

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Oxford Township Board of Trustees
Held April 11, 2023 at 8:00 p.m., Page 661

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

Roll call: Steve Lewis, present; James Hatten, present; Craig Pittman, present. Also present: Jim Viers, Road Maintenance Supervisor, Duane Matlack, Oxford Township Zoning Inspector, Abbey Trimble with the Delaware Public Health District and Amee Sword, Director of the Wornstaff Memorial Public Library.

Minutes of the February regular meeting were previously read by each trustee and a motion was made by Hatten and seconded by Lewis to approve the minutes as read and presented. Vote: Lewis, yea; Hatten, yea; Pittman, abstain. Motion carried. Minutes of the March regular meeting 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: Lewis, yea; Pittman, yea; Hatten, abstain; Motion carried. The bank statement and the bank reconciliation for March were reviewed and initialed by the trustees.

Financial Report – March 31, 2023, balances Total \$583,177.25

1000 - \$201,702.37	2031 - \$23,428.39	2272 - \$126,203.09	9001 - \$38,305.98
2011 - \$ 18,107.17	2041 - \$ 2,131.28	4951 - \$ 2,565.80	
2021 - \$158,702.63	2231 - \$10,742.07	4952 - \$ 1,288.47	

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

- 19 children have registered for the CORSA Rocket Launch Program. After building their own rockets, they will be launching them off on April 29, 2023 at 11:00 A.M. at the Oxford Township Park.
- The library's summer reading program for adults and children will run June 5, 2023 through July 17, 2023.

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

- There will be a Pool & Spa Operators class held May 11, 2023 at the YMCA from 9:00 AM to 12:00 PM.
- Reviewed the updated Community Profile for Oxford Township and Delaware County.

A motion was made by Hatten to move the adoption of RESOLUTION NO. 04-2023-04 AUTHORIZING PARTICIPATION IN OHIO DEPARTMENT OF TRANSPORTATION COOPERATIVE PURCHASING PROGRAM. This resolution will allow the township to obtain supplies, purchase machinery, materials, or services that ODOT currently has under contract through the Cooperative Purchasing agreement. Lewis seconded the motion. Vote: Lewis, yea; Hatten, yea; Pittman, yea. Motion carried and resolution duly passed.

A motion was made by Hatten to approve and sign a letter to ODOT – Cooperative Purchasing Program asking permission to use the program for the purchase of a 2024 Plow Truck through Fyda Freightliner with state purchasing contract # 023-23. Pittman seconded the motion. Vote: All yeas. Motion carried.

Fiscal Officer Leienberger stated that the audit conducted for 2021-2022 by Wilson, Phillips & Agin, CPA's for Oxford Township has been completed. A draft was presented showing one audit finding; a regular purchase order was certified for The First Commonwealth Bank before the invoice was dated but after the charge was made with the credit card. The purchase order should have been done as a Now & Then purchase order. All future purchase orders that fall within these guidelines will be certified as a Now and Then purchase order.

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

Zoning Permits:

- 3/31/2023 – Lonnie Eubank, 6860 McCurdy Rd.; 304 sq.' Front Porch

Zoning Violations:

- The zoning violation for 3019 Steamtown Rd. has been closed.
- There was a complaint regarding a business being ran from the property at 8116 Ashley Rd. Duane is working on the issue with Mark Fowler, Assistant Prosecuting Attorney. A certified letter was sent on 2/10/2023 to the property owner and copied to Mark Fowler. As of 3/13/2023 it does not appear that anything has been moved. Duane will forward the information to Mark Fowler for further action.
- A zoning violation notice was sent to 9811 Piper Rd. on 1/24/2023. Property owner has contacted Duane and stated he will clean it up and ask about a privacy fence to shield two inoperable vehicles. As of 3/14/2023 some of the property has been cleaned up and Duane will continue to monitor. As of 4/11/2023 a certified mailing will be sent to the property owner.
- A zoning violation notice was sent to J & J Auto Parts informing them the need to clean-up the area in front of the building. They have 30 days to comply. The property owners agreed and would start the clean-up right away. As of 3/14/2023 some clean-up has been done. As of 4/22/2023 a certified mailing will be sent to the property owner.

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Duane stated that Tom Dew, 8611 US Highway 42 N. has contacted him regarding a structure he would like to tear down and rebuild on the same foot print but 20’ taller. The property is zoned Planned Industrial. Duane will check for any zoning requirements for the property. Duane also stated he has been contacted by Larry Tincher, 8356 Horseshoe Rd., regarding road frontage. There was further discussion regarding the 2016 Zoning Amendment Codes. Duane will research the Zoning Amendment Codes to see if any updates are needed at this time.

There was discussion regarding the 2023 Township Safety Sign Grant Program. Oxford Township qualifies for the grant this year which would give the township all new safety signs, post and hardware up to \$50,000.00. After further discussion a motion was made by Lewis and seconded by Hatten to accept the Township Safety Sign Grant and authorize Jim Viers to manage the application process along with handling all documents and transactions involving the grant. Vote: All yeas. Motion carried.

Hatten stated that on May 2, 2023 at 6:30 there will be a joint meeting with The Ashley Union Cemetery, Village of Ashley and Oxford Township at the Village of Ashley, 3 N. Harrison St. The purpose of this meeting is to nominate and appoint a board member to The Ashley Union Cemetery for the term of January 1, 2024 to December 31, 2026.

Current bills of \$62,975.68 were presented for approval and payment during April. After review, a motion was made by Pittman and seconded by Hatten to pay same. Vote: All yeas. Motion carried. (Cks -11884 – 11921 – \$59,101.85, Vchr. 31 - \$147.08, Vchr. 33 - \$2,569.26, Vchr. 34 - \$12.00, Vchr. 37 - \$884.71, Vchr. 38 - \$211.50, Vchr. 39 - \$49.28. 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 9:06 P.M.

Approved: _____ Chairman

Attest: _____ Fiscal Officer