

OXFORD TOWNSHIP PLANNING COMMISSION MEETING MINUTES

June 10, 2020

Chairman Linda Buffenmyer called the meeting to order by the Pledge of Allegiance to the American Flag at 6:30p.m. The following members were in attendance; Linda Buffenmyer, Verna Feeser, Ronald Groft. Bob Martin arrived at 6:35p.m. Sitting with the members were Township Engineer Terry Myers and Secretary Beverly Shriver.

The Chairman advised the audience; Beverly Shriver will be a part of the quorum until relieved when another member arrives or Shriver will remain as an active member for the rest of the meeting.

Motion on Previous Meeting Minutes:

Verna Feeser second by Ronald Groft motioned to approve the March 11, 2020 meeting minutes as written. 4 Aye Votes

Public Comments Non-Agenda Issues: None.

Bob Martin arrived.

Plans with Representation:

Lorraine C. Smith Final Subdivision Plan:

Ron Garis, Beyond All Boundaries, Inc. was present on behalf of the owner.

Lorraine Smith wants 15 acres to go with the house and surrounding buildings to her daughter and son-in-law (Lot 2) and the remaining 79 acres to stay as agricultural (Lot 1).

Garis revised the plan removing the tract line as discussed at an earlier meeting. The plan shows the site distance for the Lingg Road proposed driveway is over 500 feet in each direction.

Terry Myers went over the June 9, 2020 C. S. Davidson Inc.'s letter. Outstanding is 1. Certification of ownership 2. A non-building sewage planning waiver was executed at an earlier meeting; Garis will file it with PA DEP tomorrow. Myers explained there is no approval just filing process.

There are 5 waiver requests; 1. Preliminary Plan requirement (22-303A) 2. Curbs and Gutters (22 -503) 3. Sidewalk requirement (22-504) 4. Cartway Widening (22-403.13) March 11, 2020 the Planning Commission recommended the Board of Supervisors grant a waiver to 22-404.13. 5. Plan Scale (22-308. A. 3) At March 11, 2020 the Planning Commission recommended the Board of Supervisors grant a waiver to 22-308. A. 3. The Board of Supervisors requested all the waiver requests be combined in one letter to the Board of Supervisors.

Verna Feeser second by Ronald Groft motioned to recommend the Board of Supervisors grant conditional approval of the Lorraine C. Smith Final Subdivision Plan with the following outside issues; 1. Certification of ownership, (22-308B.28) 2. A non-building sewage planning waiver needs filed with DEP (22-308C.10); and recommend the following 5 waivers be granted; 1. Preliminary Plan requirement (22-303A) 2. Curbs and Gutters (22 -503) 3. Sidewalk requirement (22-504) 4. Cartway Widening (22-403.13) and 5. Plan Scale (22-308A.3) 4 Aye Votes

Oxford Pointe Preliminary Plan: Taking Terry Myers direction the Planning Commission signed the preliminary plan after the meeting. It needs the owner's signature. The addresses were corrected.

Oxford Pointe Final Subdivision Plan: Ted Decker and Mickey Thompson were present on behalf of the owner. Decker went over C. S. Davidson Inc.'s June 4, 2020 Oxford Pointe Final Subdivision Plan review comment letter. The addresses were corrected and

1. the side setback was added to Lot 1.

Opened 2. PennDOT's H.O.P. permit application is conditionally approved. Burkentine has to supply a letter of credit to PennDOT which they are in the process of doing.

Opened 3. Owner's certification needs signed

Opened 4. The Traffic Study was provided tonight. The streets will be adopted and recorded; then this Traffic Study will go along with the ordinance adopting the stop signs and speed limit signs. A Developer's Agreement needs signed; this spells out the Operation and Maintenance of the stormwater management facilities.

5. There's a retaining wall close to the cul-de-sac and it is right up against the right-of-way line. There is a grid system installed as they build the wall; this helps hold the wall back. The grid system is going to be out into the right-a-way. Buffenmyer didn't like the retaining wall to be the right-a-way. Myer's explained traffic is going to be nine-(9) feet away from the wall. The cul-de-sac is eighty-(80) feet across. Terry Myers felt it was necessary to have a special agreement making sure the HOA is responsible for maintaining the wall. The HOA Agreement is being reviewed by the Township Solicitor. The HOA will have a management company be responsible for all the meetings, landscaping, snow removal, maintenance of the stormwater (basins, bmp's) etc...The wall has to be inspected and periodically an inspection report would be given to the Township. There will be a structural engineer that gives us a design and a permit from the codes officer that goes along with the permit. Terry Myers needs to review the details of the Developer's Agreement. Myers will make sure the Township is satisfied with what's in the Developer's Agreement (who's inspecting it, how often is it being inspected, who are they reporting to). Myers might have to ask the wall manufacture for their recommendation. Myers will review it and give his recommendation on it before the Board of Supervisors sign it. The wall is six-(6) foot high. Note 24 is added to the cover sheet and the details are in the Developer's Agreement.

Thompson noted they paid the Preliminary Plan fees at the last meeting. The Public Improvements Security was approved by the Township Solicitor and handed to the Township Manager at this meeting. NOMA has accepted their bond. The escrow was paid for the Final Plan. Recreation Fees need paid. Thompson handed out a sample O & M Agreement along with a copy of the plan for when they go to closing with a homeowner that spells out what they are responsible for on their property as far as stormwater management (slope, pipe going through properties etc...). Terry Myers will review this. Thompson wants to go before the Board of Supervisors June 16, 2020.

Waivers were handled during the Preliminary Plan.

Ronald Groft second by Robert Martin motioned to recommend the Board of Supervisors grant conditional approval of the Oxford Pointe Final Plan with these outstanding issues; 1. Provide PennDOT HOP number 2. Owner's Signature on plan 3. Approved Developer's Agreement 4. Approved HOA Documents 5. Pay Recreational Fees 6. Signatures from NOMA and Adams County Conservation District 6. Signed O & M Agreement for Recording 4 Aye Votes

Ronald Groft second by Robert Martin motioned to accept Oxford Pointe's Final Subdivision Plan time extension to September 16, 2020. 4 Aye Votes

Terry Myers would like a scanned copy that could be down loaded in CS Datum.

Summerfield Final Plan Phase 1: Summerfield is working with NOMA to redesign their pump design which will cause a change to the pump station structure.

Robert Martin second by Ronald Groft motioned to accept Summerfield's Final Plan, Phase 1, 90-day time extension request to October 3, 2020. 4 Aye Votes

Review Chapter 22:

Terry Myers reviewed Chapter 22 Section 411 complete and Part 5. Myers reported; The carbon assessment; starts out in 22-306 there is a requirement that all plans that contain carbonate features within 500 feet of the property lines shall submit a Carbonate Assessment Report. The Carbonate Assessment Report needs done by either a Professional Engineer (PE), Professional Geologist, or a Professional Surveyor (PLS). There is an outline of contents listed in the ordinance that has to be included in the assessment. There is a statement that the Professional Engineer or Geologist states that the proposed improvements are or are not recommended in light of the existing carbonate features. If there are no carbonate features on the property or within 500 feet, then the PE or PLS who's doing the land development plan or subdivision plan has to put a certification on the plan that says there are no carbonate features in the area; and he has to sign that. The responsibility is on someone else and not the Township. If there are carbonate features; they have to do the report and make a recommendation on whether or not they agree with what is being proposed.

And then section 22-411 has certain restrictions based on the recommendations that come out of the Carbonate Assessment Report. Chapter 411 Paragraphs 1.-4. Talk about the restrictions and the requirements based upon the Carbonate Assessment Report. Paragraph 5 is the Indemnification Agreement; if there are carbonate features on the property there is an Indemnification Agreement that basically says that the Township is indemnified if something happens. It's a standard agreement the Township Solicitor wrote. Paragraph 6. That those certain restrictions have to be put on the deeds. The property owners buying the property has to be notified that there are carbonate features in the area. 7. If the report says the carbonate assessment does not recommend the proposed improvements in light of the existing carbonate features, then the plan is to be denied.

PART 5 Improvement and Construction Requirements:

502B. Private Streets 2. Which says "Whenever a subdivider proposes to establish a street which is not offered for dedication to public use, the Supervisors shall require the subdivider to enter into and also to record with the Plan an agreement between the subdivider and the Township to be binding on the subdivider, his heirs and assigns, and which agreement shall establish the conditions under which the street may later be offered for dedication, and shall stipulate among other things:" The Township never followed through putting this agreement together since Terry Myers has been our Township Engineer. Myers said the Township could put in there; **"These are private streets and they will not be adopted by the Township"**. As opposed to giving them an option to get them adopted in the future. And this maybe more related to if you do a private street and take individual lots off of it. Kennedy Drive off Kohler Mill Road is a private drive. There is a restriction on that private drive for residential purposes unless the drive is constructed to Township specifications as a public street however, it can be accessed for agricultural purposes.

22-502 C. Street Lights: If required by the Township in which the subdivision or land development is located, a street light meeting Township specifications shall be installed at one corner of every intersection. If the Township wants them the Township can require them. Buffenmyer reported South Branch HOA installed four in the development that the HOA maintains and pays the bills. **The Planning Commission wants to asked the Board of Supervisors for something more definitive about whether or not street lights are required.** If it doesn't make sense; the developer can ask for a waiver.

22-502 D. Street Signs: **Myers recommends adding the developers be required to do traffic studies to support all the traffic control signs.** Myers will type this up for the Planning Commission.

22-502 E through 22-504: Nothing to discuss.

22-505 Sewer and Water Supply Systems:

1.A. All properties shall be connected to a public sanitary system if possible. **Myers recommends adding here “systems shall be designed to meet NOMA’s current standards.**

2. Private and On-Site Water Systems: 2A. **Myers recommends adding at the end of the paragraph; proposed water main supply system in accordance with NOMA/York Water Company’s specifications.**

22-506 Fire Hydrants: Nothing to discuss.

22-507 Storm Drainage: 5. Chapter 26 Specifications. All design and installation of storm drainage facilities shall be done pursuant to the specifications set forth in Chapter 26 of the Code of Ordinances of the Township. **Myers recommends adding “All storm water facilities shall conform to Township’s Construction and Materials Specifications”.**

22-508 through 22-519 Nothing to discuss.

Part 6, Part 7 & Part 8 were previously okayed.

Adjournment: Ronald Groft second by Jean Feeser motioned to adjourn the meeting. Motion carried. Meeting adjourned at 8:03p.m.