

## RECORD OF PROCEEDINGS

Minutes of the Organizational / Regular Meeting of the Oxford Township Board of Trustees  
Held January 10, 2023 at 8:00 p.m., Page 654

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

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

Minutes of the December regular meeting 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: Pittman, yea; Hatten, yea; Lewis, abstain. Motion carried. Minutes of the year-end special meeting, held December 28, 2022 were previously read by each trustee and a motion was made by Lewis 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.

Nominations were in order for Chairman. A motion was made by Hatten and seconded by Pittman nominating Steve Lewis as Chairman for 2023. Vote: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried.

The meeting was turned over to Chairman Lewis.

Nominations were in order for Vice Chairman. A motion was made by Lewis and seconded by Pittman nominating James Hatten as Vice Chairman for 2023. Vote: Pittman, yea; Lewis, yea; Hatten, abstain. Motion carried.

A motion was made by Lewis and seconded by Pittman nominating James Hatten to be the Regional Planning Representative for 2023. Vote: Lewis, yea; Pittman, yea; Hatten, abstain. Motion carried.

A motion was made by Pittman and seconded by Hatten nominating Steve Lewis to be the Regional Planning Alternate Representative for 2023. Vote: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried.

A motion was made by Pittman and seconded by Lewis to appoint Andy Wuertz to the Oxford Township Zoning Commission Board for a term of five years to expire on December 31, 2027. Vote: All yeas. Motion carried.

A motion was made by Hatten and seconded by Pittman to appoint Scott Lucas to the Oxford Township Zoning Appeals Board for a term of five years to expire on December 31, 2027. Vote: All yeas. Motion carried.

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

- They are in the process of updating collection recycling dates for 2023. This will be open to all Delaware, Knox, Marion and Morrow counties.
- The new Health Commissioner, Garrett Guillozet has started his position as of January 1, 2023.

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

- Winter Reading Club for all ages returns Monday, January 9 and continues through Friday, February 17. The theme is "Who is Yeti to read?"
- The library along with the Central Ohio Rocketry will be having a program to build and launch rockets this spring. The library was seeking approval to launch the rockets at the Oxford Township Park. After further discussion the trustees approved the use of the park for the rockets to be launched.

Paul Etheridge, resident of the Village of Ashley discussed the possible usage of the old township hall located at 112 W. High St., Ashley. He wanted to see if the building could be used for a non-profit facility for the community. He feels it would be a great place for kids to hang out after school, have community meetings and functions there. He stated there was really nothing on that side of town for the community. He was unsure of the long-term plan for the building by the township, its functionality and any renovation that might be needed. Trustees asked if he was wanting to purchase the building and if not did he have a plan for the cost of renovation. Paul stated he is unsure of purchasing the building but thought possibly doing a lease would work out better. He wants to send a questionnaire to all the residents in the village to get their feedback on the usage of the building and to see if enough are interested. The building would have to be brought up to code before it can be used and the trustees stated they would want to get an estimate on the cost before moving forward. Paul stated he has not seen the inside of the building. After further discussion a motion was made by Hatten and seconded by Pittman to have Paul Etheridge set up a time with Jim Viers to tour the building to see what he thinks of it before any decisions are made. Vote: All yeas. Motion carried. Jim Viers will meet with Paul Etheridge on Friday, January 13, 2023 for a tour of the facility.

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Fiscal Officer Leienberger reviewed with trustees the Cash Summary by Fund, Fund Status, Revenue Status and Appropriation Status of the 2022 Annual Financial Report. The unencumbered year-end balance is \$476,032.77.

There were 64 township hall rentals in 2022. The breakdown is as follows; 52 Residents, 5 Non-residents and 7 Cancellations. Income was \$3,250.00. Jodi Schaub was paid \$1,575.00 for coordinating the township hall rentals. Final income for township hall rentals is \$1,675.00.

Individual contracts were reviewed for 2023.

- A motion was made by Hatten and seconded by Pittman to approve a 1-year contract with Jodi Schaub, effective January 1, 2023, 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, 2023. Vote: all yeas. Motion carried.
- A motion was made by Hatten and seconded by Pittman 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, 2023 for a total of \$580.00 for the 2023 calendar year. Contract will expire on December 31, 2023. Vote: All yeas. Motion carried.

Employees were given their W-2's for 2022 and updated their W-2 information for federal and state withholdings for 2023.

Financial Report – December 31, 2022, balances Total \$477,748.88

1000 - \$165,593.88 2031 - \$ 497.19 2272 - \$126,203.09 9001 - \$0.00

2011 - \$ 16,206.61 2041 - \$ 2,131.28 4951 - \$ 2,565.61

2021 - \$153,717.09 2231 - \$ 9,545.75 4952 - \$ 1,288.38

A motion was made by Hatten and seconded by Pittman for trustees and fiscal officer to receive the maximum salary as permitted by the 2023 Compensation per Ohio Revised Codes 505.24 and 507.09. January 1, 2023 balances put the townships budget at the \$750,000.01 to \$1,500,000.00 level. Trustees will receive \$12,370.00 annually and the Fiscal Officer will receive \$20,413.00 annually. Vote: All yeas. Motion carried.

There was a motion made by Pittman and seconded by Hatten to adopt Resolution No. 01-2023-01. "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 2023 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. 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.

The Delaware County Engineer's Office sent the ODOT 2022 Township Highway System Mileage Certification stating there are 19.580 miles of roads in Oxford Township. A motion was made by Hatten and seconded by Pittman to certify that as of December 31, 2022 the township was responsible for maintaining 19.580 miles of public roads. Vote: All yeas. Motion carried. Certificate was signed by trustees and will be returned to ODOT.

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

Zoning Permits:

- 1/5/2023 – Jessica Cashman; 2947 St. Rt. 229, Ashley, 1692 sq.' New Residence

Zoning Violations:

- Duane sent violation letter to 3019 Steamtown Rd to clean up trash, boat and truck on 11/5/2022. He discussed the zoning violation for the clean-up with the property owner of on 11/16/2022. The property owner said they were going to file eviction papers on the current tenants. There has been no update as of 1/10/2023.

BZA Cases:

- There will be BZA meeting in regards to a property located at 2855 Shoemaker Road. Property owner, Scott Bauder would like to reduce road frontage and lot size of the property.

Duane updated the Year End Permit Statistics for 2022 with trustees. There were 9 permits consisting of; 1- Addition, 1-Solar Array, 2-Accessory Structures, 3-Pools & 2- New Residences. There were 2-Driveway Permits and 1-Agriculture Exemption along with one BZA meeting to reduce road frontage.

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Discussion followed in regards to the Permanent Injunction for the property located at 8895 U.S. Highway 42, Ashley, Ohio 43003. A list of expenses and charges was presented as follows: Zoning Inspector (20 hours of labor) - \$414.60, Harless & Sons-Dumpster Rental and Junk Removal (Contractor) cost of clean-up - \$3,350.00 for a total of \$3,764.60. Motion was made by Pittman and seconded by Hatten for the Delaware County Auditor to place the assessment of \$3,764.60 on the parcel number 618-100-01-040-000 and when collected, the amount of \$3,764.60 is to be returned to Oxford Township. Vote: All yeas. Motion carried. Fiscal Officer Leienberger will prepare the letter to the Delaware County Auditor.

Jim Viers discussed some research he had regarding a new snow plow truck. Trustees discussed different sizes and options that would best fit the townships needs. Trustees thought this information would be great to compare with the information they get from the Ohio Township Association Conference on January 25, 2023.

Current bills of \$15,239.88 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 -11828 – 11839 - \$13,880.63, Vchr. 2 - \$150.05, Vchr. 3 - \$12.00, Vchr. 4 - \$413.00, Vchr. 6 - \$623.04, Vchr. 7 - \$161.16. 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. Meeting adjourned at 9:30 P.M.

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

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