

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Oxford Township Board of Trustees
Held December 13, 2016 at 8:00 p.m., Page 486

The regular meeting of the Board of Trustees of Oxford Township was called to order by Chairman Pittman.

Roll call: Ed Pittman, present; Steve Lewis, present; Jim Hatten, present. Also present: Duane Matlack

Minutes of the last regular meeting and Special Joint Meeting with the Village of Ashley were previously read by each trustee and a motion was made by Pittman and seconded by Lewis to approve the minutes as read and presented. Vote: All yeas. Motion carried. The bank statement and the bank reconciliation for November were reviewed and initialed by the trustees.

Financial Report – November 30, 2016, balances Total \$407,710.18

1000 - \$171,525.46	2031 - \$20,263.62	4951 - \$ 2,542.09
2011 - \$ 16,219.81	2041 - \$ 4,183.26	4952 - \$ 1,276.34
2021 - \$184,486.63	2231 - \$ 7,212.97	9001 - \$ 0.00

Fiscal Officer Leienberger updated the trustees on the following:

- We received a credit from Tractor Supply Co. for the out of state charge that was not ours. Account is now open again.
- Rural King account is now set up and ready to use.
- Still waiting on an update from Ohio Checkbook to go live. We are on a waiting list.
- The year-end meeting will be held December 29, 2016 at 10:00 a.m.
- The organizational / regular meeting will be held January 10, 2017 at 8:00 p.m.
- We received Certificate of Result of Election. The levy for general construction, reconstruction, resurfacing and repair of roads and bridges passed; 517 residents voted. 375 for the levy and 142 against the levy.

The Township Annual Appropriations Resolution for 2017 was reviewed and discussed. The amount of appropriations was based on the Official Certificate for 2017 from the Delaware County Budget Commission. Appropriations were at fund level as follows:

General - \$200,000.00	Permissive Motor Vehicle - \$7,000.00
Motor Vehicle Tax - \$13,000.00	Permanent (Bequest-Gavitt) - \$1,500.00
Gasoline Tax - \$200,000.00	Permanent (Bequest-Bell) - \$700.00
Road and Bridge - \$10,000.00	Agency Library Levy - \$45,000.00
Cemetery - \$4,000.00	
Total Annual Appropriations - \$481,200.00	

Lewis moved the adoption of the resolution and it was seconded by Hatten. Vote: all yeas. Motion carried and resolution duly passed.

Republic Services sent an “Unexecuted” agreement contract for the trustees to review. Our current contract with Republic Services expires on June 30, 2017. After discussion it was agreed upon to have the Fiscal Officer e-mail the contract to each trustee to review. Republic Services has also created a Holiday Schedule Link so that residents can check to see if there is trash pick-up on a holiday. The link is as follows: <https://www.republicservices.com/promo/holiday-schedule-2016>. The link has been attached to the Oxford Township web site for easy access.

Ohio Plan sent a Newly Revised Renewal Application for trustees to review. Our insurance contract with Ohio Plan expires in March, 2017. Trustees reviewed; Statement of Values, Vehicle Schedule & Special Property. After discussion it was agreed upon before sending the application back to Ohio Plan that Jim Viers should look it over for any changes. Copies were left for him to review.

Discussion followed in regards to a visit from Greg Hennecke, Risk Management with Ohio Plan on December 12, 2016. He suggested some new procedures to help Oxford Township against a claim. They are as follows:

- Contractors Proof of Insurance - Fiscal Officer is following up on proof of insurance for a contract to mow the Township Hall located at 112 W. High St., Ashley, OH 43003

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- Updated Employee Handbook – Trustees agreed to keep the current employee handbook that is on file and make amendments as needed.
- Documentation of complaints – Trustees agreed along with Jim Viers to start documenting all complaints they receive in regards to safety of the public. Ex: icy roads, tree in the road, missing stop sign
- Driver's License Check – Fiscal Officer is to start doing a yearly driver's license check on employees of the township

Duane Matlack, Zoning Inspector updated the trustees on the following:

- Issued a permit for Frey at 9500 Smith Rd.; Addition to house
- Issued a permit for Recreation Unlimited Ashley Campus; Replacement Building
- Reviewed lot split for Helton on Steamtown Rd.

Current bills of \$14,305.96 were presented for approval and payment during December. After review, a motion was made by Hatten and seconded by Lewis to pay same. Vote: All yeas. Motion carried. (Cks -9829- 9847 - \$14,305.96). A list of these checks and their payees are on file in the fiscal officer's office.

This concluded the business for the meeting and a motion was made by Hatten and seconded by Lewis to adjourn. Vote: All yeas. Motion carried.

Approved: _____ Chairman

Attest: _____ Fiscal Officer