

**Lower Oxford Township**  
**Board of Supervisors Special Meeting**  
**Meeting Minutes**  
**June 19, 2020**

A Special Meeting of the Lower Oxford Township Board of Supervisors was held by at 220 Township Road, Oxford, PA at 9:00 a.m. on Friday, June 19, 2020.

The following were in Attendance: Supervisors: W. Ronald Kepler; Kevin R. Martin; Noël A. Roy; Secretary/Treasurer, Deborah J. Kinney; and Solicitor, Winifred M. Sebastian.

Mr. Kepler, called the Special Board of Supervisors meeting to order at 9:00 a.m.

**ELIMINATION OF ZONING & CODES ENFORCEMENT OFFICER/BUILDING CODE OFFICIAL AS A FULL-TIME EMPLOYEE**

*Mr. Martin moved to eliminate the full-time Zoning & Codes Enforcement Officer/Building Code Official as a full-time employee position effective Wednesday, June 17, 2020. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

**TERMINATE/LAY-OFF THE CURRENT FULL-TIME ZONING & CODES ENFORCEMENT OFFICER/BUILDING CODE OFFICIAL EMPLOYEE**

*Mr. Martin moved to lay-off and terminate the full-time Zoning & Codes Enforcement Officer/Building Code Official as an employee effective Wednesday, June 17, 2020. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

**SEVERANCE PAY AND COMP TIME – ZONING & CODES ENFORCEMENT OFFICER/BUILDING CODE OFFICIAL**

*Mr. Martin moved to pay severance pay to the Zoning & Codes Enforcement Officer/Building Code Official for two weeks at 40 hours per week based upon recent hours on timesheet submissions, which exceeded the 35 hours per week hiring maximum and to include 8 hours of holiday pay and 9.5 hours comp time reflected on her timesheet as of June 18, 2020 in the total amount of \$2,060.18 gross pay. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

**APPROVAL OF ZONING & CODES ENFORCMENT OFFICER/BUILDING CODE OFFICIAL COMPENSATION**

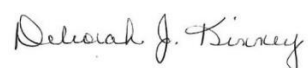
*Mr. Roy moved to approve check no. 18525 in the gross amount of \$1,640.47 to the Zoning & Codes Enforcement Officer/Building Code Official employee, Terri Dugan, for 80 hours severance pay, 8 hours paid holiday time for July 4<sup>th</sup>, and 9.5 hours comp time reflected on her timesheet as of June 17, 2020. Mr. Martin seconded the motion. All in favor. MOTION CARRIED.*

Mr. Martin made a motion to amend the agenda and add 10.a. to appoint a temporary Building Code Official. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.

Mr. Roy made a motion to appoint Accurate Building Inspections as the temporary Building Code Official

**ADJOURNMENT** - *Mr. Kepler made a motion to adjourn at 10:10 a.m. Mr. Roy seconded the motion. All in favor. MOTION CARRIED.*

Respectfully Submitted,



Deborah J. Kinney  
Secretary/Treasurer

Note: Copies of all reports mentioned are available at the Lower Oxford Township Building, 220 Township Road, Oxford, PA.