

**UPPER OXFORD TOWNSHIP
AUGUST 11, 2025**

The Upper Oxford Township Board of Supervisors held their regular monthly meeting at the township building, 1185 Limestone Road, Russellville on Monday, August 11, 2025 at 7:00 P.M.

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

OTHERS:	Bruce Hudson	Emily Golder
	Terrienne Hilaman	John Storace
	Waylon Cameron	Matt Bolen
	Laura Bolen	Spurgeon Holloman
	Margaret Holloman Banks	George Palomba
	Martha Straus	Guy Matteo
	Jim Fritsch	Denise Rugen
	Bonnie Valente	

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.

MINUTES – Motion was made by Howard Reyburn, seconded by Charles Fleischmann and carried to approve the July 14, 2025 Regular Minutes and the July 28, 2025 Work Session Minutes.

Reyburn – Yea Rugen – Yea Fleischmann – Yea

THE RESERVE AT UPPER OXFORD, LLC – this land development was presented by Jim Fritsch of Regester Associates. Jim attended the August 4th Planning Commission meeting where they recommended preliminary approval with conditions. Jim presented a letter from Brutscher Foley Milliner Land & Kelly LL responding to the legal issued raised in our engineer’s review letter regarding the Harris Farm and also a letter from Mr. Ciarracchi regarding the riparian buffer plantings. Discussion was held regarding the homes in the lower topography areas, the HOA, O & M Agreements and projected time frame for the homes to be constructed. Additionally, Draper Lane was discussed since it will serve as an access road. One other item was the boundary line for the stream and if the stream boundaries move over the years. Jim will get conformation from a professional land surveyor regarding this. Storm water management will be reviewed by NPDES permit and Chester County Conservation District. The HOA agreements and the O & M Agreements will be reviewed and approved by the township solicitor. All issues in the engineers August 4, 2025 letter will be resolved before a final submission is presented.

Motion was made by Scott Rugen, seconded by Howard Reyburn and carried to approve the Preliminary Major Land Development Plan for The Reserve at Upper Oxford LLC conditioned upon the issues in the engineers August 4, 2025 letter being resolved, a satisfactory draft HOA agreement to be reviewed and approved by our Solicitor before the final plan submission and the stream boundary issue be addressed regarding metes and bounds.

Reyburn – Yea Rugen – Yea Fleischmann – Yea

BEN AND SYLVIA STOLTZFUS – this was presented by Jim Fritsch of Regester Associates. This property consists of a dwelling, greenhouse and garages and will be divided into two lots. The Planning Commission recommended approval at their August 4, 2025 meeting with conditions. The property will be two agricultural lots.

Motion was made by Charles Fleischmann, seconded by Howard Reyburn and carried to approve Preliminary/Final Minor Land Development plan for Ben and Sylvia Stoltzfus conditioned upon all issues in the Gilmore & Associates letter of January 31, 2025 be resolved, that the Planning Module be approved and revised plans be submitted.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

GLENVILLE PROPERTIES – this was presented by Jim Fritsch of Regester Associates. The property consists of four tax parcels in the AR-I district. The Planning Commission recommended approval of the plan conditioned on the July 22, 2025 letter of Gilmore & Associates. Mr. Fritsch is working on a restrictive covenant with our solicitor, Tom Oeste. No proposed activities are noted and no proposed improvements are scheduled.

Motion was made by Scott Rugen, seconded by Charles Fleischmann and carried to grant Preliminary/Final approval of the Glenville Properties subdivision plan with conditions that the issues in the Gilmore & Associates letter of July 22, 2025 be resolved.

Rugen – Yea

Rugen – Yea

Fleischmann – Yea

GRIST MILL – two small changes must be approved by the Heavlow's engineer. Once he approves the changes, bids can be sent out. Motion was made by Scott Rugen, seconded by Charles Fleischmann and carried to authorize Ragan Engineering to work on a bid package with our Solicitor and submit bids out for advertisement if approved by Heavlow's engineer. (permission was given to the Roadmaster to have the trees removed)

Rugen – Yea

Rugen – Yea

Fleischmann – Yea

BONNIE VALENTE – of 149 Draper Lane – Bonnie informed the Board that the residents along Draper Lane are in the process of receiving some quotes to repair some areas on Draper Lane. Supervisor Rugen informed Bonnie of The Reserve at Upper Oxford land development plan and that Draper Lane would be used by emergency vehicles as an access road to the development. Supervisor Rugen suggested Bonnie contact the engineer, Jim Fritsch to discuss this.

MATTHEW BOLEN – a resident of Collamer Road discussed with the Supervisors the issues that are happening on Collamer due to the detour on Route 896. The detour says "local traffic only" however the residents are seeing vehicles from different states and also 18 wheelers are using the road. The Supervisors suggested that the residents contact the State Police and give them access to park on their property in order to catch unauthorized vehicles from using Collamer Road.

JOHN STORACE – Turners Pond. Mr. Storace thanked the Supervisors for following through with having his neighbor repair their fence around their swimming pool. Mr. Storace questioned a pole barn being allowed to be constructed next to his property. Even though it is only 900 square feet it is an eye sore. All zoning requirements were followed for this permit.

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

ROADS – The Roadmaster's report for the month was reviewed.

ZONING – the Zoning Officer's report for the month was reviewed.

ENGINEER – The Engineer's report for the month was reviewed.

PAYMENT OF BILLS – Motion was made by Scott Rugen, seconded by Howard Reyburn and carried to approve the payment of bills in the amount of \$42,326.99 from the General Fund.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

SCCEMS – a letter was received from the SCCEMS. They are requesting additional funding for next year. This will be discussed at the Budget meeting.

OLD BUSINESS

Historic ordinance – Solicitor

Act 537 – Hydra Terra

Comcast Cable – meeting/conference call with Jessica the week of 8/18. Charlie will follow up on this

Armstrong Cable TV – Solicitor – Scott will check on this

Zoning Fees – ZO working on this with engineer

New colored zoning map – Ron Ragan will produce a new one

Signal Service – Supervisor Rugen left message – not committed

ADJOURNED – There being no further business, motion was made by Scott Rugen, seconded by Howard Reyburn and carried to adjourn unanimously at 8:50 P.M.

Respectfully submitted

Jane Daggett
Secretary