

## RECORD OF PROCEEDINGS

Minutes of the Organizational Meeting of the Oxford Township Board of Trustees  
Held January 12, 2016 at 8:00 p.m., Page 361

The organizational meeting of the Board of Trustees of Oxford Township was called to order by Chairman Hatten.

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

Minutes of the December 8 regular meeting were read and a correction was noted by the fiscal officer as follows:

- the amount for checks 9526-9544 was listed incorrectly. The amount should be \$9,371.65 not \$11,567.51. Motion was made by Hatten and seconded by Lewis to accept the December 8 minutes with this change. Vote: All yea. Motion carried.

The minutes of the December 28 year-end special meeting were read and corrections were noted as follows:

- Trustee Lewis stated there is a correction and the first minutes to appear on the township website is to begin with the January, 2016 minutes.
- Fiscal Officer Thomas noted the "Oath of Office" was given to Trustee Hatten at the year-end special meeting
- and the last paragraph should state "This concluded the business for the meeting and a motion was made by Lewis and seconded by Hatten (not Pittman) to adjourn." Motion was made by Lewis and seconded by Hatten to accept the December 28 minutes with the changes. Vote: All yea. Motion carried.

Minutes of the January 5 Joint Meeting with the township, the Ashley Union Cemetery and the Village of Ashley was read and approved as read with a motion by Hatten and seconded by Lewis. Vote: All yea. Motion carried.

Nominations were in order for Chairman. Hatten nominated Pittman, seconded by Lewis. Hatten moved the nominations be closed, seconded by Lewis. Vote: All yea for Pittman as Chairman. Motion carried.

The meeting was turned over to Chairman Pittman. Pittman asked for nominations for vice-chairman. Hatten nominated Lewis, seconded by Pittman. Hatten moved the nominations be closed, seconded by Lewis. Vote: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried.

Hatten nominated Bill Thurston to continue to be the Regional Planning Representative, seconded by Lewis. Hatten moved the nominations be closed, seconded by Lewis. Vote: All yea for Thurston as Regional Planning Representative. Motion carried. Pittman nominated Hatten to be the Alternate to Regional Planning, seconded by Lewis. Hatten moved the nominations be closed, seconded by Pittman. Vote: All yea for Hatten as Alternate to Regional Planning. Motion carried.

Financial Report – December 31, 2015 Balances Total -- \$364,673.36

1000 - \$129,719.89	2031 - \$ 29,619.12	4951 - \$2,536.05
2011 - 10,581.10	2041 - 4,183.26	4952 - 1,273.35
2021 - 184,020.83	2231 - 2,739.76	9001 - 0.00

The fiscal officer reviewed with the trustees the 2015 cash summary, fund status, revenue status, appropriation status and a summary of the 2015 annual financial report. Net disbursements over net receipts were \$59,277.34. The unencumbered year-end balance is \$363,969.18.

The bank reconciliation for December was reviewed and initialed by the trustees.

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

Discussion followed on the township roads. Motion was made by Lewis and seconded by Hatten to submit to the county by January 13 an estimate to chip seal and fog seal the following roads:

- Wheeler Road (242), 1.63 miles; Maloney Road (243), 1.77 miles; and Shoemaker Road (251), from SR42 to Ashley Road, 1.4 miles.

Vote: All yea. Motion carried.

At this time no changes were made to the cemetery schedule.

## RECORD OF PROCEEDINGS

Minutes of the Organizational Meeting of the Oxford Township Board of Trustees  
Held January 12, 2016 at 8:00 p.m., Page 362

Wages of the township's employees, spot labor, an individual contract and zoning members were reviewed. Discussion followed. A motion was made by Hatten for a 2% increase on Viers' base hourly rate and to freeze the rest of the wages, motion was seconded by Lewis. The wages for 2016 are as follows:

Duane Matlack @ \$625.00 per month plus mileage at the current IRS rate

Emergency Operator @ \$20.00 per hour

Spot Labor @ \$10.00 per hour

Jim Viers @ a 2% increase (2% of \$21.50=\$.43 added to \$23.57) to \$24.00 per hour

Steven Swisher (contract) @ \$22.00 per mowing of twp. yard in Ashley with own equipment

Deb McCurdy, zoning secretary @ \$75.00 per meeting attended

Zoning Board Member @ \$30.00 per meeting attended

Vote: All yea. Motion carried.

Pittman stated Roger Knauber does not intend to return as a seasonal/part-time employee. General discussion followed on mowing of the cemeteries.

Motion was made by Hatten and seconded by Lewis to appoint Howard Thatcher, Jr. to the township zoning commission board for a term of five years to end on December 31, 2020. Vote: All yea.

Motion carried. Motion was made by Lewis and seconded by Hatten to appoint David Wheeland to the township zoning appeals board for a term of five years to end on December 31, 2020. Vote: All yea. Motion carried.

Discussion followed on the public hearing of the text amendments to the Oxford Township Zoning Resolution that was held December 28, 2015. Mark Fowler of the county prosecutor's office has reviewed and approved the amendments. A resolution was made by Lewis and seconded by Hatten to accept RESOLUTION NO. 01-2016-01: "IN THE MATTER OF ADOPTING TEXT AMENDMENTS TO THE OXFORD TOWNSHIP ZONING RESOLUTION." Vote: All yea. Resolution duly passed. Effective date is February 12, 2016. Resolution will be filed with the county recorder, the law library (per ORC 111.22 and ORC 731.231), and placed on the township website.

Zoning Inspector Matlack stated there are two current culvert permits being processed, one for Tim Lea and one for Gene McCurdy. Matlack will be following up on items with Bish Adams. There were eight permits and one BZA application processed in 2015. Clean up letters will go out soon. Matlack will be checking with Economic Director Lamb to see if there are any available funds for abatement to destroy empty houses.

Discussion followed on building rentals. Motion was made by Hatten and seconded by Lewis to charge \$125 for a minimum of four hours and \$25 for each additional hour the township hall is rented to a non-resident. Vote: All yea. Motion carried. New rates are effective immediately.

Motion was made by Hatten and seconded by Lewis to contract with Ricky Foor, \$15 per event for scheduling and renting the township hall. Vote: All yea. Motion carried. Pittman will contact Mr. Foor.

Current bills of \$7,466.32 were presented for approval and payment during January. After review, a motion was made by Hatten and seconded by Lewis to pay same. Vote: All yea. Motion carried. (checks 9571 – 9586 for \$6,806.03; 3-2016 for \$534.28; 4-2016 for \$126.01). 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.

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

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