

## RECORD OF PROCEEDINGS

Minutes of the Regular/Organizational Meeting of the Oxford Township Board of Trustees  
Held January 12, 2021 at 8:00 p.m., Page 603

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

Roll call: Steve Lewis, absent; James Hatten, present; Craig Pittman, present. Also present: Jim Viers and Duane Matlack.

Minutes of the December regular meeting and special year-end meeting held December 29, 2020 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, 2020, balances Total \$421,624.20

1000 - \$190,474.74	2031 - \$25,912.82	4951 - \$ 2,563.51
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2011 - \$ 12,591.01	2041 - \$ 2,183.26	4952 - \$ 1,287.08
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2021 - \$168,608.74	2231 - \$18,003.04	9001 - \$ 0.00
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Nominations were in order for the 2021 Chairman, 2021 Vice Chairman, 2021 Representative to the Delaware County Regional Planning Commission and 2021 Alternate Representative to Delaware County Regional Planning Commission. After discussion there was a motion made by Pittman and seconded by Hatten to table the nominations and votes to the February 9, 2021 meeting when all trustees will be present. Vote: All yeas. Motion carried.

A motion was made by Pittman and seconded by Hatten to appoint Howard Thatcher, Jr. to the Oxford Township Zoning Commission board for a term of five years to expire on December 31, 2025 and to appoint Dave Wheeland to the Oxford Township Zoning Appeals board for a term of five years to expire on December 31, 2025. Vote: All yeas. Motion carried.

Fiscal Officer Leienberger reviewed with trustees the cash summary by fund, fund status, revenue status and appropriation status of the 2020 Annual Financial Report. The unencumbered year-end balance is \$417,213.84.

Employees were given their W-2's for 2020 and updated their W-2 information for federal and state withholdings for 2021.

Fiscal Officer Leienberger updated trustees on the following:

- Township Hall rentals for 2020; 7 scheduled rentals (7 - residents and 0 - non-residents); Income \$0.00. Ricky Foor was paid \$111.37. Final income for 2020 is -\$111.37.

There was a motion made by Pittman and seconded by Hatten to adopt Resolution No. 01-2021-01. "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 2021 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 the Oxford Township Hall, 5125 Shoemaker Rd., Ashley, Ohio 43003. Special meetings will be posted with a 24-hour notice on the township website and posted on the door of the township hall. Emergency meetings will be promptly posted on the township website and posted on the door of the township hall. Any cancellations will be posted on the door of the township hall.

Per a motion made at the year-end December 29, 2020 meeting the following resolution was presented; Hatten moved to adopt the following resolution 01-2021-02: A RESOLUTION ADOPTED CONSISTENT WITH R.C. 505.601 TO REIMBURSE ANY OFFICER OR EMPLOYEE OF OXFORD TOWNSHIP FOR OUT-OF-POCKET PREMIUMS ATTRIBUTABLE TO COVERAGE PROVIDED FOR THE OFFICER OR EMPLOYEE FOR INSURANCE BENEFITS DESCRIBED IN OHIO REVISED CODE 505.60. The Board hereby resolves to offer reimbursement premiums through QSEHRA for a maximum set by Federal and State law; individual coverage of \$4,950.00 yearly and family coverage of \$10,000.00 yearly. Pittman seconded the adoption. Vote: All yeas. Resolution duly passed.

A motion was made by Pittman and seconded by Hatten for trustees and fiscal officer to receive the maximum salary as permitted by the 2021 Compensation per Ohio Revised Code. January 1, 2021 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 \$11,948.00 annually and the Fiscal Officer will receive \$19,717.00 annually. Vote: All yeas. Motion carried.

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A motion was made by Pittman and seconded by Hatten that for the fiscal year 2021, 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 2021.

- A motion was made by Pittman and seconded by Hatten to renew a 1-year contract with Ricky Foor for 2021 to manage reservations at the township hall. Mr. Foor will be paid \$16.39 for each reservation scheduled at the township hall / shelter house and \$27.32 instead of \$16.39 for each reservation requiring cleaning after the event. Contract will expire on December 31, 2021. 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, 2021 for a total of \$580.00 for the 2021 calendar year. Vote: All yeas. Motion carried.

There was discussion regarding a disaster policy of the fiscal officer's office. Since the fiscal officer has her office at a different location than the township hall, it was decided upon to have the fiscal officer back-up the UAN files and document files every month to be stored at the township hall in case of any unforeseen disaster.

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

- Year End Permit Statistics for 2020: Issued 12 Permits; 2-New Residence, 1-In Ground Pool, 5-Accessory Structures, 1-New Factory and 3-Additons. Issued 1-Agriculture Exemption and 2-Driveway Permits. Also had 1-Zoning Commission Board meeting and 2-Zoning Appeals Board meetings.

Duane also discussed the Declaration of Nuisance and Abatement of Nuisance on the property located at 8895 U.S. Highway 42, Ashley. He was able to get an estimate of \$3,500.00 from Sargent Enterprises, Inc. to clean up the garbage, refuse and other debris on the property. Sargent Enterprises would like to wait until the ground freezes a little before cleaning up the property. After further discussion a motion was made by Hatten and seconded by Pittman to hire Sargent Enterprises, Inc., for the clean-up of garbage, refuse and other debris on the property located at 8895 U.S. Highway 42, Ashley for up to \$4,000.00. Vote: All yeas. Motion carried.

Current bills of \$17,194.27 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 -11160-11169 - \$16,027.72, Vchr. 2 - \$116.37, Vchr. 3 - \$12.00, Vchr. 4 - \$302.00, Vchr. 6 - \$584.64, Vchr. 7 - \$151.54). 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. Meeting adjourned at 8:55 P.M.

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

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