

## RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Oxford Township Board of Trustees  
Held April 8, 2025 at 8:00 p.m., Page 710

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

Roll call: James Hatten, present; Steve Lewis, present; Craig Pittman, present. Also present: Duane Matlack, Oxford Township Zoning Inspector, Doug Riedel with the Delaware County Engineer's Office 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: Hatten, yea; Lewis, yea; Pittman, abstain. Motion carried. Minutes of the March regular meeting 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: Hatten, abstain; Lewis, yea; Pittman, yea. Motion carried. The bank statement and the bank reconciliation for March were reviewed and initialed by the trustees.

Financial Report – March 31, 2025, balances Total \$423,027.98

1000 - \$189,320.83	2031 - \$41,363.91	4951 - \$ 2,756.17
2011 - \$ 23,836.28	2041 - \$ 2,406.28	4952 - \$ 1,386.39
2021 - \$150,668.36	2231 - \$11,289.76	9001 - \$ 0.00

Doug Riedel with the Delaware County Engineer's Office has not received the bids for the Strine Road OPWC Grant. He will have the figures for us at the May, 2025 meeting. He wanted an approximate figure on how many tons of salt the township usages for the winter season. The County wants the totals to make sure they order enough for everyone. Oxford Township used 150 Ton of salt for the 2024 - 2025 winter season. There was further discussion regarding Oxford Township's 2025 Road Improvement Project. After discussing the road conditions of the township, it was decided upon to chip and seal Wheeler Road T242 and get an alternate bid for a stretch of Shoemaker Road T251 (from the Knuckles Ditch to Dulin Road T248). The project is to be completed by August 20, 2025. An invitation to bid will be posted on the township's website. Bids will be opened and read out loud at the May 13, 2025 meeting at 8:00 P.M.

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

- She presented the 2024 Annual Report for the Wornstaff Memorial Public Library; There was an increase in Wi-Fi usage, visitors, digital items borrowed, programs and attendance. There was a decrease in physical items borrowed.
- Per grant money they have installed door buttons for accessibility, installed a return box in the front of the building and have hired Delaware Construction to renovate the basement and remodel the restroom to make it accessible.
- They have also been awarded a \$10,000.00 grant from round three of the One-Time Strategic Community Investment Fund (OTSCIF). They have until April, 2026 to use the grant money.

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

- Community Shred Day – Saturday, May 3, 2025 from 9:00 A.M. to 12:00 P.M. at the Delaware Public Health District, 470 S. Sandusky St., Delaware, Ohio. Cost is free.
- The Walk-in Mobile Clinic will be doing a Spring Clinic Tour from April 7<sup>th</sup> to May 19<sup>th</sup>. No appointment needed. For location sites call 740-203-2040.

Fiscal Officer Leienberger gave an update regarding the cemetery grant for the replacement of 7 veteran headstones in Winsor and Gavitt Cemeteries. New headstones for the following veterans have been approved; Foust, McGonigle, Kyrk, Hines and Aldrich. Department of Veteran Affairs has denied replacement headstones for Wheeler and Jenkins. They feel the existing markers do not meet the criteria for replacement. Nathan Reynolds who has worked on the application process for Oxford Township feels these two headstones do meet the criteria. He stated he will work on getting them approved.

The following resolution was presented; RESOLUTION NO: 04-2025-05 IN THE MATTER OF DECLARING TOWNSHIP PROPERTY OBSOLETE, UNFIT FOR PUBLIC USE, AND OF NO VALUE AND AUTHORIZING ITS DISPOSAL. WHEREAS; the Oxford Township Board of Trustees is in possession of the following property that it has no use for; Epson Printer Work Force 610, SN# LHM318511 and a HP Office Jet Pro 8600, SN# CN2CSBVG CJ. The Board hereby finds and declares that the property is obsolete, unfit for public use, and of no value and authorizes its disposal per ORC 505.10. A motion was made by Hatten and seconded by Lewis to adopt this Resolution No. 04-2025-05. Vote: All yeas. Motion carried. resolution duly passed.

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The following resolution was presented; RESOLUTION NO: 04-2025-06 IN THE MATTER OF AUTHORIZING THE SALE OF PERSONAL PROPERTY PURSUANT TO OHIO REVISED CODE SECTION 505.10(A)(2). WHEREAS; the board owns and possesses the following office equipment which it wishes to sell; 2021 HP Elite Desk 805 Computer SN# MXL1033T1P and a 2019 HP LaserJet Pro MFP M428fdw SN# MXBPM8V17N. It is the opinion of the Board that the fair market value of the Property is less than two thousand five hundred (\$2,500.00). The Board may sell the property by private sale, without advertising or public notification. The Board establishes fifty dollars (\$50.00) to be paid to the Board as the purchase price of the Property. Trustee Lewis may promote the sale of the Property by any appropriate means that does not result in a cost to the Township or Board. A motion was made by Lewis and seconded by Pittman to adopt this Resolution No. 04-2025-06. Vote: All yeas. Motion carried and resolution duly passed.

A motion was made by Hatten to move the adoption of RESOLUTION NO. 04-2025-07 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: Pittman, yea; Lewis, yea; Hatten, yea. Motion carried and resolution duly passed.

A current expense levy of 0.6 mills will expire at the end of tax collection year 2025. Per county auditor's estimates, a renewal of a 0.6 mill levy would generate \$22,250.00 and a replacement of a 0.6 mill levy would generate \$30,830.00. A new levy will need to be on the November 4, 2025 ballot for 5 years, commencing with the 2025 tax year and paid in 2026. After discussion a motion was made by Lewis and seconded by Hatten to place a renewal levy of 0.6 mills which would generate \$22,250.00 on the November 4, 2025 ballot. Vote: All yeas. Motion carried.

Fiscal Officer Leienberger discussed the passing of House Bill 315 in regards to publication notices for the township. Per the Ohio Township Association, we are in compliance by posting publications on the township's website. A social media account is not needed as stated in the February minutes. As of April 8, 2025 Oxford Township will post all Legal and Public Notices on the township website at [www.oxfordtwp.org](http://www.oxfordtwp.org) and not in a public newspaper.

Joe Pennington, Commander from the American Legion Post 518 in Ashley is interested in renting or purchasing the old township hall located in Ashley to use for storage. Per the Delaware County Prosecutor's Office, it can be rented per O.R.C. 511.03 with provisions. There was discussion in possibly selling the building. Trustee Lewis will check with the mayor of The Village of Ashley in regards to the restrictions the Village of Ashley has on the original deed.

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

Zoning Violation:

- Sent new correspondence with photos to the prosecutor's office on 3/10/25 asking for an update regarding J & J Auto Parts violation to clean up the area in front of their building. A second violation letter as requested was sent on 3/29/2025 to J & J Auto Parts by certified mail.
- Mailed letter of violation on 4/5/2025 to 2901 Whipple Rd. for building an accessory building without permits.

Zoning Commission Board:

- The Zoning Commission Board met on 3/19/25 and reviewed Articles 6 & 7 of the zoning codes. The next meeting is scheduled for April 23, 2025 at 7:00 P.M.

Current bills of \$73,547.47 were presented for approval and payment during April. After review, a motion was made by Hatten and seconded by Lewis to pay same. Vote: All yeas. Motion carried. (Cks -12552 – 12581 - \$68,989.74, Vchr. 29 - \$2,710.76, Vchr. 30 - \$232.34, Vchr. 31 - \$15.00, Vchr. 34 - \$1,332.12, Vchr. 35 - \$215.99, Vchr. 36 - \$51.52. 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 Hatten and seconded by Lewis to adjourn. Vote: All yeas. Motion carried. Meeting adjourned at 9:18 P.M.

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

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