

**UPPER OXFORD TOWNSHIP  
JANUARY 6, 2020**

Upper Oxford Township Board of Supervisors held their organization meeting at the Township Building, 1185 Limestone Road, Russellville, PA on Monday, January 6, 2020 at 7:00 P.M.

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

OTHERS:        Mr. and Mrs. Robert Shapiro

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

PUBLIC COMMENTS – At this time, public comments were asked for from the audience based on the agenda. Mr. Robert Shapiro address the Board with his concerns regarding the large drainage ditch at Grist Mill Lane and Baltimore Pike. Mr. Shapiro stated that it is very hard to see at night and is quite a hazard. The Supervisors advised Mr. Shapiro to contact members at Penn Dot with his concerns, namely Mr. Vince Cervone and Mr. Mike Burkart.

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 Charles Fleischmann, seconded by Howard Reyburn and carried to appoint Jane Daggett as Temporary Secretary.

Reyburn – Yea                      Rugen – Yea                      Fleischmann - Yea

ELECTION OF OFFICERS

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

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

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

Reyburn – Yea                      Rugen – Yea                      Fleischmann - Yea

Motion made by Scott Rugen, seconded by Howard Reyburn and carried to make the following appointments and setting the following wages for 2019.

Secretary-Treasurer	Jane Daggett, with a \$.61/hr. increase, recommending to Auditors that the Treasurer’s Bond be set at \$3,000,000.00.
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Road Master:	Dominick DiFilippo, with a \$.72/hr. Increase
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Road Crew Member:	James A. Wilson, Jr., with a \$.64/hr. increase
Road Crew Member:	Corey D. Doughten with a \$.50/hr. increase
Engineer:	Ragan Engineering Associates, Inc.
Alternate Engineer:	Register Associates
Bank for Official Business:	BB&T, n/k/a Truist with investments being made at Truist, Fulton Bank, Wells Fargo, Coatesville Savings, or PLGIT
Auditor:	Robert R. Pike for a 6 year term Georgeanna Singley for a 2 year term
Zoning Officer:	William Beers, d/b/a Earthways
Building Inspector:	Commonwealth Code Inspection Service, Inc.
Planning Commission Member:	Colin Kraucunas 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	Chris Coburn for a 3 year term
Zoning Hearing Board Alternate	Will be appointed at a later date.
Historic Commission Member	Frances Reyburn for a 5 year term
Right to Know Officer	Scott A. Rugen
Tax Collector	Nadine E. Hook for a 1 year term
Snow Equipment Operators:	CDL Drivers, Darrell Cook, and non-CDL Driver, John Bomberger at \$15.00/hr.
Solicitor:	Thomas Oeste of Buckley Brion McGuire & Morris, LLP
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: 2<sup>nd</sup> Monday each month at 7:00 P.M. and

Work Sessions 4<sup>th</sup> 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 - \$13.50/hr and Laborers - \$13.50/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 \$ .57.5/mile, which is the current IRS rate per mile, to attend Road Inspection, Conventions and Seminars.

Road Crew Benefits:  
7 paid holidays – New Year’s Day, Good Friday, Memorial Day, July 4<sup>th</sup>, 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 3 – May 6, 2020, and authorizing payment of registration fees.

Reyburn – Yea                      Rugen – Yea                      Fleischmann - Abstained

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 - Ye

RESPONSE TERRITORIES – Motion was made by Howard Reyburn, seconded by Scott Rugen and carried, adopting Resolution No. 2020 – 1 designating emergency response areas in the township.

Reyburn – Yea                      Rugen – Yea                      Fleischmann - Yea

MINUTES – Motion made by Scott Rugen, seconded by Howard Reyburn and carried approving the December 9, 2019 Minutes.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

GRIST MILL HOMEOWNERS ASSOCIATION – The letter received from the HOA regarding the mowing of the area off Grist Mill Lane was discussed. Supervisor Rugen will draft a response to this for the others review before mailing.

JESSE EVANS ZONING HEARING – Motion was made by Scott Rugen, seconded by Charles Fleischmann and carried to instruct the Township Solicitor to support the existing Zoning Ordinance at the Jesse Evans Zoning Hearing to be held January 14, 2020.

Reyburn – Yea                      Rugen – Yea                      Fleischmann - Yea

Motion was made by Charles Fleischmann, seconded by Scott Rugen and carried to inform the Solicitor to be present at the Evans hearing.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

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

ENGINEER – The Supervisors reviewed the Engineer’s report for the month.

ROADS – The Supervisors reviewed the Road Master’s report for the month. Scott will get details on the First Aid Kits

PLANNING COMMISSION REPORT – The Supervisors reviewed the annual Planning Commission report for 2019.

PAYMENT OF BILLS – Motion was made by Charles Fleischmann, seconded by Howard Reyburn to approve the payment of bills in the amount of \$76,962.84 from the General Fund and the payment of bills in the amount of \$36,000.00 from the State Fund.

Reyburn – Yea                      Rugen – Yea                      Fleischmann - Yea

TRASH DAYS – Motion was mad by Howard Reyburn, seconded by Charles Fleischmann and carried to schedule the Spring Trash Days on Friday, April 24, 2020 and Saturday, April 25, 2020 and the Fall Trash Days on Friday, October 2, 2020 and Saturday, October 3, 2020.

Reyburn – Yea                      Rugen – Yea                      Fleischmann – Yea

TAX COLLECTOR – The Tax Collector is in need of a new laptop. She will be instructed to get prices.

ADJOURNMENT – There being no further business, motion was made by Howard Reyburn, seconded by Charles Fleischmann and carried to adjourn at 8:30d P.M.

Respectfully submitted,

Jane Daggett  
Secretary

