

## RECORD OF PROCEEDINGS

Minutes of the Regular/Organizational Meeting of the Oxford Township Board of Trustees  
Held January 10, 2017 at 8:00 p.m., Page 489

The regular/organizational 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: Jim Viers, Duane Matlack and Sheila Hiddleston, Health Commissioner with the Delaware General Health District

Sheila Hiddleston, Health Commissioner updated trustees on the following:

- The Health Department is still doing follow-ups in regards to the Zeka Virus with people that have traveled.
- Flu Season is here. Please advise residents they can still get their flu shot.
- There will be a representative from the Delaware General Health District assigned to Oxford Township. This representative will attend monthly meetings to answer any questions and update the trustees on any health district information.
- The District Advisory Council will hold its annual meeting on March 14, 2017 at 6:15.

Minutes of the last regular meeting and special year-end meeting were previously read by each trustee and a motion was made by Pittman and seconded by Hatten to approve the minutes as read and presented. Vote: All yeas. Motion carried. The bank statement and the bank reconciliation for December were reviewed and initialed by the trustees.

Financial Report – December 31, 2016, balances Total \$388,119.34

1000 - \$157,221.53	2031 - \$20,263.62	4951 - \$ 2,542.29
2011 - \$ 16,717.43	2041 - \$ 4,183.26	4952 - \$ 1,276.44
2021 - \$178,381.31	2231 - \$ 7,533.46	9001 - \$ 0.00

Nominations were in order for Chairman. A motion was made by Hatten and seconded by Pittman nominating Lewis as Chairman for 2017. Vote: Pittman, yea; Hatten, yea; Lewis, abstain. Motion carried.

The meeting was turned over to Chairman Lewis.

Nominations were in order for Vice Chairman. A motion was made by Pittman and seconded by Lewis nominating Hatten as Vice Chairman for 2017. Vote: Pittman, yea; Lewis, yea; Hatten, abstain. Motion carried.

A motion was made by Pittman and seconded by Lewis nominating Bill Thurston to be the Regional Planning Representative for 2017. Vote: All yeas. Motion carried

A motion was made by Pittman and seconded by Lewis nominating Jim Hatten to be the Regional Planning Alternate Representative for 2017. Vote: Pittman, yea; Lewis, yea; Hatten, abstain. Motion carried.

A motion was made by Pittman and seconded by Hatten to appoint Paul McCurdy to the township zoning commission board for a term of five years to end on December 31, 2021. Vote: All yeas. Motion carried.

A motion was made by Hatten and seconded by Pittman to appoint Gene McCurdy to the township zoning appeals board for a term of five years to end on December 31, 2021. Vote: All yeas. Motion carried.

Fiscal Officer Leienberger reviewed with trustees the cash summary by fund, fund status, revenue status and appropriation status of the 2016 Annual Financial Report. The unencumbered year-end balance is \$383,867.78.

Wages of the township's employees, spot labor, individual contracts and zoning members were reviewed. Discussion followed. A motion was made by Hatten and seconded by Pittman for a

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3% increase on Jim Viers' base hourly rate, a 3% increase on Duane Matlack's salary and to freeze the rest of the wages. Jim Viers' increase will become effective December 24, 2016 and Duane Matlack's increase will become effective January 1, 2017. The wages for 2017 are as follows:

- Duane Matlack @ a 3% increase (3% of yearly salary \$7,500.00 is \$225.00 = \$7,725.00 divided by 12 checks) to \$643.75 per month plus mileage at the current IRS rate.
- Jim Viers @ a 3% increase (3% of \$21.93 = \$.66 added to \$24.00) to \$24.66 per hour.
- Steven Swisher (contract) @ \$22.00 per mowing of township yard in Ashley
- Ricky Foor (contract) @ \$15.00 for each reservation scheduled at township hall/shelterhouse and \$25.00 instead of \$15.00 for any reservation that requires cleaning up after.
- Deb McCurdy, zoning secretary @ \$75.00 per meeting attended.
- Zoning Board Member @ \$30.00 per meeting attended.
- Spot Labor @ \$10.00 per hour.
- Emergency Operator @ \$20.00 per hour.

Vote: All yeas. Motion carried.

A motion was made by Pittman and seconded by Lewis for trustees and fiscal officer to receive the maximum salary as permitted per Ohio Revised Code. January 1, 2017 balances put the townships budget at the \$500,000.00 to \$750,000.00 level. Trustee's \$9,004.00/annual; Trustees elected after 9/29/2015 \$9,926.00/annual. Fiscal Officer elected after 9/29/2015 \$15,597.00/annual. Vote: All yeas. Motion carried,

A motion was made by Hatten and seconded by Pittman that Trustee Lewis' monthly salary will be 50% from the General Fund and 50% from the Road Fund. Trustees Pittman and Hatten's monthly salary will be 20% from the General Fund and 80% from the Road Fund. Fiscal Officer Leienberger's salary will be 100% from the General Fund. Vote: All yeas. Motion carried.

Employees in attendance updated their W-2 information for federal and state withholdings.

Fiscal Officer Leienberger reviewed with trustees the township hall and shelterhouse rental totals for 2016; there were 74 scheduled rentals, income of \$1,200.00, donations of \$125.00, total income of \$1,325.00. Paid Ricky Foor (since starting date of April 12, 2016) \$880.00 (57 at \$15.00 and 1 at \$25.00). Of the 74 rentals, 64 were residents and 10 were non-residents.

Discussion was finalized in regards with the recommendations from the Ohio Plan Risk Management and the following motions were made:

- A motion was made by Pittman and seconded by Hatten to document any road related complaints. Forms are to be filed at the Oxford Township building and copies are to be filed at the office of the fiscal officer. Vote: All yeas. Motion carried.
- A motion was made by Hatten and seconded by Pittman to have the fiscal officer do an annual review of the motor vehicle record of all employees who are required to operate a vehicle in the performance of their job duties and responsibilities. Vote: All yeas. Motion carried. A record will be kept at the office of the fiscal officer.

There was discussion in regards to the 2017 schedule of meetings. There was a motion made by Hatten and seconded by Pittman to adopt Resolution No. 01-2017-01. "IN THE MATTER OF ESTABLISHING A REASONABLE METHOD WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE OF ALL REGULARLY SCHEDULED MEETINGS OF THE BOARD AND THE TIME, PLACE AND PURPOSE OF ALL SPECIAL AND EMERGENCY MEETINGS OF THE BOARD". Vote: All yeas. Motion carried and resolution duly passed. The meeting schedule for 2017 is as follows; all regular meetings of the Board will take place the second Tuesday of each month at 8:00 (8:30 Daylight Savings Time) located at Oxford Township Hall, 5125 Shoemaker Rd., Ashley, Ohio 43003. Special meetings will be put in the Delaware Gazette and posted on the door of the township hall with 24 hour notice. Any cancellations will be posted on the door of the township hall.

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Duane Matlack, Zoning Inspector reviewed with trustees totals from 2016:

- Issued 10 zoning permits (includes 1 new house and 1 new replacement building).
- Issued 2 agricultural exemptions.
- Issued 2 driveway permits.

Jim Viers updated the trustees on the following:

- He is having trouble with the 04' International Plow truck and would like to have Chad Miley come next week to look at it.
- He has used 87 ton of salt so far on the township roads.

Jim Hatten announced that Oxford Township was nominated for the National School Choice Week. The programs goal is to raise public awareness of all types of education options. After discussion no action will be taken at this time.

Steve Lewis discussed information regarding the "Sheriff's Academy" program that he is currently enrolled in. The 9 week program is to help make citizens aware of the responsibilities and understanding of the Sheriff's office and also to educate citizens on their responsibilities. The Sheriff's office invited local officials only but the program should be offered to the public this fall.

Current bills of \$6,826.10 were presented for approval and payment during January. After review, a motion was made by Hatten and seconded by Pittman to pay same. Vote: All yeas. Motion carried. (Cks -9867- 9880 - \$6,140.62, Vchr. 3 - \$554.68, Vchr. 4 - \$130.80). 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 Pittman and seconded by Lewis to adjourn. Vote: All yeas. Motion carried.

Approved: \_\_\_\_\_ Chairman

Attest: \_\_\_\_\_ Fiscal Officer