last ORPC meeting was postponed.

**TAX COLLECTOR**

Ms. Kinney reported that \$479.00 was collected in Real Estate Taxes and \$24.37 for fire hydrant taxes.

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

**OLD BUSINESS**

Mr. McMahon reported that BK Campbell will install a drainage pipe along Baltimore Pike to address stormwater runoff issues at Pine View Estates that affect adjacent properties.

**NEW BUSINESS**

*Mr. Roy moved to designate Friday, October 3<sup>rd</sup> from 7:00 a.m. until 3:00 p.m. and Saturday, October 4<sup>th</sup> from 7:00 a.m. until 1:00 p.m. as the Township's 2025 Fall Large Trash Day and authorize the Secretary to advertise. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to elect Cory Adams as member of the PSATS Municipal Pension Board of Trustees for a term of two years from January 1, 2026, through December 31, 2028, and authorize the Secretary/Treasurer to submit the ballot to PSATS on behalf of the Board of Supervisors. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve a support letter for the Union Fire Company No. 1 LSA Grant submittal and authorized submission by the Secretary as requested. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

**OTHER BUSINESS**

Ms. Sebastian will advertise the "Special Event" ordinance for the October 13, 2025, Board meeting. The Board of Supervisors should submit comments or changes to her by October 1, 2025.

**PUBLIC COMMENT**

Ed Farber inquired whether the Township would permit special events organized by hate groups. Ms. Sebastian responded that such groups are protected under the First Amendment of the Constitution.

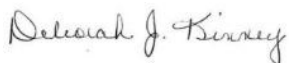
Joel Brown inquired whether the Board had received any information regarding the designated building for voting at the Lincoln University campus in November. Supervisor Roy responded that the official confirmation is that voting will be held at the International Cultural Center.

Ed Frank of 109 Reedville Road, Oxford, requested that the "No Outlet" sign be replaced at Reedville and Conner Road due to frequent truck turnarounds on his property. Mr. Frank also asked about cable installation after noticing work being done at the new development that is adjacent to him. Ms. Kinney will check with the Roadmaster about replacing the sign and with Armstrong and Comcast about service availability and will reach out to Mr. Frank with an answer.

**ADJOURNMENT**

*Mr. McMahon moved to adjourn at 8:22 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.