

RECORD OF PROCEEDINGS

Minutes of the Regular/Organizational Meeting of the Oxford Township Board of Trustees
Held January 9, 2018 at 8:00 p.m., Page 516

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

Roll call: Jim Hatten, present; Ed Pittman, present; Steve Lewis, Absent. Also present: Jim Viers and Abbey Trimble with the Delaware General Health District.

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, 2017, balances Total \$448,240.21

1000 - \$164,571.80 2031 - \$59,560.11 4951 - \$ 2,548.71

2011 - \$ 22,072.40 2041 - \$ 4,183.26 4952 - \$ 1,279.71

2021 - \$185,402.04 2231 - \$ 8,622.18 9001 - \$ 0.00

Abbey Trimble updated trustees on the following:

- The flu shot is 40% effective instead of 10% effective as stated earlier.
- Gave out brochures on “How to help prevent the Norovirus” and a Norovirus fact sheet.
- Breastfeeding classes are now scheduled and are held the second Tuesday of each month at 1:00 through the Delaware General Health District.
- She has started looking for a new refrigerator for the Oxford Park concession with her grant money. She will get with Bob Thomas for more information in making the decision. There was discussion with the trustees to have the refrigerator include a freezer. Abbey will look into this.

Fiscal Officer Leienberger reviewed with trustees the cash summary by fund, fund status, revenue status and appropriation status of the 2017 Annual Financial Report. The unencumbered year-end balance is \$445,048.81.

Fiscal Officer Leienberger updated trustees on the following:

- Township Hall rentals for 2017; 86 scheduled rentals (74 were residents and 12 were non-residents); Income \$1,650.00 (includes \$200.00 in donations). Ricky Foor was paid \$1,300.00 for final income of \$350.00.
- Presented Noise Ordinance resolution from 1-7-2006 for trustees to review.

There was discussion regarding the time frame a resident or non-resident can reserve the township hall. After discussion a motion was made by Pittman and seconded by Hatten that as of January 1st of the calendar year any date may be requested to be reserved for that current year. If requesting a reservation for January or February, you may request a day for those two months as of November 1st of the prior year. This change will take effect as of January 1, 2018. Vote: all yeas. Motion carried.

There was discussion in regards to the 2018 schedule of meetings. There was a motion made by Pittman and seconded by Hatten to adopt Resolution No. 01-2018-01. “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 2018 is as follows; all regular meetings of the Board of Trustees of Oxford Township 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.

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

RECORD OF PROCEEDINGS

Minutes of the Regular/Organizational Meeting of the Oxford Township Board of Trustees
Held January 9, 2018 at 8:00 p.m., Page 517

A motion was made by Pittman and seconded by Hatten for trustees and fiscal officer to receive the maximum salary as permitted by the 2018 Compensation per Ohio Revised Code. January 1, 2018 balances put the townships budget at the \$750,000.00 to \$1,500,000.00 level. Trustee's will receive \$11,342.00/annual and the Fiscal Officer will receive \$18,717.00/annual. Vote: All yeas. Motion carried.

A motion was made by Pittman and seconded by Hatten that Trustee Lewis' monthly salary will be 50% from the General Fund and 50% from the Road Fund. Trustees Pittman and Hatten' 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.

The re-elected trustees are Stephen A. Lewis and Harold E. Pittman, Jr. As a result of the elections, the following resolution was passed. Resolution was made by Pittman and seconded by Hatten that the township will provide group life insurance for an officer or full-time employee and group dental insurance for an officer or full-time employee. Coverage for dental insurance includes immediate dependents in addition to the officer or full-time employee. Premiums for these coverages will be from the township funds. The township will also provide healthcare reimbursement for an officer or full time employee up to \$4,000.00 for individual coverage or \$6,000.00 for family coverage per resolution 06-2017-01. Reimbursement for healthcare will come from the township funds. Vote: All yea. Resolution duly passed.

Discussion followed on the Co-Op State Purchasing Program. Motion was made by Pittman and seconded by Hatten to continue with the Co-Op State Purchasing Program at a cost of \$100 per year. Vote: All yea. Motion carried.

In preparation of the upcoming renewal in March, 2018 for the township insurance, Ohio Plan, with Rinehart Walter-Danner Insurance Agency sent a renewal application for review. The trustees completed their review of the new application. There are no changes at this time.

The township's lease agreement with DeLille Welding Supplies and Equipment for a cylinder will expire on February 28, 2018. After discussion a motion was made by Pittman and seconded by Hatten to renew the cylinder lease agreement for another five years at a cost of \$195.00.

The township received estimates from the Delaware County Engineer's Office for the 2018 Road Improvement Program. A motion was made by Pittman and seconded by Hatten to participate in receiving bids from the Delaware County Engineer's Office on 4.651 miles of township roads at the county's estimated project cost of \$78,926.23 which includes contingencies of \$7,175.11. Vote: Pittman, yea; Hatten, yea; Lewis. Absent. Motion carried. In further discussion Fiscal Officer Leienberger will also put a bid packet together for outside bids for trustees to review.

Individual contracts were reviewed for 2018.

- A motion was made by Pittman and seconded by Hatten to renew a 1-year contract with Ricky Foor to manage reservations at the township hall. Mr. Foor will be paid \$15.00 for each reservation scheduled at the township hall / shelterhouse and \$25.00 instead of \$15.00 for any reservation requiring cleaning after the event. Vote: all yeas. Motion carried.
- A motion was made by Pittman and seconded by Hatten to renew a 1-year contract with Steven Swisher to mow the township yard in Ashley. Mr. Swisher will be paid \$22.00 per mowing. Vote: all yeas. Motion carried.

Wages of the township's employees, spot labor, and zoning members were discussed. It was decided upon to table this to the March 13, 2018 meeting where all trustees will be present.

Jim Hatten updated trustees on a new rate schedule for the Ashley Union Cemetery. The following changes are effective as of January 1, 2018.

GRAVE COST:

- Outside resident will increase to \$900.00

RECORD OF PROCEEDINGS

Minutes of the Regular/Organizational Meeting of the Oxford Township Board of Trustees
Held January 9, 2018 at 8:00 p.m., Page 518

OPENING / CLOSING COST:

- Opening / Closing for outside resident will increase to \$525.00
- Cremation Burial for outside resident will increase to \$300.00
- Baby Burial for outside resident will increase to \$350.00

FOUNDATION COST:

- Headstone – will increase to \$1.00 per square inch (size of stone) - minimum \$250.00
- Veteran Marker (as a headstone) – will increase to \$1.00 per square inch (size of stone) – minimum \$250.00

Full rate schedules for the Ashley Union Cemetery can be obtained by Mary Ogg, Clerk.

Duane Matlack updated the trustees on the following by email:

- No new permits were issued in the month of December.
- The Oxford Zoning Commission will hear a request for a zoning change for Tom Dew on the property located on US Highway 42 on January 24, 2018. The Regional Planning Commission gave it a conditional approval in December.
- Have had additional calls regarding the Whipple and Steamtown Road properties. One is in contract.

Current bills of \$6,279.45 were presented for approval and payment during January. After review, a motion was made by Pittman and seconded by Hatten to pay same. Vote: All yeas. Motion carried. (Cks -10145- 10156 - \$5,452.68, Vchr. 1 - \$170.76, Vchr. 2 - \$11.85, Vchr. 5 - \$513.36, Vchr. 6 - \$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 Hatten to adjourn. Vote: All yeas. Motion carried.

Approved: _____ Chairman

Attest: _____ Fiscal Officer