

**UPPER OXFORD TOWNSHIP
JANUARY 4, 2021**

Upper Oxford Township Board of Supervisors held their organization meeting at the Township Building, 1185 Limestone Road, Russellville, PA on Monday, January 4, 2021 at 7:00 P.M.

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

 Jane Daggett, Secretary
 William Beers, Zoning Officer

OTHERS: Michele Washburn (Mikki)

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. There were none.

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

Reyburn – Yea Rugen – Abstained 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 Charles Fleischmann and carried to make the following appointments and setting the following wages for 2021.

Secretary-Treasurer	Jane Daggett, with a \$.35/hr. increase, recommending to Auditors that the Treasurer’s Bond be set at \$3,000,000.00.
---------------------	---

Road Master:	Dominick DiFilippo, with a \$.35/hr. Increase
--------------	---

Road Crew Member:	James A. Wilson, Jr., with a \$.30/hr. increase
Road Crew Member:	Corey D. Doughten with a \$.25/hr. increase
Engineer:	Ragan Engineering Associates, Inc.
Alternate Engineer:	Concord Land Planners
Bank for Official Business:	BB&T, n/k/a Truist with investments being made at Truist, Fulton Bank, Wells Fargo, Coatesville Savings, or PLGIT
Zoning Officer:	William Beers, d/b/a Earthways
Building Inspector:	Commonwealth Code Inspection Service, Inc.
Planning Commission Member:	Elizabeth Randolph for a 5-year term
Planning Commission Member:	Lynn Robinson for a 3-year term (to fill Harold Bryson's term)
Vacancy Board Chairman:	Christine Nibouar for a 1-year term
Planning Commission Secretary	Jane L. Daggett
Zoning Hearing Board Member	Tim Hancock for a 3-year term
Zoning Hearing Board Alternate	Ed Thornton.
Historic Commission Member	Denise Rugen 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

Discussion was held regarding Ragan Engineering increase in rates and corrections on township employee's salaries.

Reyburn – Yea

Rugen – Yea

Fleischmann – Yea

Motion made by Scott Rugen, seconded by Charles Fleischmann and carried to approve the following referenced items and amended IRS rate.

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 - \$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 \$.56/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 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 18 to April 21, 2021, 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. 2021 – 1 designating emergency response areas in the township.

Reyburn – Yea Rugen – Yea Fleischmann – Yea

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

Reyburn – abstained Rugen – Yea Fleischmann – Yea

EXECUTIVE SESSION – An executive session was held December 29, 2020 at 10:00 via teleconference with the township’s solicitor to discuss the status of a lawsuit filed against the township in December 2019. The “Acre Complaint” did not come up so will be discussed at a later date. Scott will contact Tom Oeste, township solicitor to advise him of the call we received regarding a sink-hole in Grist Mill which is in the right of way owned by the HOA. Supervisor Rugen informed the others that the Road Master had to come in Christmas Eve to clear a drain in Grist Mill. The Secretary reported that we did not hear any response from Mrs. Woodward regarding suggestions on the water at her property on Old Limestone Road.

MICHELE WASHBURN (Mikki) – Mrs. Washburn of 165 Draper Lane was present to seek advice on researching Draper Lane and the ownership of the right of way along with gathering information to bring the lane up to PENNDOT specifications. Draper Lane is a private land and is in poor condition from all the truck delivery traffic. Mrs. Washburn’s husband has purchased gravel over the years to place on the lane. Supervisor Fleischmann introduced Mrs. Washburn to Chescoviews and suggested she start her research at the Recorder of Deeds office.

COVID VACCINATION PLANNING - The township received information from Chester County Health Department regarding vaccination planning. CCHD is seeking estimates of employees who would be interested in receiving the vaccine. We would fall under the guidelines of Phase 1B. A time and place have not been established as of yet.

ZONING – The Supervisors reviewed the Zoning Officer’s report for the month. Mr. Beers reported that there are no new updates for Dr. Martin issue on the Ray Mar Road creek. Howard reported that the Gilberts meadow has been eaten up by water since the Martins has straightened up the creek. Bill will follow up with the person at DEP tomorrow and report back to the Supervisors. Bill stated that he will check into Premium Power regarding a trailer with their name on it. Bill also informed the Supervisors that the Solicitor is working on the “Acre Complaint”.

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

PLANNING COMMISSION REPORT – The Supervisors reviewed the annual Planning Commission report for 2021.

PAYMENT OF BILLS – Motion was made by Scott Rugen, seconded by Howard Reyburn to approve the payment of bills in the amount of \$34,190.08 from the General Fund.

Reyburn – Yea Rugen – Yea Fleischmann - Yea

TRASH DAYS – Motion was mad by Scott Rugen, seconded by Charles Fleischmann and carried to schedule the Spring Trash Days on Friday, May 7, 2021 and Saturday, May 8, 2021 and the Fall Trash Days on Friday, October 9, 2021 and Saturday, October 10, 2021.

Reyburn – Yea Rugen – Yea Fleischmann – Yea

ACT 537 – No new updates

RIPARIAN BUFFER – The Board of Supervisors will review the letter from Chester County Planning Commission regarding their comments on the riparian buffer. A work session will be held on January 25, 2021 to discuss this. The Planning Commission members will be invited to attend. Supervisor

Fleischmann suggested having all the definitions that are in our Zoning, SALDO and Storm Water in one volume.

Supervisor Fleischmann showed the other supervisors a testimonial video he made for John Theilacker who is retiring from the Brandywine Conservancy.

ADJOURNMENT – There being no further business, motion was made by Charles Fleischmann, seconded by Scott Rugen and carried unanimously to adjourn at 8:48 P.M.

Respectfully submitted,

Jane Daggett
Secretary

