

On May 27, 2020 at the Oxford Township Building, 780 Hanover Street, New Oxford, PA 17350, Chairman Iocco called the regular Board of Supervisors meeting to order at 10:00 a.m. followed by the Pledge of Allegiance to the American Flag. The quorum consisted of Supervisors Mario Iocco, Harry McKean and M. Frank Sneeringer. Sitting with the Supervisors was Township Manager Heather Snyder and Zoning/Code Enforcement Officer Darrin Catts.

**Meeting Minutes:** McKean second by Sneeringer motioned to approve the April 8, 2020 the meeting minutes as written. 3 Aye Votes

**Public Comments Non-Agenda Issues:** None

Motion to sign O&M Agreement for Oxford Pointe. Mickey Thompson from Burkentine Builders addressed the Board of Supervisor's asking them to consider signing the O&M Agreement for Oxford Pointe. Mickey Thompson advised he talked with Township Manager Snyder who advised him that our normal process would be to sign the O&M Agreement and Final Plan and the Township will record at the same time. He is asking the Board to consider signing today the O&M Agreement and Preliminary Plans. Supervisor McKean advised that the Preliminary Plan states that Burkentine is the owner of the property however the property is still listed as SA Homes. Mickey Thompson advised that Burkentine is equitable owner and they would be settling on the property the next day. The Board advised of the following: a new cover sheet for the preliminary plan with all signature blocks signed, the Planning Commission could be contacted for signature when received and the Board could sign at the June 10, 2020 meeting.

Motion to Adopt Ordinance 2020-122 Solar Energy Facilities Ordinance: We are waiting on advertisement from the Solicitor. McKean seconded by Sneeringer tabled the adoption of the 2020-122 Solar Energy Facilities Ordinance. 3 Aye Votes.

Motion to Adopt Resolution 2020-10 Appointing Heather Snyder as Right-To-Know Officer: McKean seconded by Sneeringer motioned to adopt Resolution 2020-10 naming Heather Snyder as Right-To-Know Officer. 3 Aye Votes.

Motion to sign 2020 Municipal Box Alarm Card: McKean advised that he talked with both Kevin Moul and Steve Rabine who have reviewed the cards. Steve Shrader advised that they are bringing the closest piece of apparatus to the scene. McKean seconded by Sneeringer motioned to sign the 2020 Municipal Box Alarm Card. 3 Aye Votes.

Motion to ratify the Hiring of Darrin Catts, Part-Time Zoning & Code Enforcement Officer: McKean seconded by Sneeringer motioned to hire Darrin Catts with a start date of May 11, 2020. 3 Aye Votes.

**Manager's Report:**

Panorama Mobile Home Park was advised in their timeline to provide an update in writing or appear at the Board of Supervisor's workshop on May 27, 2020. Derrick Martin sent an e-mail to Township Manager Heather Snyder advising he would not be present at the meeting and the water meters have been added to all homes.

An e-mail request was received by a Township resident asking to use the ballfield to practice and play scrimmage games during the spring and summer. They are willing to help rake, sweep and maintain the field. Chairman Iocco and Supervisor Sneeringer advised that is not a problem and to coordinate with the other teams that practice and play at the field.

A quote was received from PERCS for the Cross Keys Signal light replacing all backplates. Supervisor McKean directed the Township Manager to contact PERCS for a quote on the Lincoln Street signal light and a letter from PERCS explaining what the backplate traffic signal requirements are; then send to Berwick and Hamilton Township for review.

Township Manager Snyder asked the Board of Supervisors about providing ID badges to the Township employees. Snyder was directed to check with the Police Department and the School.

**Code and Zoning Officer's Report:**

The Code and Zoning Officer's report for Ed Strevig through May 8, 2020 and Darrin Catts through May 27, 2020 was enclosed in the packet for review.

Code/Zoning Officer Darrin Catts reported to the Board of Supervisor's that he attended the construction meeting for Oxford Pointe.

Posted the violation notice of an unsafe structure on Oxford Road. Supervisor Sneeringer advised the structure has been demolished. Zoning/Code Enforcement Officer Darrin Catts will look to follow up with the property owner.

Code/Zoning Officer Darrin Catts asked to review the Solar Energy Facility Draft Ordinance.

Code/Zoning Officer Darrin Catts expressed to the Board his court authority number has been transferred to Oxford Township for violations that would proceed to the Magistrate.

Currently the Township has a Building Permit Application and a Zoning Permit Application. This can be confusing to understand which permit application should be submitted for a permit. The two applications were consolidated into one. This revised application is called a Municipal Permit Application and has been posted to our website and copies have been made in the office to use going forward.

Motion to name Zoning/Code Enforcement Officer Darrin Catts as Building Code Official: McKean seconded by Sneeringer named Darrin Catts as the Township Building Code Official. 3 Aye Votes.

Code/Zoning Officer Darrin Catts expressed to the Board of Supervisors that he very much enjoys being here and is happy he made the move to Oxford Township.

**Secretary Report:**

Beverly Shriver, Secretary advised the Board of Supervisors she will be returning to work on June 1, 2020.

**Treasurer's Report:**

Motion on List of Income, Bills and Transfers: McKean seconded by Iocco motioned to approve the List of Incomes, Transfers and pay Bills. 3 Aye Votes.

**Board of Supervisors Issues:**

Auditor Vacancy: The Township is still in need of an Auditor. Sneeringer asked for an auditor's job description.

Roadmaster Position: McKean second by Sneeringer motion to hire Jeffrey Rummel as Roadmaster; with a starting date of June 15, 2020. 3 Aye Votes.

**List of Active Plans:**

Summerfield Phase I Final Plan – Submitted May 14, 2019 expires July 5, 2020.

Oxford Pointe Preliminary Subdivision Plan- Submitted June 19, 2019 received conditional approval on December 17, 2019.

Oxen Country Meadows Final Land Development Plan, Phase II, Sections 3 & 4- Submitted 12/12/19, Received conditional Approval March 11, 2020.

Lorraine C. Smith Final Subdivision Plan submitted February 20, 2020, Expires July 9, 2020.

**Adjournment:** McKean second by Sneeringer motioned to adjourn the meeting. 3 Aye Votes Meeting adjourned at 11:31 a.m.