

RECORD OF PROCEEDINGS

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

Held December 8, 2020 at 8:00 p.m., Page 599

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

Roll call: James Hatten, present; Steve Lewis, present; Craig Pittman, present. Also present: Jim Viers, Duane Matlack and Amee Sword, Director of the Wornstaff Memorial Public Library.

Minutes of the November regular meeting were previously read by each trustee. A motion was made by Hatten and seconded by Pittman to approve the minutes as read and presented. Vote: All yeas. Motion carried.

Minutes of the special meeting held December 1, 2020 with the Village of Ashley were previously read by each trustee. 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 November were reviewed and initialed by the trustees.

Financial Report – November 30, 2020, balances Total \$436,037.84

1000 - \$206,060.14 2031 - \$ 25,912.82 4951 - \$ 2,563.40

2011 - \$ 12,097.49 2041 - \$ 2,183.26 4952 - \$ 1,287.01

2021 - \$165,367.39 2231 - \$ 17,660.73 9001 - \$ 2,905.60

Amee Sword with the Wornstaff Memorial Public Library updated trustees on the following:

- The library received money from the estate of Fraser Bell and it will be used for a new sign on the front lawn. It will be metal and vinyl. Also, the library hopes to have it lit at night. It will include Fraser Bell's name.
- Hot spots that the library purchased are starting to be used by the community. The grant will cover all cost through June, 2021.

Joyce Leienberger Fiscal Officer updated trustees on the following:

- Discussed dates for year-end meeting and organizational / regular meeting. It was agreed upon to hold the year-end meeting on December 29, 2020 at 10:00 A.M. at the Oxford Township Hall and the organizational / regular meeting will be held January 12, 2021 at 8:00 P.M. at the Oxford Township Hall.
- Discussed with James Hatten, trustee a date to open the new safety deposit box at The First Commonwealth Bank, Delaware Center Branch. It was decided upon for any day the week of December 14, 2020. Fiscal Officer Leienberger will call The First Commonwealth Bank to set up an appointment.

Fiscal Officer Leienberger received a call from Jim Nelson, Mayor with the Village of Ashley regarding the placement of recycle bins. At this time The Village of Ashley will not be pursuing the placement of recycle bins due to their contract with Rumpke and the Buckeye Valley Elementary school in Ashley cannot pursue the placement of recycle bins due to fire codes where they were going to place them. Jennifer Way-Young from the Delaware County Health District stated that she could see if the DKMM Waste District has enough in their budget to accommodate for the placement of the bins on the township property. She also stated that the Transfer Station located on U.S. Highway 42 will be remodeling and will be providing recycling bins at their location. After discussion trustees decided not to pursue having recycle bins on the township property at this time.

Fiscal Officer Leienberger stated the Library Agency Funds (9001) actual revenue is more than the county auditors' estimate on the First Amended Certificate by \$294.43. As a result, the fiscal officer requested a Third Amended Certificate to reflect these figures. The following resolution was presented to appropriate the funds; BE IT RESOLVED by the Board of Trustees of Oxford Township, Delaware County, Ohio, that to provide for the current expenses for the fiscal year ending December 31, 2020, the Library fund (9001) appropriations are to be increased by the said amount of \$1,133.40. This is a result of the Third Amended Certificate of Estimated Resources. Hatten moved the adoption of the resolution, seconded by Pittman. Vote: All yeas. Motion carried and resolution duly passed.

The township's Annual Appropriation Resolution for 2021 was reviewed and discussed. The amount of appropriations is based on the Official Certificate of Estimated Resources for 2021 from the Delaware County Budget Commission. Appropriations per fund levels were set as follows:

General - \$255,000.00	Permissive Motor Vehicle - \$14,000.00
Motor Vehicle Tax - \$10,000.00	Permanent (Bequest-Gavitt) - \$1,500.00
Gasoline Tax - \$220,000.00	Permanent (Bequest-Bell) - \$700.00
Road and Bridge - \$65,000.00	Agency Library Levy - \$67,500.00
Cemetery - \$2,000.00	

Total Annual Appropriations - \$635,700.00

Pittman moved the adoption of the resolution and it was seconded by Hatten. Vote: All yeas. Motion carried and resolution duly passed.

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In preparation of the upcoming renewal in March, 2021 for the township insurance, Ohio Plan, with Rinehart Walter-Danner Insurance Agency sent a renewal application for review. After discussion Jim Viers provided updates of equipment. Fiscal Officer Leienberger will forward the new information to Walter-Danner Insurance Agency.

Jim Hatten updated trustees on the road tour he did with Doug Riedel from the Delaware County Engineer's Office. Wheeler Rd. and Steamtown Rd. were suggested to have an overlay. Doug stated we could possibly get a grant for the project. A decision on the 2021 Road Improvement Project will be decided on a later date.

Duane Matlack updated the trustees by email on the following:

- Issued one zoning permit:
 - 1) Christopher Purcell; 2591 Shoemaker Rd., Ashley. 572 sq.' addition.
- Zoning Violations:

8895 U.S. Highway 42, Ashley; Trustees approved resolutions on November 10, 2020 for the clean-up of debris, trash and unlicensed vehicles. A letter of explanation was sent certified on November 16, 2020 to the property owner. There has been no action from the property owner to clean up the debris, trash and unlicensed vehicles. As of December 20, 2020 the trustees can move forward with hiring a company to clean up the property, remove the unlicensed vehicle and recover its costs in so doing, in accordance with ORC 505.87 and ORC 505.871.
- BZA Cases:

BZA Meeting for Christopher Purcell, 2591 Shoemaker Rd. Ashley was held on November 18, 2020 in regards to a 572 sq.' addition. Variance was approved unanimously.

Duane also discussed a property on Steamtown Road regarding a three parcel lot split that was not in compliance with Oxford Township Zoning. Owner would like to get in compliance so they are able to build on the property. It was advised that they will have to apply for a variance and show hardship for approval. It would be a Board of Zoning Appeals decision.

Current bills of \$19,762.17 were presented for approval and payment during December. After review, a motion was made by Hatten and seconded by Lewis to pay same. Vote: All yeas. Motion carried. (Cks: 11111 to 11135 - \$15,925.47 Voided Ck 10993 -\$35.00, Vchr. 104 - \$2,343.56, Vchr. 105 - \$12.00, Vchr. 106 - \$1,425.00, Vchr. 107 - \$91.14). A list of these checks and their payees are on file in the fiscal officer's office.

Chairman Lewis asked for a motion to go into executive session for the purpose of, compensation of a public employee or official. A motion was made by Hatten and seconded by Pittman to enter into executive session for the purpose of compensation of a public employee or official. Fiscal Officer Leienberger was invited to join. Vote: Trustee Lewis, yea; Trustee Hatten, yea; Trustee Pittman, yea. Motion carried.

A motion was made by Hatten and seconded by Pittman to adjourn back to the regular meeting and out of executive session. Vote: Trustee Lewis, yea; Trustee Hatten, yea; Trustee Pittman, yea. Motion carried. The board came out of executive session at 9:45 P.M.

A motion was made by Pittman and seconded by Hatten for a 10% increase on Jim Viers' base hourly rate, a 3% increase on Duane Matlack's monthly salary, a 3% increase on Ricky Foor's rate and cleaning rate for each township hall rental, a 3% increase in Jeff Jordan's base hourly rate, increase zoning board secretary rate to \$85.00 per meeting, increase Emergency Operator hourly rate to \$25.00 and to freeze the rest of the wages. Jim Viers' increase will become effective on his pay dated January 8, 2021 and all other increases of wages will be in effect on January 1, 2021. Vote: All yeas. Motion carried. Wages for Oxford Township are as follows:

- Duane Matlack @ a 3% increase (3% increase equals \$21.10 monthly) to \$724.54 per month and yearly salary at \$8,694.48 plus mileage at the current IRS rate.
- Jim Viers @ a 10% increase (10% of \$26.94 = \$2.69 per hour) to \$29.63 per hour.
- Jeffrey Jordan, Part time – Seasonal @ 3% increase (3% increase equals \$.39 per hour) to \$13.39 per hour.
- Donald Long (contract) @ \$116.00 per month for the 5 months of May, June, July, August & September for mowing of township yard in Ashley
- Ricky Foor (contract) @ 3% increase (3% of \$15.91 = \$.48) to \$16.39 for each reservation scheduled at township hall/shelter house and 3% increase (3% of \$26.52 = \$.80) to \$27.32 for any reservation that requires cleaning up after.
- Joel Bennington, Zoning Secretary @ \$85.00 per meeting attended.
- Zoning Board Member @ \$35.00 per meeting attended.

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- Spot Labor @ \$10.00 per hour.
- Emergency Operator @ \$25.00 per hour.

A motion was made by Lewis and seconded by Hatten to establish a longevity pay policy according to the following parameters:

- After completion of one (1) year (no matter when it falls during the year) full time employee will receive \$300.00 and the Part Time Employee will receive \$150.00 at year end.
- After completion of five (5) years (no matter when it falls during the year) full time employees will receive \$600.00 and part time employees will receive \$300.00 at year end.
- After completion of ten (10) years (no matter when it falls during the year) full time employees will receive \$900.00 and part time employees will receive \$450.00 at year end.
- Longevity pay caps at ten (10) years.

Vote: All yeas. Motion carried. Fiscal Officer Leienberger will contact Mark Fowler, Assistant Prosecuting Attorney to establish the resolution and policy.

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. Meeting adjourned at 10:10 P.M.

Approved: _____ Chairman

Attest: _____ Fiscal Officer