

RECORD OF PROCEEDINGS

Minutes of the Regular/Organizational Meeting of the Oxford Township Board of Trustees
Held January 8, 2019 at 8:00 p.m., Page 545

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, Present. Also present: Jim Viers, Abbey Trimble with the Delaware General Health District and Doug Riedel, Township Liaison with the Delaware County Engineer's Office.

Minutes of the last regular meeting and special year-end meeting were previously read by each trustee and a motion was made by Lewis and seconded by Pittman 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, 2018, balances Total \$395,058.87

1000 - \$167,183.03	2031 - \$39,747.47	4951 - \$ 2,554.35
2011 - \$ 11,025.99	2041 - \$ 2,183.26	4952 - \$ 1,282.52
2021 - \$157,640.72	2231 - \$13,441.53	9001 - \$ 0.00

Fiscal Officer Leienberger reviewed with trustees the cash summary by fund, fund status, revenue status and appropriation status of the 2018 Annual Financial Report. The unencumbered year-end balance is \$394,805.87.

Nominations were in order for the 2019 Chairman. A motion was made by Lewis and seconded by Hatten nominating Pittman as Chairman for 2019. Vote: Lewis, yea; Hatten, yea; Pittman, abstain. Motion carried.

Nominations were in order for the 2019 Vice Chairman. A motion was made by Hatten and seconded by Pittman nominating Lewis as Vice Chairman for 2019. Vote: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried.

A motion was made by Lewis and seconded by Pittman nominating James Hatten to be the Regional Planning Representative for 2019. Vote: Pittman, yea; Lewis, yea; Hatten, abstain. Motion carried

A motion was made by Pittman and seconded by Hatten nominating Stephen Lewis to be the Regional Planning Alternate Representative for 2019. Vote: Pittman, yea; Hatten, yea; Lewis, abstain. Motion carried.

A motion was made by Lewis and seconded by Pittman to appoint George Patterson to the township zoning commission board for a term of five years to end on December 31, 2023. Vote: All yeas. Motion carried.

A motion was made by Lewis and seconded by Hatten to appoint Craig Pittman to the township zoning appeals board for a term of five years to end on December 31, 2023. Vote: All yeas. Motion carried.

Doug Riedel, Township Liaison with the Delaware County Engineer's Office. updated trustees on the following:

The County Engineer's Office was required to ride all township roads and advise the township of all new curve sign requirements. Doug stated we do not qualify and are not obligated for any new curve signs but would recommend the following:

- Shoemaker Rd. and Piper Rd. would be at the top of his list.
- McCurdy Rd., Whipple Rd. and Smith Rd. need done but do fall below the ADT requirement of over 1000

Doug looked at the new culvert on Bishop Rd. after a heavy rain and said there was very little water laying. It seems to be working well. Pittman stated from the rains, dirt from the fields was filling in the culvert and we need to make sure it is kept cleaned out.

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

2018 Healthy Community Grant Review:

- Active Living – built a shelter house at Ashley Park
- Healthy Eating – created healthy concessions and policy at Oxford Township Park
- Looked at a tobacco free policy in an apartment complex. Asked residents to fill out a survey. Most residents would support a tobacco free environment. Health department is gathering information to meet requirements of the grant.

2019 Goals:

- Continue with Ashley Park improvements. Working with Preservation Parks in creating a new park under the water tower.
- Continue in getting a safe access to the Ashley Park for the community to walk there. It will be large process to build a separate bridge to keep the community from walking on St. Rt. 229. To expand

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the current bridge on St. Rt. 229, ODOT says it could cost \$200,000.00.

- They are working with a Buckeye Valley Middle School 7th grade teacher on creating a hydroponic garden.

Fiscal Officer Leienberger updated trustees on the following:

- Township Hall rentals for 2018; 78 scheduled rentals (69 were residents and 9 were non-residents); Income \$1,360.00 (includes \$185.00 in donations). Ricky Foor was paid \$1,195.00 for final income of \$165.00.
- Deadline to register for 2019 Winter Conference is January 11, 2019.
- Delta Dental rates for 2019 went down by 4%.

There was discussion in regards to the 2019 schedule of meetings. There was a motion made by Lewis and seconded by Hatten to adopt Resolution No. 01-2019-01. "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 2019 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 P.M. (8:30 P.M. Daylight Savings Time) located at Oxford Township Hall, 5125 Shoemaker Rd., Ashley, Ohio 43003. For the exception of the March, 2019 meeting. This meeting will be held on the first Thursday, March 7, 2019 at 8:00 P.M. Special meetings will be posted in the Delaware Gazette, posted on the township website 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 were given their W-2's for 2018 and updated their W-2 information for federal and state withholdings for 2019.

A motion was made by Hatten and seconded by Lewis for trustees and fiscal officer to receive the maximum salary as permitted by the 2019 Compensation per Ohio Revised Code. January 1, 2019 balances put the townships budget at the \$500,000.00 to \$750,000.00 level. Trustee's will receive \$9,926.00/annual and the Fiscal Officer will receive \$15,597.00/annual. Vote: All yeas. Motion carried.

A motion was made by Hatten and seconded by Lewis 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.

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

Individual contracts were reviewed for 2019.

- A motion was made by Hatten and seconded by Pittman to renew a 1-year contract with Ricky Foor for 2019 to manage reservations at the township hall. Mr. Foor will be paid \$15.45 for each reservation scheduled at the township hall / shelter house and \$25.75 instead of \$15.45 for any reservation requiring cleaning after the event. Contract will expire on December 31, 2019. Vote: all yeas. Motion carried.
- A motion was made by Lewis and seconded by Hatten to pay Donald Long for the mowing of the lawn at the old township hall located at 112 W. High St., Ashley, Ohio 43003 at a monthly rate of \$116.00 for 5 months. This is to be paid for the months of May, June, July, August and September, 2019 for a total of \$580.00 for the 2019 calendar year. Vote: All yeas. Motion carried.

Trustees were given information regarding the Delaware-Knox-Marion-Morrow Joint Solid Waste Management District's amended draft plan to review. If approved resolution must be submitted by March 11, 2019.

Fiscal Officer Leienberger talked with a representative with Rinehart, Walters & Danner Insurance regarding an emergency labor worker for the township. She informed trustees of the following:

- The township's insurance would cover an accident involved with the emergency labor worker.
- Emergency labor worker does not need a CDL if following the Ohio Revised Codes.
- Insurance company does not require additional paper work for emergency labor.
- John Hower, Representative with Rinehart, Walters & Danner Insurance for Oxford Township will attend the townships February or March meeting to answer any further questions.

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Ricky Foor wanted trustees to know about the three cancellations he had in December from residents reserving the township hall. He was originally very booked and had to turn down reservations. Unfortunately, three residents cancelled at the last minute which left the hall empty that another resident could have had. He felt there should be some kind of penalty for not showing up or cancelling at the last minute. Fiscal Officer Leienberger will e-mail a copy of the current Township Hall Rental Agreement for trustees to review.

Duane Matlack, Oxford Township Zoning Inspector e-mailed year end 2018 statistics for the trustees to review.

Current bills of \$7,261.31 were presented for approval and payment during January. After review, a motion was made by Lewis and seconded by Hatten to pay same. Vote: All yeas. Motion carried. (Cks -10477-10488 - \$6,108.71, Vchr. 1 - \$166.54, Vchr. 3 - \$11.85, Vchr. 4 - \$340.00, Vchr. 6 - \$499.44, Vchr. 7 - \$134.77). 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 Pittman to adjourn. Vote: All yeas. Motion carried.

Approved: _____ Chairman

Attest: _____ Fiscal Officer