

**Lower Oxford Township**  
**Board of Supervisors Reorganizational Meeting Minutes**  
**Monday, January 5, 2026**

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, January 5, 2026, at 7:00 p.m.

**THE FOLLOWING WERE IN ATTENDANCE:** Chairman, Kevin R. Martin; Vice-Chairman, Noël A. Roy; Board Member, Robert J. McMahon; Secretary/Treasurer, Deborah J. Kinney; Solicitor, Curtis Sebastian; and eleven 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.

**RE-ORGANIZATION**

*Mr. Roy moved to appoint Secretary/Treasurer, Deborah Kinney, as Temporary Chairman. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to appoint Kevin R. Martin as Chairman. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

Mr. Martin assumed position as Chairman.

*Mr. McMahon moved to appoint Noël Roy as Vice-Chairman. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to re-appoint Deborah J. Kinney as full-time Secretary/Treasurer and Zoning Officer. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to re-appoint Accurate Buildings Inspections as the third-party agency with the sole authority to administer and enforce the Uniform Construction Code Act. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to reappoint Steven C. Price as full-time Roadmaster. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to reappoint Randall A. Gray as full-time Roadman. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to reappoint Keystone Collections Group to collect the Earned Income Taxes. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to reappoint the Chester County Treasurer to collect the local Real Estate Taxes. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to reappoint Noël Roy as the Fire Equipment & Ambulance Committee member. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Martin moved to reappoint Noël Roy as the Emergency Management Coordinator. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to reappoint Robert McMahon as Deputy Emergency Management Coordinator. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

*Mr. McMahon moved to reappoint Deborah Kinney as the Recycling Coordinator. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to reappoint Township Engineer, Ed Fisher, Light-Heigel & Associates, as the Township Engineer and pay according to their fee schedule at \$124.50 per hour. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

Mr. Roy moved to reappoint Winifred Sebastian, Lamb McErlane, as the Township Solicitor at \$195.00 per hour. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to reappoint Arthur L. Sagnor, III, as the Zoning Hearing Board Solicitor at \$185.00 per hour. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to reappoint Deborah Kinney as the Fire Hydrant Tax Collector. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to reappoint Randall Gray to the Oxford Area Sewer Authority for another five-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to reappoint Robert McMahan to the Planning Commission Board as an alternate member for another one-year term that will expire December 2026. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to reappoint Teri D'Ignazio to the Historic Commission for another three-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Martin announced that there are two vacancies for the Historic Commission.

Mr. Roy moved to reappoint Bill Hostetter to the Vacancy Board for another one-year term. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to appoint Robert McMahan, Supervisor, to the Oxford Regional Planning Commission as the delegated voting member. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to appoint Art Astle to the Oxford Area Recreational Authority for an additional five-year term. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to recommend \$300,000 for the Treasurer's Bond to the Elected Auditors. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to pay extra help at a rate of \$25.60 per hour. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to recommend to the auditors that the rate of pay for Supervisors as extra help is \$25.60 per hour. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay the Building Inspector according to the Fee Schedule. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to pay the Zoning Hearing Board at a rate of \$60.00 for the first meeting and \$30.00 for each additional meeting. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay Roadmaster Steven Price, an hourly rate of \$43.89 per hour for 2026. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahan moved to pay the Roadman, Randall Gray, an hourly rate of \$39.91 per hour for 2026. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to pay the Secretary/Treasurer, Deborah Kinney, an annual salary of \$91,291.20 for 2026. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to set the mileage reimbursement rate at 72.5 cents per mile per the IRS 2026 fee schedule. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Board of Supervisors regular monthly meeting schedule for 2026 be held on the second Monday of every month at 7:00 p.m. at the Township Building with the exception of the reorganizational meeting that is held the first Monday following New Year's Day which is Monday, January 4, 2027, at 7:00 p.m. and the elected auditors meeting will be held on Tuesday, January 5, 2027, at 7:00 p.m. and authorize the Secretary to advertise meetings in the local paper accordingly. Mr. McMahan seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved that the employee paid holidays for 2026 will be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to adopt Resolution 2026-01 for the Earned Income Tax to remain at 1% and to be collected and equally shared with the Oxford Area School District. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to adopt Resolution 2026-02 for the Real Estate Transfer Tax to remain at 1% and to be collected and shared equally with the Oxford Area School District. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved to adopt Resolution 2026-03 for Public Safety appointments designating Union Fire Co. No. 1 for fire protection and rescue service; the Union Fire Company No. 1 Ambulance Division will provide basic life support emergency medical services; the Union Fire Company No. 1 Fire Chief will determine air ambulance service providers and determine automatic mutual aid for fire protection, rescue service and basic life-support emergency medical services; Southern Chester County Emergency Services will provide advanced life support emergency medical service; the Pennsylvania State Police of Avondale will provide police protection; and the contact person between Lower Oxford Township and Chester County Department of Emergency Services shall be Noël A. Roy. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved to adopt Resolution 2026-04 appointing Barbacane Thornton & Company as the Certified Public Accountants to complete the audit for FY2025 in lieu of the elected auditors. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved that the Open Space Tax remain at 0.5% for FY2026. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the Real Estate Tax remains at .00025 for FY2026. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved that the Chairman and Vice-Chairman of the Board be designated as endorsers on all bank accounts. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. McMahon moved that checks be endorsed by at least two designated parties; the Treasurer and the Chairman or Vice-Chairman, or in the absence of the Treasurer, both the Chairman and Vice-Chairman of the Board. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy moved that the General Fund, Open Space Fund, State Fund, and Escrow Fund remain at Citadel Bank. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.

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### **REGULAR BOARD OF SUPERVISORS' MEETING**

Chairman Martin called for those who would like to appear on the agenda. Mr. Cope asked if he could speak when discussing the event ordinance and permitting process for Lincoln University. There was no objection.

### **APPROVAL OF MEETING MINUTES**

Mr. Roy made a motion to approve the minutes of the regular Board of Supervisors meeting conducted on Monday, December 8, 2025, and the Special Board Meeting that was held on December 18, 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 \$208,915.75. 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**

**Subdivision and Land Development:**

*Mr. McMahon moved to approve a waiver from §22.303 preliminary plan processing of the Subdivision and Land Development Ordinance for the Hostetter-Hoover Building Specialists, LLC, 2-Lot Subdivision and land development plan located at 469 Limestone Road, Oxford, Pennsylvania, further identified by Tax Parcel 56-3-140 as recommended by the Township Engineer and Planning Commission. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Resolution No. 2026-06 for the Hostetter-Hoover Building Specialists, LLC, two-lot subdivision and land development plan located at 469 Limestone Road, Oxford, Pennsylvania, further identified by Tax Parcel 56-3-140 contingent upon Chester County Health Department's approval for an on-lot septic system, a letter of adequacy from the Chester County Conservation District, an approved stormwater operation and maintenance agreement, and posting of engineer approved financial security. Mr. McMahon seconded them motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Resolution No. 2026-07 to extend the McDowell-Engelhardt two-lot subdivision located at 130 Roneys Corner Road, Oxford, Pennsylvania, further identified by Tax Parcel 56-8-121 an additional ninety days in order to satisfy the requirements of the subdivision and land development ordinance. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

*Mr. Roy moved to approve Resolution No. 2026-08 to extend the Oatman two-lot subdivision located at 120 Roneys Corner Road, Oxford, Pennsylvania, further identified by Tax Parcel 56-8-120 an additional ninety-days in order to satisfy the requirements of the subdivision and land development ordinance. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

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

Yates 3-Lot Subdivision and Land Development Plan located at 2005 Baltimore Pike, Oxford, Pennsylvania – Received an extension letter dated December 29, 2025, granting the Board of Supervisors until April 5, 2026, to review.

Wilson 2-Lot Subdivision Plan located at 5006 Forge Road, Nottingham, Pennsylvania – Received an extension letter dated December 29, 2025, granting the Board of Supervisors an additional one year to review.

188 Scotts Lane LLC Land Development Plan located at 188 Scotts Lane, Oxford, Pennsylvania – Received an extension letter dated December 29, 2025, granting the Board of Supervisors an additional ninety-days to review.

*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 the monthly report for the Oxford Area Sewer Authority that was held on Wednesday, December 17, 2025.

**OXFORD AREA RECREATIONAL AUTHORITY**

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

### **EMERGENCY MANAGEMENT**

Mr. Roy announced that Lincoln University is scheduled to hold a meeting on Monday, January 12, 2026, to review planning and resource management for future events, following the recent homecoming incident. The meeting will include representatives from fire services, ambulance teams, Medic 94, state police, Chester County Emergency Coordinators, and the Board of Supervisors from Lower Oxford Township. Mr. Roy further reported he was elected to the Medic 94 Board with his first meeting being held in February. Additionally, he attended the Fire Company meeting in December, during which discussions were held regarding contract fees—a matter that the Board of Supervisors will need to consider in the near future. Mr. Roy also reported that the Oxford Borough Mayor, Phil Harris, asked about attending the Lincoln University meeting on January 12, 2026. After much consideration, the Board decided not to invite him since it wasn't their meeting. They stated they would be open to his attendance when the Township meets with Lincoln University about the ordinance and permits but would handle it with discretion.

### **OXFORD REGIONAL PLANNING COMMISSION**

Joel Brown reported that there has not been a meeting since their last meeting on December 4, 2025. The next scheduled virtual meeting will be held on Wednesday, January 28, 2026.

### **TAX COLLECTOR**

Ms. Kinney reported \$329.74 was collected in current Real Estate Taxes there were no fire hydrant taxes collected in December 2025.

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

### **OLD BUSINESS**

Chairman Martin stated the Township will work on finalizing the Special Event Ordinance and permit process after their meeting with Lincoln University on January 12, 2026.

### **NEW BUSINESS**

*Mr. Roy moved to approve and sign the Signal Service 2026 Maintenance Agreement in the amount of \$825.00. Mr. McMahon seconded the motion. All in favor. MOTION CARRIED.*

### **PUBLIC COMMENT**

Ms. Dunmeyer of 685 Lancaster Pike asked the Board to stop trucks and motorcycles from using Lancaster Pike, citing house damage from vibrations. Mr. Timbo of 691 Lancaster Pike shared similar concerns about noise and shaking caused by large trucks and jake brakes. Chairman Martin explained that Lancaster Pike is a state road and they would need to voice their concerns to PennDOT.

Mr. Farber inquired whether the Board of Supervisors might sponsor a "shred-event" within the Township. Ms. Kinney, the Recycling Coordinator, explained that Chester County periodically announces shred events throughout the year. The most recent shred event held in the Township occurred at least ten years ago, when People's Bank on Bell Tower Lane acted as the sponsor. Vanessa Ross, a resident, mentioned she has a contact person at ServePro and would reach out to see if they might be interested in sponsoring an event, then follow up with Ms. Kinney.

Ms. Getty stated that she spoke with Lt. Covert at the Pennsylvania State Police, and she said he told her that if the Township does not request no parking on Baltimore Pike that they cannot enforce cars parked on the shoulder. She asked if the Board could request this from PennDOT.

Mr. Curt Sebastian explained that he drafted the original Special Event Ordinance and reminded the residents that the Township cannot just walk on campus and conduct enforcement. He stated that events would begin with a permit to cover zoning, that would include any organizers or vendors on campus, who have been contacted with regards to State Police and emergency responders, and require Lincoln University to present plans for policing, traffic control, and parking as part of the permit review process.

Ms. Getty said she has looked into the Brown University mass shooting and noted that everyone became involved. She said that as far as she knows there hasn't been any communication from Governor Josh Schapiro about the mass shooting during Lincoln University's October 2025 homecoming. She asked if the Township could investigate this matter. Additionally, Ms. Getty has reached out to State Representative John Lawrence's office and is awaiting a response.

Mr. Timbo stated that it sounds like the ordinance the Township is putting into place has some sort of prerequisites. He added that it also sounds like Lincoln University does whatever they want to do without any consequences.

Ms. Dunmeyer stated she would be interested in filling one of the vacancies for the Historic Commission. She will reach out to the Secretary, Deborah Kinney, and let her know.

Mr. Cope asked the Board to consider that an applicant for a Special Event permit should post a bond.

**ADJOURNMENT**

*Mr. Roy moved to adjourn at 8:23 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 upon request at Lower Oxford Township, 220 Township Road, Oxford, Pennsylvania.