

## RECORD OF PROCEEDINGS

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

Held January 7, 2020 at 8:00 p.m., Page 573

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

Roll call: Ed Pittman, present; Jim Hatten, present; Steve Lewis, absent. Also present: Jim Viers, Duane Matlack, Abbey Trimble with the Delaware General Health District and Amee Sword, Director of the Wornstaff Memorial Public Library.

Minutes of the last regular meeting held December 10, 2019 and special year-end meeting held December 27, 2019 were previously read by each trustee and a motion was made by Hatten 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, 2019, balances Total \$413,313.47

1000 - \$183,922.85 2031 - \$29,803.15 4951 - \$ 2,560.42

2011 - \$ 11,539.99 2041 - \$ 2,183.26 4952 - \$ 1,285.53

2021 - \$163,702.16 2231 - \$18,316.11 9001 - \$ 0.00

Nominations were in order for the 2020 Chairman, 2020 Vice Chairman, Representative to the Delaware County Regional Planning Commission and Alternate Representative to Delaware County Regional Planning Commission. After discussion there was a motion made by Hatten and seconded by Pittman to table the nominations and votes to the March 10, 2020 meeting when all trustees will be present. Vote: All yeas. Motion carried.

A motion was made by Hatten and seconded by Pittman to appoint Ginger Colley to the Oxford Township Zoning Commission board for a term of five years to expire on December 31, 2024. Vote: All yeas. Motion carried.

A motion was made by Hatten and seconded by Pittman to appoint Robert Thomas to the Oxford Township Zoning Appeals board for a term of five years to expire on December 31, 2024. Vote: All yeas. Motion carried.

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

- Passed out pamphlets regarding the DKMM Solid Waste District's schedule of special collection event dates for 2020 and Car Booster Seat Inspection schedule for 2020. More information regarding these dates can be found on the Delaware General Health District's website at DelawareHealth.org.
- Announced that the flu vaccine is still available and encourages everyone to get one. This flu season has been the worst in decades.
- The Delaware General Health District is in the process of finalizing their new building plans and it will soon be available on their website.

Amee Sword, Director of the Wornstaff Memorial Public Library updated trustees on the following:

- AARP Foundation Tax-Aide will be providing free personal income tax return preparation services to low and moderate income taxpayers. The volunteers for this service will be taking appointments every Monday at the Wornstaff Memorial Public Library beginning February 10th through April 13th from 9:30 a.m. to 4:00 p.m. Those interested can register online beginning January 20th at **2020taxes.as.me** or contact the library at 740-747-2085 for registration help.

Fiscal Officer Leienberger reviewed with trustees the cash summary by fund, fund status, revenue status and appropriation status of the 2019 Annual Financial Report. The unencumbered year-end balance is \$388,068.58.

Fiscal Officer Leienberger updated trustees on the following:

- Township Hall rentals for 2019; 75 scheduled rentals (69 were residents and 6 were non-residents); Income \$1,015.00 (includes non-resident fees, \$215.00 in donations and one \$50.00 deposit held). Ricky Foor was paid \$1,158.75. Final income for 2019 is -\$143.75.
- Rumpke update: The monthly fee to have the dumpster at the township hall picked up weekly would be approximately \$90.00 (\$82.00 plus the fuel charge). Regarding the fuel charge, the township is not exempt per Mark Fowler with the Delaware County Prosecutor's Office.
- A resident reached out in regards to the possibility of having recycling bins put in at the township hall. Abbey with the Delaware General Health District stated she thought the Village of Ashley was pursuing this and would check into it.

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There was discussion in regards to the 2020 schedule of meetings. There was a motion made by Hatten and seconded by Pittman to adopt Resolution No. 01-2020-01. "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 2020 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. 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 2019 and updated their W-2 information for federal and state withholdings for 2020.

A motion was made by Hatten and seconded by Pittman for trustees and fiscal officer to receive the maximum salary as permitted by the 2020 Compensation per Ohio Revised Code. January 1, 2020 balances put the townships budget at the \$750,000.01 to \$1,500,000.00 level. Trustees will receive \$11,342.00 annually, Trustees elected on or after December 27, 2018 will receive \$11,742.00 annually and the Fiscal Officer will receive \$18,717.00/annually with an increase effective on April 1, 2020 to \$19,378.00 annually. Vote: All yeas. Motion carried.

A motion was made by Hatten and seconded by Pittman that for the fiscal year 2020, 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.

Individual contracts were reviewed for 2020.

- A motion was made by Hatten and seconded by Pittman to renew a 1-year contract with Ricky Foor for 2020 to manage reservations at the township hall. Mr. Foor will be paid \$15.91 for each reservation scheduled at the township hall / shelter house and \$26.52 instead of \$15.91 for any reservation requiring cleaning after the event. Contract will expire on December 31, 2020. Vote: all yeas. Motion carried.
- A motion was made by Hatten and seconded by Pittman 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, 2020 for a total of \$580.00 for the 2020 calendar year. Vote: All yeas. Motion carried.

Duane Matlack, Oxford Township Zoning Inspector updated trustees on the following:

- 2019 Year-end Permit Status report; issued 19 zoning permits (7-new residences), issued 5 agriculture permits and issued 5 driveway permits.
- Zoning Violations: The property located at 8895 US Highway 42 N. is being handled by the Delaware County Prosecutor's Office. There is still debris, unlicensed vehicles and trash throughout the property.

There was discussion regarding the reservations at the township hall. Per Ricky Foor there has been numerous late cancelations and no shows. It is unfortunate for other residents who also wanted that same day. After discussion there was a motion made by Hatten and seconded by Pittman that effective January 1, 2020 the renter, being non-resident or resident, must sign a contract and a \$50.00 deposit put down one month in advance to hold the reservation. If the renter cancels their reservation within seven days of the event, the renter will forfeit the \$50.00 deposit to the township. If the renter cancels prior to seven days of the event, the \$50.00 deposit will be refunded. Vote: All yeas. Motion carried.

Current bills of \$13,182.58 were presented for approval and payment during January. After review, a motion was made by Hatten and seconded by Pittman to pay same. Vote: All yeas. Motion carried. (Cks -10830-10843 - \$12,172.92, Vchr. 1 - \$164.18, Vchr. 3 - \$12.00, Vchr. 4 - \$174.00, Vchr. 6 - \$523.48, Vchr. 7 - \$136.00). 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