

**UPPER OXFORD TOWNSHIP
JANUARY 6, 2025**

Upper Oxford Township Board of Supervisors held their organization meeting at the Township Building, 1185 Limestone Road, Russellville, PA on Monday, January 6, 2025 at 7:00 P.M.

PRESENT: Howard S. Reyburn
 Scott A. Rugen
 Charles Fleischmann
 Jane Daggett, Secretary

OTHERS: Ted Jaskinski, Zoning Officer

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

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

Reyburn – Yea Rugen – Yea Fleischmann - Yea

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

Reyburn – Yea Rugen – Yea Fleischmann - Yea

ELECTION OF OFFICERS

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

Reyburn – Yea Rugen – Yea Fleischmann – Yea

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

Reyburn – Yea Rugen – Yea Fleischmann - Yea

Motion made by Scott Rugen, seconded by Charles Fleischmann and carried to make the following appointments and setting the following wages for 2025.

Secretary-Treasurer	Jane Daggett, with a \$.72/hr. increase, recommending to Auditors that the Treasurer’s Bond be set at \$3,000,000.00.
Road Master:	Dominick DiFilippo, with a \$.77/hr. Increase
Road Crew Member:	Larry Browning with a \$.67//hr. increase
Engineer:	Gilmore & Associates, Inc.
Alternate Engineer:	Rettew Associates
Sewage Consultant	Vacant at this time.

Bank for Official Business:	Truist with investments being made at Truist, Fulton Bank, Wells Fargo, Coatesville Savings, or PLGIT	
Zoning Officer:	Ted Jasinski	
Building Inspector:	Commonwealth Code Inspection Service, Inc.	
Planning Commission Member:	Colin Kraucunas for a 5-year term	
Vacancy Board Chairman:	Christine Nibouar for a 1-year term	
Planning Commission Secretary	Jane L. Daggett	
Right to Know Officer	Scott A. Rugen	
Tax Collector	Nadine E. Hook for a 1-year term	
Snow Equipment Operators:	Non CDL Drivers, Darrell Cook, Ed Thornton, at \$15.00/hr.	
Solicitor:	Thomas Oeste of Buckley Brion McGuire & Morris, LLP	
Zoning Hearing Board Solicitor	Winifred Moran Sebastian of Lamb McErlane, PC	
Reyburn – Yea	Rugen – Yea	Fleischmann - Yea

Motion made by Scott Rugen, seconded by Howard Reyburn and carried to approve the following:

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, Daily Local New or Township Website.

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

Other Road Wages: Part-time Equipment Operators - \$15.00/hr. and Laborers - \$15.00/hr.

Working Supervisors: All three Supervisors are affirmed to work on roads if needed; request Auditors’ approval of \$13.50/hr. for other road work and \$13.50/hr. for snow equipment operations. Recommend to Auditors that Supervisors be reimbursed \$.70/mile, which is the current IRS rate per mile, to attend Road Inspection, Conventions and Seminars.

Road Crew Benefits:
 8 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., May 4 to May 7, 2025 and authorizing payment of registration fees.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

CCATO AND ORPC – Motion made by Scott Rugen, seconded by Howard Reyburn and carried appointing Charles Fleischmann as the township representative to CCATO and ORPC and Colin Kraucunas as alternate representative to ORPC.

Reyburn – Yea

Rugen – Yea

Fleischmann - Yea

RADIO FREQUENCIES – Motion made by Scott Rugen, seconded by Howard Reyburn 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 Scott A. Rugen. seconded by Charles Fleischmann and carried, adopting Resolution No. 2025 – 1 designating emergency response areas in the township.

Reyburn – Yea

Rugen – Yea

Fleischmann - Yea

MINUTES – Motion made by Charles Fleischmann, seconded by Howard Reyburn and carried approving the December 9, 2024 Minutes.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

THE RIDG, LLC – Motion was made by Charles Fleischmann, seconded by Howard Reyburn and carried to accept and grant an extension for review of the Land development plan for 30 days until February 18, 2025 to be act upon at our February meeting.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

UNION FIRE COMPANY AND UNION FIRE COMPANY AMBULANCE – a new contract was received from both the Fire Company and the Ambulance and was discussed by the Board of Supervisors.

ZONING – The Zoning Officer gave his report to the Supervisors and informed them of the status of some zoning issues that he was working on.

ENGINEER – The Supervisors reviewed the engineer’s report regarding Turners Pond Retro-fit Basin.

ROADS – The Supervisors reviewed the Road Master’s report for the month.

HISTORIC COMMISSION – waiting for the Solicitor to review the draft ordinance

PLANNING COMMISSION REPORT – The Supervisors reviewed the annual Planning Commission report for 2025.

PAYMENT OF BILLS – Motion was made by Howard Reyburn, seconded by Charles Fleischmann and carried to approve the payment of bills in the amount of \$25,687.45 from the General Fund.

Reyburn – Yea

Rugen – Yea

Fleischmann - Yea

TRASH DAYS – Motion was made by Scott Rugen, seconded by Howard Reyburn and carried to schedule the Spring Trash Days on Friday, May 2, 2025 and Saturday, May 3, 2025 and the Fall Trash Days on Friday, October 3, 2025 and Saturday, October 4, 2025.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

HIGH TUNNELS – a draft Charlie provided will be discussed at the next work session along with Solar.

ZONING MAP CHANGE – The township received a review from Chester County Planning commission.

SIGNAL SERVICE – The Supervisors received an inspection letter with recommendations from Signal Service. Scott will call for some prices regarding the flasher cabinets.

GLENVILLE PROPERTIES – a letter was received from West Fallowfield Township deferring all planning for this proposed subdivision to Upper Oxford Township.

ALGER OIL AND OXFORD PLUMBING AND HEARING – The Township has received proposals from both companies regarding new heating and cooling systems in the building. Howard will call for estimates from Dixie.

RIGHT TO KNOW – Scott received a request regarding storm water in the Forestville Business Center.

OLD BUSINESS

ACT 537 – our new engineer will work on this

ARMSTRONG CABLE TV – Solicitor is working on this

COMCAST TV – Supervisors will review Solicitor’s comments at a work session

ZONING FEE SCHEDULE – will discuss later

AMERICAN RESCUE FUNDS – report is due in April

NEW COLORED ZONING MAP – new engineer will work on this

BUTLER

SEPTIC PUMPING AND RECORDS – met with new company regarding this – will revisit this later

SEWAGE COMPONENT 2m – will be given to our new engineer

SOLAR RENEWABLE ENERGY – will discuss at work session

STORM WATER, ZONING AND RIPARIAN BUFFER – look at proposed changes

CORRESPONDENCE – a letter was mailed to the Governor regarding saving Big Elk Creek State Park

EXECUTIVE SESSION – commenced after the regular meeting.

ADJOURNMENT – There being no further business, motion was made by Scott Rugen, seconded by Howard Reyburn to adjourn at 9:15 PM.

Respectfully submitted,

Jane Daggett, Secretary

