

**UPPER OXFORD TOWNSHIP  
DECEMBER 9, 2024**

The Upper Oxford Board of Supervisors held their regular monthly meeting at the township building, 1185 Limestone Road, Russellville on Monday, December 9, 2024 at 7:00 P.M.

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

OTHERS: Tom Schreier Dave Gilgenast  
Ed Thornton Ted Jasinski

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

PUBLIC COMMENTS – There were no comments from the public at this time.

MINUTES – Motion was made by Charles Fleischmann, seconded by Howard Reyburn and carried to approve the November 11, 2024 Minutes.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

COCHRANVILLE FIRE COMPANY – Motion was made by Howard Reyburn, seconded by Charles Fleischmann and carried to approve and sign the 2025 Fire Protection Contract with Cochranville Fire Company in the amount of \$30,980.73.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

DE STORAGE – Motion was made by Scott Rugen, seconded by Howard Reyburn and carried, granting waivers on Section 401.B.2 – Major Subdivision and Land Development Proposal (submit as preliminary/final land development), Section 505.A – Traffic Impact Study, Section 505.B – Community Impact Study and Section 505.C – Steep Slopes.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

Motion was made by Howard Reyburn, seconded by Charles Fleischmann and carried to set financial security in agreement with DE Storage by our engineer to guarantee completion of the improvements and that any money owed to Upper Oxford Township be paid in full.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

Motion was made by Charles Fleischmann, seconded by Howard Reyburn and carried to approve the Final Land Development Plan of DE Storage contingent upon financial agreement and the caveat that the plan will not be recorded until the conditions of approval are satisfied and that the plans can be signed by the Board of Supervisors outside a meeting.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

THE RESERVE AT UPPER OXFORD, LLC – Motion was made by Howard Reyburn, seconded by Charles Fleischmann and carried to approve and accept a 90-day extension until April 5, 2025 and that the Board will review at their March 10, 2025 meeting.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

BEN AND SARAH FISHER – Motion was made by Charles Fleischmann, seconded by Howard Reyburn and carried to approve and accept an extension of time until March 15, 2025 for the Ben and Sarah Fisher Final Add-on Plan and to act on it at the March 10, 2025 meeting.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

ZONING DISTRICT CHANGE – DRAFT ORDINANCE FOR DONNELLY ENTERPRISE – will wait to act upon this until later.

2025 BUDGET – Motion was made by Charles Fleischmann, seconded by Howard Reyburn and carried to adopt the 2025 General Fund budget, the 2025 State Budget and the 2025 Open Space Budget as advertised.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

TAX LEVY ESOLUTION – Motion was made by Scott Rugen, seconded by Charles Fleischmann and carried to adopt Resolution #2024-9 setting the millage for 2025 at .0005 mills.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

ROADS – Supervisor Rugen read the road master’s report for the month. The Supervisors will follow up with Andy regarding the millings and dirt that the township gets from the State.

ZONING – Supervisor Rugen read the zoning report for the month.

ENGINEER – The Supervisors reviewed the engineer’s report.

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 \$103,836.35 from the General Fund.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

APPONTMENTS – Motion was made by Scott Rugen, seconded by Howard Reyburn and carried to appoint Gilmore & Associates, Inc. as primary engineer for the township starting December 10, 2024 with Erin von Hacht as primary contact.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

Motion was made by Charles Fleischmann, seconded by Howard Reyburn and carried to appoint Rettew Engineering as alternate engineer for Upper Oxford Township starting December 10, 2024. (Scott recused himself from discussion and voting on this)

Reyburn – Yea                      Rugen – Abstained                      Fleischmann – Yea

**OLD BUSINESS**

- Comcast TV – Supervisors will review Solicitor’s comments at a work session
- Armstrong Cable TV – Solicitor is working on this
- Act 537 – our new engineer will work on this
- Zoning Fees Schedule – will discuss later
- American Rescue Funds – have figures together for report
- Butler
- Septic Pumping and Records – met with new company regarding this
- 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

ADJOURNMENT – There being no further business, motion was made by Scott Rugen, seconded by Charles Fleischmann and carried unanimously to adjourn at 8:43 P.M.

Respectfully submitted,

Jane Daggett  
Secretary