

## RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Oxford Township Board of Trustees

Held March 13, 2018 at 8:30 p.m., Page 521

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

Roll call: Steve Lewis, present; Jim Hatten, present; Ed Pittman, present; also present: Jim Viers, Duane Matlack, Doug Riedel with the Delaware County Engineer's Office, Abbey Trimble with the Delaware County Health District, Mark Gaskell, President for Tom Dew Excavating, Tom Dew, CEO for Tom Dew Excavating, Dan Fortin, part owner of Jo Joe Properties, Michael R. Shade, Attorney for Jo Joe Properties & Tom Dew Excavating, Ronald G. Patterson, resident.

Fiscal Officer Leienberger called to order the public hearing meeting for a proposed zoning amendment for a property located on U.S. Highway 42 N., Ashley, Ohio 43003 at 8:30. The following documents were given to Trustee Pittman who was absent from the February hearing; Recommendation from the Delaware County Regional Planning Commission, Minutes from the Oxford Township Board of Commission meeting held January 24, 2018 and the Development Plan for Jo Joe Properties.

Duane Matlack, Oxford Township Zoning Inspector introduced the case as follows:

- Jo Joe Properties, case number 01-2017. This request is a change from FR-1 to a PI. It is 6.45 acres with a property parcel number of 618-100-01-044-000. The request is to authorize an excavating operating office along with storage of equipment at the location.
- Delaware County Regional Planning Commission has approved this request at their December 21, 2017 meeting with the following conditions; Continue discussion with the Delaware County Health District about waste treatment system usage and ensure that appropriate buffering / landscaping is provided adjacent to existing uses.
- The Oxford Township Zoning Commission Board met on January 24, 2018 and was not able to make a decision with a tie vote of 2-2. The tie vote counts as a denial.
- Shared a certified letter from Michael R. Shade, Attorney representing Jo Joe Properties. Mr. Shade requested that the hearing on this matter be continued to a date and time when the full panel of trustees were available, preferably March 13, 2018 at the next Oxford Township Board of Trustees meeting.

Mark Gaskell, president of Tom Dew Excavating reviewed the plans with trustees;

- Phase 1 – will utilize location for secondary maintenance shop. There will be 1 to 2 employees there a couple days a week. Will use a portable toilet.
- Phase 2 – could be 5 to 10 years away. Plan is to build a shop and office building.

There was discussion from the floor:

Mr. Patterson asked, in regards to the three piles included in phase 2, if the health district needs to approve them and if there will be proper drainage. Mr. Gaskell responded that the piles were asphalt grindings and they will be reused. Duane Matlack added he had safety information regarding Material Asphalt Grinding and there are no harmful chemicals.

Mr. Patterson asked about the view and what will be used as a buffer. Mr. Gaskell responded that they will be using the existing tree line and will add more in phase 2. Trustee Lewis asked if more trees could be added in phase 1 and is there going to be a fence. Mr. Gaskell responded it would be no problem to add trees in phase 1 and yes there will be a fence, probably a chain link fence. He also added the materials are subject to Ohio EPA in regards to blowing materials from west winds.

After further discussion a Motion was made by Lewis and seconded by Pittman to approve the rezoning for the property located on U.S. Highway 42 N., Ashley, Ohio 43003, 6.45 acres with parcel number of 618-100-01-044-000 from FR-1 to PI to allow excavating contractors office, storage and maintenance shop. Vote: all yeas. Motion carried.

A motion was made by Lewis and seconded by Pittman to close the public hearing. Vote: all yeas. Motion carried. Meeting closed at 8:50.

Minutes of the January regular/organizational 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: Pittman, yea; Hatten, yea; Lewis, abstain. Motion carried. Minutes of the February regular meeting were previously read by each trustee and a motion was made by Lewis and seconded by Hatten to approve the minutes as read and presented with the correction of the date for the Delaware General Health District's Annual District Advisory Council Meeting. It will be March 8, 2018 not March 8, 3028. Vote: Hatten, yea; Lewis, yea; Pittman, abstain. Motion carried. The bank statement and the bank reconciliation for February were reviewed and initialed by the trustees.

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Financial Report – February 28, 2018, balances Total \$447,486.19

1000 - \$160,402.48	2031 - \$ 59,560.11	4951 - \$ 2,549.39
2011 - \$ 23,228.82	2041 - \$ 4,183.26	4952 - \$ 1,280.05
2021 - \$186,854.08	2231 - \$ 9,428.00	9001 - \$ 0.00

Abbey Trimble with the Delaware County Health District updated trustees on the following:

- She has picked out the new refrigerator / freezer for the concession at Oxford park. It has been approved by the Health District and Mr. Thomas with the Oxford Youth Association. Delivery will be in the next two weeks.
- Passed out a brochure regarding hazardous waste collection events.
- Passed out brochure regarding child booster & car seat inspection schedule.

Abbey Trimble presented the Oxford Township Healthy Concession Policy for approval. It was approved by Mr. Thomas with the Oxford Youth Association. After discussion a motion was made by Pittman and seconded by Lewis to approve and accept the Oxford Township Healthy Concession Policy as of March 13, 2018. Vote: all yeas. Motion carried.

Doug Riedel with the Delaware County Engineer's Officer updated trustees on the following:

- Passed out a brochure for Delaware County 2018 Road Construction Guide. Projects are mainly focused in southern Delaware County for the exception of a culvert repair on County Home Road.
- Set up a road tour with Trustee Hatten for April 12, 2018 at 9:00 A.M.

There was discussion with Doug Riedel regarding the Invitation to Bid packet for Oxford Township and what size stone to use on the roads. After discussion Doug Riedel will update the language on the Invitation to Bid packet so bidders will give a separate bid for both size 8 and size 9 stone. He will forward the new bid language to Fiscal Officer Leienberger.

Fiscal Officer Leienberger updated the trustees on the following:

- The 19<sup>th</sup> Annual Local Government Officials Conference is March 22 & 23, 2018 at the Hyatt Regency in Columbus.
- Ohio Public Works Commission is accepting nominations to serve on the District 17 Integrating Committee. There will be a meeting held on March 22, 2018 at the Licking County Administration Building at 7:00 P.M.
- Sheila Hiddleston, Commissioner with the Delaware County Health District will be attending our April 10, 2018 meeting.
- Carla Dakhteh stated there is no deadline for the collage picture for the Delaware County Common Pleas Court.

Tabled from the January organizational meeting wages of the township's employees, spot labor, and zoning members were reviewed. Discussion followed. A motion was made by Lewis and seconded by Pittman for a 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 and Duane Matlack's increase will be retroactive effective January 1, 2018. The wages for 2018 are as follows:

- Duane Matlack @ a 3% increase (3% of \$643.75 = \$19.31) to \$663.06 per month.
- Jim Viers @ a 3% increase (3% of \$24.66 = \$.74) to \$25.40 per hour.
- 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.

Discussion continued from the February meeting regarding insurance updates from John Hower with Rinehart, Walters & Danner Insurance. Mr. Hower suggested under the automobile schedule the 1994 Chevy and 2004 International should not include the extra equipment with the vehicle but to list the extra equipment separately with the special property. He states we would have better coverage with possibly less cost. Jim Viers was asked to list the extra equipment and their values. Trustees also asked if the removal of the old road grader could lower the premium. Fiscal Officer Leienberger will check in to it.

Discussion continued from the February meeting regarding Steve Swisher. Fiscal Officer Leienberger received a letter from Steve Swisher stating he will no longer be able to mow the lawn at the old township hall in Ashley. After discussion a motion was made by Lewis and seconded by Pittman to ask Donnie Long to mow the lawn at the old township hall. Vote: all yeas. Motion carried.

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The Ohio Pooled Collateral System quarterly reports will now be sent on line. This report can be sent electronically to each board member and fiscal officer. After discussion it was decided upon to have the report sent just to the fiscal officer.

Menard's "Government Account Authorized User" form was updated listing Jim Viers and Fiscal Officer Joyce Leienberger as authorized purchasers.

Fiscal Officer Leienberger updated trustees on information regarding direct deposit of payroll checks. After discussion it was decided upon not to sign up for direct deposit of payroll checks at this time.

Jim Viers discussed upgrading the township internet service. John Deere will be having a meeting at the township hall that will require W-Fi.

Trustees approved for Jim Viers to repair rust spots on the township pick-up truck at his residence.

Duane Matlack updated the trustees on building permits issued in February:

- 1880 sq' new residence, Scott Linnane at 3539 St. Rt. 229
- 3480 sq' new residence, Brian Leach at 5287 Steamtown Rd.
- 4096 sq' new residence, Stephen Norris at 2787 Whipple Rd.
- Driveway permit, Stephen Norris at 2787 Whipple Rd.

Current bills of \$21,548.29 were presented for approval and payment during March. After review, a motion was made by Pittman and seconded by Lewis to pay same. Vote: All yeas. Motion carried. (Cks -10179 - 10204 - \$18,206.41, Vchr. 18 - \$2,156.32, Vchr. 19 - \$11.85, Vchr. 20 - \$153.19, Vchr. 23 - \$788.13, Vchr. 24 - \$43.89, Vchr. 25 - \$188.50). 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 Lewis and seconded by Pittman to adjourn. Vote: All yeas. Motion carried.

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

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