

RECORD OF PROCEEDINGS

Minutes of the Organizational / Regular Meeting of the Oxford Township Board of Trustees
Held January 9, 2024 at 8:00 p.m., Page 678

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

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

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: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried. Minutes of the year-end special meeting, held December 28, 2023 were previously read by each trustee and a motion was made by Lewis and seconded by Pittman 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 December were reviewed and initialed by the trustees.

Nominations were in order for Chairman. A motion was made by Lewis and seconded by Pittman nominating James Hatten as Chairman for 2024. Vote: Lewis, yea; Pittman, yea; Hatten, abstain. Motion carried.

The meeting was turned over to Chairman Hatten.

Nominations were in order for Vice Chairman. A motion was made by Lewis and seconded by Hatten nominating Craig Pittman as Vice Chairman for 2024. Vote: Hatten, yea; Lewis, yea; Pittman, abstain. Motion carried.

A motion was made by Lewis and seconded by Pittman nominating James Hatten to be the Regional Planning Representative for 2024. Vote: Lewis, yea; Pittman, yea; Hatten, abstain. Motion carried

Fiscal Officer Leienberger reviewed with trustees the Cash Summary by Fund, Fund Status, Revenue Status and Appropriation Status of the 2023 Annual Financial Report. The unencumbered year-end balance is \$361,297.96.

Financial Report – December 31, 2023, balances Total \$444,400.06			
1000 - \$166,042.60	2031 - \$44,180.64	2272 - \$ 26,737.09	9001 - \$0.00
2011 - \$ 21,392.00	2041 - \$ 2,056.28	4951 - \$ 2,607.47	
2021 - \$170,339.23	2231 - \$ 9,733.59	4952 - \$ 1,311.16	

There were 52 township hall rentals in 2023. The breakdown is as follows; 49 Residents, 2 Non-residents and 1 Cancellation. Income was \$2,950.00. Jodi Schaub was paid \$1,325.00 for coordinating the township hall rentals. Final income for township hall rentals is \$1,625.00.

Individual contracts were reviewed for 2024.

- A motion was made by Pittman 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, 2024 for a total of \$580.00 for the 2024 calendar year. Contract will expire on December 31, 2024. Vote: All yeas. Motion carried.

Employees were given their W-2's for 2023 and updated their W-2 information for federal and state withholdings for 2024.

Jim Viers updated the annual Inventory Report for the township.

As a result of a re-elected trustee and fiscal officer a motion was made by Pittman 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 come 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.

A motion was made by Lewis and seconded by Pittman for trustees and fiscal officer to receive the maximum salary as permitted by the 2024 Compensation per Ohio Revised Codes 505.24 and 507.09. January 1, 2024 balances put the townships budget at the \$750,000.01 to \$1,500,000.00 level. Trustees will receive \$12,586.00 annually and the Fiscal Officer will receive \$20,770.00 annually. Vote: All yeas. Motion carried.

RECORD OF PROCEEDINGS

Minutes of the Organizational / Regular Meeting of the Oxford Township Board of Trustees
Held January 9, 2024 at 8:00 p.m., Page 679

There was a motion made by Pittman and seconded by Lewis to adopt Resolution No. 01-2024-01. "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 2024 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 2023 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, 2023 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.

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

- Winter Reading Club for all ages starts January 15 and continues through Friday, February 19.
- The library has received a grant from SourcePoint to assist adults 60 years and older from January to September, 2024 with new tablets and are helping to pay for Hot Spots for them. After September they can be circulated to any adult. SoucePoint is also reaching out to residents at the Ashley Villa.

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

Zoning Permits:

- 12/22/2023 – Stephen Norris; 2787 Whipple Rd., 840 Sq.' Garage

Agricultural Exemption:

- 01/08/2024 – (In Process) Cory Breech; 6642 McCurdy Rd., 1,800 sq.' Pole Barn

Zoning Violations: No updates at this time.

Duane updated the Year End Permit Statistics for 2023 with trustees. There were 16 permits consisting of; 2- Additions, 1-New Residences, 1-Garage, 2-Decks, 1-Front Porch, 1-Porch Roof, 1-Office Building, 1-Shed, 1-Pole Garage and 1-Pole Barn, 2-Agriculture Exemption along with two BZA meetings; one to reduce road frontage and one for reduction of front setback.

Jim Viers discussed the possibility of purchasing a Stihl Walk Behind Concrete Saw. There is a used one for sale by Crum & Parsons Excavating for \$1,500.00. It does include 3 blades. After further discussion a motion was made by Lewis and seconded by Pittman to purchase the Stihl Walk Behind Concrete Saw and 3 blades for \$1,500.00 from Crum & Parsons Excavating. Vote: All yeas. Motion carried.

There was discussion in regards to the passing of State Issue 2 which authorizes and regulates the possession, use, and sale of recreational marijuana and cannabis products. Trustees will continue to do more research before deciding on any guidelines for the township.

There was discussion regarding current wages. A motion was made by Lewis and seconded by Pittman for a 4% increase on Jim Viers' base hourly rate, a 4% increase on Duane Matlack's monthly salary, an increase to \$20.00 per hour for a seasonal employee, an increase to \$40.00 per meeting for Zoning Board Members and an increase to \$90.00 per meeting for the Zoning Board Secretary. All other wages are to be frozen at this time. Increases of wages will be in effect on January 1, 2024. Vote: All yeas. Motion carried. Wages for Oxford Township are as follows:

- Duane Matlack, Zoning Inspector - \$815.01 per month.
- Jim Viers, Road Maintenance Supervisor - \$33.33 per hour.
- Seasonal Employee - \$20.00 per hour.
- Donald Long (contract) at \$116.00 per month for the 5 months of May, June, July, August & September for mowing of township yard in Ashley
- Zoning Secretary at \$90.00 per meeting attended.
- Zoning Board Member at \$40.00 per meeting attended.
- Spot Labor at \$17.00 per hour.
- Emergency Operator at \$25.00 per hour.
- Leah Curren, (contract) Coordinator of Township Hall Rentals - \$25.00 per contract / \$50.00 per contract with cleaning.

RECORD OF PROCEEDINGS

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Held January 9, 2024 at 8:00 p.m., Page 680

Current bills of \$16,090.70 were presented for approval and payment during January. After review, a motion was made by Lewis and seconded by Pittman to pay same. Vote: All yeas. Motion carried. (Cks -12162 – 12173 - \$14,081.98, Vchr. 2 - \$615.36, Vchr. 3 - \$198.82, Vchr. 4 - \$12.00, Vchr. 5 - \$408.00, Vchr. 7 - \$621.02, Vchr. 8 - \$153.52. 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 Lewis and seconded by Pittman to adjourn. Vote: All yeas. Motion carried. Meeting adjourned at 9:26 P.M.

Approved: _____ Chairman

Attest: _____ Fiscal Officer