

RECORD OF PROCEEDINGS

Minutes of the Special Year-End Meeting of the Oxford Township Board of Trustees  
Held December 27, 2024 at 9:00 A.M., Page 703

The purpose of this meeting is to finalize township business for the fiscal year 2024 and conduct any other township business if necessary.

The special year-end meeting of the Board of Trustees of Oxford Township was called to order by Chairman Hatten.

Roll call: Jim Hatten, present; Steve Lewis, present; Craig Pittman, present.

There was discussion in regards to the scheduling of meeting dates for 2025. After further discussion it was decided upon to have all meetings on the second Tuesday of each month at 8:00 P.M. The resolution will be prepared and presented at the January 9, 2025 regular / organizational meeting.

Joel Bennington has extended his resignation as Zoning Board Secretary until January 16, 2025. He will attend the Zoning Boards Organizational meeting on January 15, 2025 to help train and assist Jenn Necker, the new Zoning Board Secretary as of January 1, 2025. A motion was made by Pittman and seconded by Lewis to accept the resignation of Joel Bennington on January 16, 2025 and pay him \$90.00 for the organization meeting of the Board of Appeals and \$90.00 for the organizational meeting of the Commission Board along with paying Jenn Necker for both meetings. Vote: All yeas. Motion carried.

A Mutual Aid Shared Use Agreement was sent from The Delaware Township Associaton. This is a master agreement to provide mutual aid and/or shared use between various Delaware County, Ohio political subdivisions. Trustees discussed what would have to be done in an emergency situaton and how to handle the paperwork with the agreement. After further discussion Lewis offered to reach out to the Delaware Township Associaion for more informfation.

In preparation of the upcoming renewal in March, 2025 for the township insurance with Ohio Plan, Rinehart Walter-Danner Insurance Agency sent a renewal application for review. It was given to Jim Viers for review.

There was discussion regarding current wages. A motion was made by Lewis and seconded by Pittman for a 3% increase on Jim Viers’ base hourly rate and a 3% increase on Duane Matlack’s monthly salary. All other wages are to be frozen at this time. Jim Viers’ increase will become effective on his January 17, 2024 pay. Duane Matlack’s increase will be effective on January 1, 2025. Vote: All yeas. Motion carried. Oxford Township’s wages for 2025 are as follows:

- Duane Matlack, Zoning Inspector - \$839.46 per month.
- Jim Viers, Road Maintenance Supervisor - \$34.33 per hour.
- Seasonal Employee - \$20.00 per hour.
- Mike Rarick (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.

Current bills of \$16,211.16 were presented for approval and payment during the latter part of December. After review, a motion was made by Lewis and seconded by Pittman to pay same. Vote: All yeas. Motion carried. (Cks -12464 to 12484 - \$11,454.48, Vchr. 112 - \$2,035.09, Vchr. 113 - \$288.30, Vchr. 114 - \$103.19, Vchr. 115 - \$2,330.10). 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 Hatten to adjourn. Vote: All yeas. Motion carried. Meeting adjourned at 9:20 A.M.

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

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