

Lower Oxford Township
Board of Supervisors Regular Meeting Minutes
Monday, October 13, 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, October 13, 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 five 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 of Supervisors held a fact-finding meeting on Thursday, October 9, 2025, at 11:00 a.m. at the Township Building for the purpose of discussing emergency service fees and current code violations.

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 - Mr. Fowler asked whether the Board had reconsidered his request for the outstanding 2025 balance and expressed disappointment, warning that in the future any unpaid amounts will lead to fire service cancellation in Lower Oxford Township. Each Board member indicated that they were not willing to grant the additional funds that were requested. Mr. Martin noted that other local fire companies are also withholding funds and stated that the audit information the Township receives is incomplete per their prior requests. The Township has requested detailed expenditures, receivables, and asset listings that are not included in the quarterly financial reports. Mr. Fowler agreed to address the lack of itemized lists. Mr. Roy cited overvalued assessments and excessive engineering fees for a proposed addition to the firehouse as reasons for re-evaluating the fire company's funding request, and Mr. Fowler explained those funds came from a special account. He apologized for a previous contract error, stating it was corrected quickly when identified. Mr. Fowler is arranging a meeting with the President of Lincoln University to discuss securing fire protection fees.

APPROVAL OF MEETING MINUTES

Mr. Roy moved to approve the meeting minutes of the regular meeting held on Monday, September 8, 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 \$86,717.33 and from the State Fund in the amount of \$170,305.23. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve partial escrow release #4 for the Pine View Estates Phases 4 and 5 Subdivision and Land Development Plan in the amount of \$313,642.00 by Township Engineer's recommendation letter dated October 10, 2025. 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 reported the following permits were issued in September 2025: three zoning permits; seven residential construction permits; three single-event permits; three right-of-way permits; two commercial permits; one commercial sign permit; and three use and occupancy permits.

Subdivision and Land Development:

Mr. McMahon moved to approve the Boyd add-on plan located at 239 Township Road, Oxford, Chester County, Pennsylvania 19363 further identified by Tax Parcel Nos. 56-4-14.1 and 56-4-14.1A in final form. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve Resolution 2025-18 for Stephen Smoker's Sewage Facilities Planning Module for a retaining tank located at 427 Scroggy Road, Oxford, Chester County, Pennsylvania 19363, further identified by Tax Parcel No. 56-2-18.2 and authorize the Secretary to forward to the Pennsylvania Department of Environmental Protection for review. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to approve Resolution 2025-19 for the Kepler three-lot subdivision located at 410 Conner Road, Oxford, Chester County, Pennsylvania 19363, further identified by Tax Parcel No. 56-4-52 by an additional ninety days. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to approve Resolution No. 2025-20 for the McDowell-Engelhardt two-lot subdivision located at 130 Roneys Corner Road, Oxford, Chester County, Pennsylvania 19363, further identified by Tax Parcel No. 56-8-121 by an additional ninety days. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mrs. Kinney stated that a ninety-day extension letter was received on October 13, 2025, for the 188 Scotts Lane LLC expansion of existing use plan that will expire on October 22, 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, September 17, 2025.

OXFORD AREA RECREATIONAL AUTHORITY

Ms. Kinney presented the report on behalf of the Oxford Area Recreational Authority for September 2025. Ms. Kinney was asked by the Board to contact the Recreational Authority and find out how they are surveilling the property.

EMERGENCY MANAGEMENT

Mr. Roy stated that there was nothing new to report.

OXFORD REGIONAL PLANNING COMMISSION

Joel Brown reported that a virtual meeting was held on September 24, 2025, at 7:00 p.m. Upper Oxford Township received a sketch plan for a sports complex at Rt. 896 and Baltimore Pike. The Frost Development received conditional approval in Oxford Borough and East Nottingham Township. DCNR will present a master plan for Elk Creek Park. The covered-bridge on Hickory Hill Road is now open. The next meeting will feature an update to the Comprehensive Plan, including an evaluation of maps displaying protected open spaces, woodlands, and transportation networks. Adjustments will be implemented as needed following this review. This meeting is scheduled for October 22, 2025, at 7:00 p.m. and will take place at the Medic 94 building in Penn Township.

TAX COLLECTOR

Ms. Kinney reported that \$391.97 was collected in current Real Estate Taxes; \$107.61 for real estate liens; and no money was collected for 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 2026 Union Fire Company contract in the amount of \$153,523,89 and the 2026 Ambulance contract in the amount of \$106,482.00. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to authorize the Solicitor to investigate other sources of tax revenue related to fire and ambulance costs. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to observe Trick-or-Treat on Friday, October 31, 2025, from 6:00 p.m. until 8:00 p.m. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to hold the FY2026 Budget Hearing on Wednesday, October 29, 2025, at 10:00 a.m., and authorize the Secretary/Treasurer to advertise. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

OTHER BUSINESS

None.

PUBLIC COMMENT

Mr. Browning of East Nottingham Township noted that Lincoln University's stadium lights remain on overnight and noise from their drums is quite bothersome. He asked if the Township has an ordinance to address this nuisance. The Board stated there is no ordinance regulating these issues but directed the Secretary to send a courtesy letter requesting consideration for their neighbors during their events.

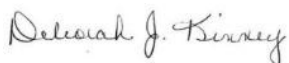
Vince Brown, a Union Fire Company member, but speaking as a resident, suggested that the Board of Supervisors have a conversation with the fire company directly to clarify what is required from them regarding their financial reports. He also noted that there is a decline in active volunteers.

Mr. Farber stated that the Supervisors have put the Township in a strong financial position and as a resident of the Township, asked the Board to revisit the \$8,200 balance on the 2025 fire contract, believing it will not impact the Township's finances. He noted that Mr. Fowler became President the beginning of this year and is committed to transparency. Mr. Farber thanked the Board for the job that they do.

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.