

**UPPER OXFORD TOWNSHIP
JANUARY 4, 2016**

Upper Oxford Township Board of Supervisors held their organization meeting at the Township Building, 1185 Limestone Road, Russellville, PA on Monday, January 4, 2016 at 7:00 P.M.

PRESENT: Scott A. Rugen
 Howard S. Reyburn
 Charles Fleischmann

 Jane Daggett, Secretary

OTHERS:	Fran and Franny Sharon	Gary Calibey
	Karen Hovis	Denise Rugen
	Ed Jefferis	John Pogue
	Neil Millman	Eric Frasse
	Susan Hancock	Ed Thornton
	Karl Herr	Sam Reyburn
	Harold Bryson	

The meeting was called to order at 7:00 P.M. After the Salute to the Flag, Scott Rugen led in prayer.

PUBLIC COMMENTS – At this time, public comments were asked for from the audience based on the agenda. There were no comments at this time.

TEMPORARY CHAIRMAN – Motion made by Charles Fleischmann, seconded by Howard Reyburn and carried to appoint Scott A. Rugen as Temporary Chairman.

Reyburn – Yea	Rugen – Yea	Fleischmann - Yea
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TEMPORARY SECRETARY – Motion made by Charles Fleischmann, seconded by Howard Reyburn and carried to appoint Jane Daggett as Temporary Secretary.

Reyburn – Yea	Rugen – Yea	Fleischmann - Yea
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ELECTION OF OFFICERS

Motion made by Charles Fleischmann, seconded by Howard Reyburn and carried to appoint Scott A. Rugen as Chairman.

Reyburn – Yea	Rugen – Yea	Fleischmann - Yea
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Motion made by Scott Rugen, seconded by Howard Reyburn and carried to appoint Charles Fleischmann as Vice-Chairman.

Reyburn – Yea	Rugen – Yea	Fleischmann - Yea
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Motion made by Charles Fleischmann, seconded by Howard Reyburn and carried to make the following appointments and setting the following wages for 2016.

Secretary-Treasurer	Jane Daggett, with a \$.50/hr. increase, recommending to Auditors that the Treasurer’s Bond be set at \$1,000,000.00.
Roadmaster:	Ricky Railing, with a \$.50/hr. increase

Road Crew Member:	James A. Wilson, Jr., with a \$.50/hr. increase
Engineer:	Ragan Engineering Associates, Inc.
Alternate Engineer:	Concord Land Planners
Bank for Official Business:	National Penn Bank with investments being made at National Penn Bank, Fulton Bank, Wells Fargo, Coatesville Savings, BB&T or PLGIT
Zoning Officer:	William Beers, d/b/a Earthways
Building Inspector:	Commonwealth Code Inspection Service, Inc.
Agricultural Areas Advisory Committee – Chairman	Howard S. Reyburn
Auditor	Flossie Prewitt for a term of 2 years
Planning Commission Member:	Tracy Keller for a 5 year term
Vacancy Board Chairman:	Christine Niboaur for a 1 year term
Planning Commission Secretary	Jane L. Daggett
Zoning Hearing Board Member	J. Stephen Hill for a 3 year term
Historic Commission Member	Will be appointed at a later date.
Right to Know Officer	Scott A. Rugen
Tax Collector	Nadine E. Hook for a 1 year term
Snow Equipment Operators:	CDL Drivers, Darrell Cook, Ed Thornton, David Wadsworth, John Bomberger at \$15.00/hr.
Solicitor:	Thomas Oeste of Parke, Barnes, Spangler Oeste & Wood
Zoning Hearing Board Solicitor	Winifred Moran Sebastian

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

Motion made by Charles Fleischmann, seconded by Howard Reyburn and carried to approve the following referenced items:

Meetings: 2nd Monday each month at 7:00 P.M. and Work Sessions 4th Monday at 7:00 P.M. as needed.

Legal Notices may be placed in the Chester County Press or Daily Local News.

Investments – The Chairman and Secretary are authorized to keep idle funds invested.

Other Road Wages: Part-time Equipment Operators - \$12.00/hr and Laborers - \$12.00/hr.

Working Supervisors: All three Supervisors are affirmed to work on roads if needed; request Auditors’ approval of \$12.00/hr for other road work and \$12.00/hr. for snow equipment operations. Recommend to Auditors that Supervisors be reimbursed \$.575/mile, or the current IRS rate per mile to attend Road Inspections and Seminars.

Road Crew Benefits:
7 paid holidays – New Year’s Day, Good Friday, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving and Christmas
6 paid sick days – may be accumulated up to 24 days
3 days for bereavement leave – immediate family and 1 day for near relative
2 personal days per year
Paid Vacation
After 1 year – 5 days and 2-1/2 days per year for each successive year up to 20 days. Only 5 days may be carried forward to the following year and must be used in that year.

Reyburn – Yea Rugen – Yea Fleischmann – Yea

DELEGATE TO STATE CONVENTION – Motion made by Scott Rugen, seconded by Howard Reyburn and carried designating Charles Fleischmann as the Township’s Voting Delegate to the State Convention to be held in Hershey, PA., April 17 to April 20, 2016, and authorizing payment of registration fees.

Reyburn – Yea Rugen – Yea Fleischmann – Yea

RADIO FREQUENCIES – Motion made by Scott Rugen, seconded by Charles Fleischmann and carried permitting Union Fire Co. #1, Oxford Borough, East Nottingham Township and West Grove Borough to use SWCCT radio frequency (151.0700) for a period of one year.

Reyburn – Yea Rugen – Yea Fleischmann – Yea

RESPONSE TERRITORIES – Motion was made by Charles Fleischmann, seconded by Betsy Huber and carried, adopting Resolution No. 2016 – 1, designating emergency response areas in the township and naming Chuck Freese as Emergency Management Coordinator.

Reyburn – Yea Rugen – Yea Fleischmann – Yea

CHESTER CO. MITIGATION PLAN – Motion was made by Charles Fleischmann, seconded by Howard Reyburn and carried to table the Multijurisdictional Hazard Mitigation Plan of Chester County to next month.

Reyburn – Yea Rugen – Yea Fleischmann - Yea

MINUTES – Motion made by Charles Fleischmann, seconded by Howard Reyburn and carried approving the December 14, 2015 Minutes.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

HARRIS RADIOS – Supervisor Charles Fleischmann informed the other members and audience that the County has installed the Harris Radios.

2015 PLANNING COMMISSION REPORT – The Supervisors reviewed the 2015 yearly report from the Planning Commission.

ALFRED FORTUGNO TRUST – 2 Lot Subdivision on Forest Manor Road. The applicant was requesting three (3) waivers as recommended to the Board of Supervisors from the Planning Commission Members. A note will be added to the plan and will presented again next month for approval.

WPM HOLDINGS – A sketch plan was presented to the Planning Commission and Board of Supervisors by John Pogue of Lake, Roeder, Hillard Associates along with Tri-Tech Resources, Inc. The applicant was requesting a waiver from the current storm water management requirements. This waiver will be discussed with the township solicitor. The applicant and his representatives addressed some questions the Board had regarding parking spaces, number of employees, daytime traffic, time of day most active and time frame they hope to be up and running.

ZONING – Scott Rugen read the Zoning Officer’s report for the month.

ROADS –Scott Rugen read the Road Master’s report for the month.

TRASH DAYS - The Township’s Spring Trash Clean up Days will be scheduled for Friday, April 22, 2016 and Saturday, April 23, 2016 and the Fall Trash Clean up Days will be scheduled for Friday, October 21, 2016 and Saturday, October 22, 2016.

PAYMENT OF BILLS – Motion was made by Charles Fleischmann, seconded by Scott Rugen and carried to approve the payment of bills in the amount of \$30,893.32 from the General Fund.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

PURCHASING POLICY – Was discussed by the Board of Supervisors. Scott presented Charlie and Howard with some guidelines to review and consider implementing until they are able to discuss this further.

LAMANCHA DOG CONTRACT – The importance of having a dog contract or not was discussed. The Supervisors decided since we usually do not have dog complaints we would not subscribe to a yearly dog contract.

PECO GRANT FOR TOWNSHIP PARK – Brandywine Conservancy has agreed to help us re-write the grant to PECO for our township park.

DEP/HEAVLOW MEETING – Scott attended a meeting with Ron Ragan, DEP and Mr. and Mrs. Heavlow in Norristown regarding the Heavlow’s water problem. No one from the HOA Management Company was in attendance however their engineer was there. All the issues regarding the water runoff was discussed. DEP has no authority on the water coming from the farmer’s field. The Chester County Conservation District will implement a soil erosion plan to reduce the water. The Township agreed to a limited scope of engagement to work with the other engineer to find a solution. A few options were discussed. Motion was made by Charles Fleischmann, seconded by Scott Rugen to allow Ron Ragan 30 hours of work to review

the issues at Grist Mill specific to the Heavlocs, subject to getting approval from the attorney for review and conformation to have legal authority to do so.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

EXECUTIVE MEETING – The Supervisors will meet in January to discuss personnel issues.

ADJOURNMENT – There being no further business, motion was made by Charles Fleischmann, seconded by Scott Rugen and carried to adjourn at 9:00 P.M.

Respectfully submitted,

Jane Daggett
Secretary

