

RECORD OF PROCEEDINGS

Minutes of the Organizational / Regular Meeting of the Oxford Township Board of Trustees
Held January 11, 2022 at 8:00 p.m., Page 630

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

Roll call: James Hatten, present; Craig Pittman, present; Steve Lewis, present. Also present: Jim Viers, Road Maintenance Supervisor, Abbey Trimble with the Delaware Public Health District and Jodi Schaub, Coordinator of Township Hall Rentals.

Minutes of the December regular meeting and year-end special meeting, held December 28, 2021 were previously read by each trustee and a motion was made by Pittman and seconded by Lewis 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.

Nominations were in order for Chairman. A motion was made by Hatten and seconded by Lewis nominating Craig Pittman as Chairman for 2022. Vote: Hatten, yea; Lewis, yea; Pittman, abstain. Motion carried.

The meeting was turned over to Chairman Pittman.

Nominations were in order for Vice Chairman. A motion was made by Pittman and seconded by Hatten nominating Steve Lewis as Vice Chairman for 2022. 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 2022. Vote: Lewis, yea; Pittman, yea; Hatten, abstain. Motion carried.

A motion was made by Hatten and seconded by Pittman nominating Steve Lewis to be the Regional Planning Alternate Representative for 2022. Vote: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried.

A motion was made by Lewis and seconded by Hatten to appoint Paul McCurdy to the Oxford Township Zoning Commission Board for a term of five years to end on December 31, 2026. Vote: All yeas. Motion carried.

A motion was made by Lewis and seconded by Hatten to appoint Tim Harrel to the Oxford Township Zoning Appeals Board for a term of five years to end on December 31, 2026. Vote: All yeas. Motion carried.

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

- The Delaware Public Health District's annual District Advisory Council meeting will be held March 24, 2022 at the Willis Education Center at 7:00 P.M.
- Discussed the Creating Healthy Communities Mini Grant, RFP Guidelines & Application with trustees. They have \$10,000.00 total grant money to distribute. Applications are due by Tuesday, February 15, 2022 at 3:30 P.M.
- Passed out pamphlet for Winter 100. It is a program sponsored by Willow Brook to walk 100 miles this winter. For more information visit **preservationparks.com/programs**.
- Passed out pamphlet regarding the Route 23 Connect project from ODOT.

There were 33 township rentals in 2021. 29 were for residents and 4 were for non-residents. Income was \$425.00, collected from the non-resident fees. Ricky Foor was paid \$540.87 for coordinating the township rentals. Final income was -\$115.87. There was discussion regarding a change in the fees for residents and non-residents to use the township facilities. After further discussion a motion was made by Hatten and seconded by Lewis to increase the rental fee of the township hall to \$50.00 for residents and \$250.00 for non-residents. All renters will also be required to pay a \$100.00 deposit that is refundable if all guidelines are met. The new rates are in effect as of January 12, 2022. All prior reservations will be grandfathered in at the old rental rates of \$0.00 for residents and \$125.00 for non-residents with all renters paying a \$50.00 deposit that is refundable if all guidelines are met. Vote: All yeas. Motion carried.

Individual contracts were reviewed for 2022.

- A motion was made by Lewis and seconded by Hatten to approve a 1-year contract with Jodi Schaub, effective January 1, 2022, to coordinate all rentals at the township hall. Jodi Schaub will be paid \$25.00 for each reservation scheduled at the township hall or \$50.00 for any reservation that required cleaning after the event. Contract will expire on December 31, 2022. Vote: all yeas. Motion carried.
- A motion was made by Hatten and seconded by Lewis to pay Donald Long for mowing 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, 2022 for a total of \$580.00 for the 2022 calendar year. Contract will expire on December 31, 2022. Vote: All yeas. Motion carried.

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Employees were given their W-2's for 2021 and updated their W-2 information for federal and state withholdings for 2022.

Financial Report – December 31, 2021, balances Total \$454,655.54
1000 - \$176,650.27 2031 - \$21,665.21 2272 - \$62,850.64 9001 - \$0.00
2011 - \$ 13,726.45 2041 - \$ 2,131.28 4951 - \$ 2,564.75
2021 - \$164,106.81 2231 - \$ 9,672.18 4952 - \$ 1,287.95

Fiscal Officer Leienberger reviewed with trustees the Cash Summary by Fund, Fund Status, Revenue Status and Appropriation Status of the 2021 Annual Financial Report. The unencumbered year-end balance is \$454,452.12.

A motion was made by Hatten and seconded by Lewis for trustees and fiscal officer to receive the maximum salary as permitted by the 2022 Compensation per Ohio Revised Codes 505.24 and 507.09. January 1, 2022 balances put the townships budget at the \$750,000.01 to \$1,500,000.00 level. Trustees will receive \$12,158.00 annually and the Fiscal Officer will receive \$20,062.00 annually. Vote: All yeas. Motion carried.

As a result of re-elected trustees, a motion was made by Hatten and seconded by Lewis that the township will provide group life insurance for an officer or full-time employee and group dental insurance for an officer or full-time employee. Coverage for dental insurance includes immediate dependents in addition to the officer or full-time employee. Premiums for these coverages will be from the township funds. The township will also provide healthcare reimbursement for an officer or full-time employee up to \$4,950.00 for individual coverage or \$10,000.00 for family coverage per resolution 01-2021-02. Reimbursement for healthcare will come from the township funds. Vote: All yeas. Motion carried.

There was a motion made by Hatten and seconded by Lewis to adopt Resolution No. 01-2022-01. "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 2022 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. Public speaking will be limited to two to three minutes per person. The Board has the right to use this time limit at their discretion.

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

- The property owner of 8895 US Highway 42., Ashley was reinspected on 11/5/2021 with the Delaware Public Health District. A report was sent to the Delaware County Prosecutor's Office to move forward with the injunction, stating there was very little improvement observed regarding the clean-up of trash and debris. As of 12/4/2021 Duane conducted a drive by inspection and found no improvement with the conditions. The Delaware County Prosecutor's Office was notified and will proceed with the filing for the permanent injunction. A court order from The Court of Common Pleas, Delaware County hereby orders the Plaintiff, Melissa S. Schiffel, Delaware County Prosecutor to take action to serve the Defendant, Brenda Ramey by January 28, 2022.

BZA Cases:

- There will be BZA meeting on January 26, 2022 in the regards to a property located at 9281 Piper Road. Property owner, Tonya Corra would like to reduce the frontage of the property to allow for a lot split.

Current bills of \$12,480.05 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 -11488 – 11495 - \$11,081.05, Vchr. 2 - \$191.42, Vchr. 3 - \$12.00, Vchr. 4 - \$434.00, Vchr. 6 - \$607.32, Vchr. 7 - \$154.26. 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 Lewis to adjourn. Vote: All yeas. Motion carried. Meeting adjourned at 9:20 P.M.

Approved: _____ Chairman

Attest: _____ Fiscal Officer