

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Oxford Township Board of Trustees
Held August 12, 2025 at 8:00 p.m., Page 718

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, absent; Craig Pittman, present. Also present: Jim Viers, Road Maintenance Supervisor, 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 July 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: All yeas. Motion carried. The bank statement and the bank reconciliation for July were reviewed and initialed by the trustees.

Financial Report – July 31, 2025, balances Total \$461,883.86

1000 - \$191,959.89 2031 - \$65,431.84 4951 - \$ 2,790.35

2011 - \$ 24,523.73 2041 - \$ 2,431.28 4952 - \$ 1,403.58

2021 - \$160,124.33 2231 - \$13,218.86 9001 - \$ 0.00

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

- They have started the demolition of the Storytime room in the basement. Amee shared blueprints and pictures of the remodeling. They have scheduled have an Open House / Craft Bazaar on November 1, 2025 from 10:00 A.M. to 1:00 P.M.
- With their LAL Grant money they are removing the first landing in the front of the building for safer and easier access to the entrance. They will also be working around the building for better access to the basement. They are starting this construction on August 13, 2025.

Doug Riedel with the Delaware County Engineer's Office presented the contract for the trustees to sign between The Shelly Company and Oxford Township for the OPWC Grant; Strine Road Improvement Project. He thought the project would start in the middle of September.

Doug Riedel also stated that the funding for OPWC grants was passed for another 10 years with an increase in funds. These funds are being focused on small governments. He suggested if we have the funding available for Oxford Township's portion that we should apply for another grant next year. He suggested Maloney Road or Steamtown Road. After further discussion a motion was made by Hatten and seconded by Pittman to move forward with applying for an OPWC Grant for Maloney Road. Vote: All yeas. Motion carried. Doug Riedel will start the application process.

Jim Viers discussed the replacement of two culverts on Shoemaker Road at the driveway to the township hall. Doug Riedel stated that if an REA (Request for Engineering Assistance) form was filled out and signed then the Delaware County Engineer's Office could get the culverts and help with the cost. After further discussion a motion was made by Hatten and seconded by Pittman to sign an REA form with the Delaware County Engineer's Office to move forward with the replacement of the two culverts on Shoemaker Road. Vote: All yeas. Motion carried.

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

- Available Items for the Public to Loan Out; Hand Sanitizer Station, Litter grabber, Handwashing Station, Recycling Receptacle and GloGerm Handwashing Training Kit. Request can be made at <https://forms.delawarehealth.org/Forms/jUyF2> under the Resources Tab.
- Free Tire Disposal; for Delaware County residents only. October 18, 2025, 9am – 12pm. Passenger tires only, Rim size 13" – 24".
- Suicide Prevention Walk; Saturday, September 13, 2025 from 9am – 12pm, Ohio Wesleyan University Jaywalk, 40 N. Rowland Avenue.

There was discussion in regards to contracting propane gas with Schilling Propane for the 2025/2026 season. Their contract price is \$1.699 per gallon and the township would need approximately 1200 gallons. The contract is good for propane gas delivered between September 2, 2025 and April 10, 2026. It does not include a summer fill. If there is any contract gas left after April 10, 2026 it will become a credit for the next season. After further discussion a motion was made by Hatten and seconded by Pittman to contract 1200 gallons of propane gas with Shilling Propane for the 2025/2026 season at the rate of \$1.699 per gallon for a total of \$2,038.80. Vote: All yeas. Motion carried.

Jenn Necker sent an email to inform the trustees that she will be resigning from her position as Oxford Township Zoning Secretary. She does intend to finish out all of 2025 and all that is needed for the zoning code updates with the commission board. She is actively looking for a replacement. Trustees will post the opening for a zoning secretary on the Oxford Township website. She has done a wonderful job and will be greatly missed by everyone.

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

Zoning Permits:

- 7/17/2025 – Chris Burdon, 8116 Ashley Rd.; New 3000 sq.’ detached garage
- 7/29/2025 – Robert Hambrick, 4981 Shoemaker Rd.; 1200 sq.’ garage addition

Zoning Violation:

- A second violation letter as requested by the prosecutor’s office was sent on 3/29/2025 by certified mail to J & J Auto Parts to clean up the area in front of their building This has been turned over to the prosecutor’s office on 5/2/2025 for further action. Letter was sent from prosecutor’s office after 5/20/2025. New photos were sent to the prosecutor’s office on 7/7/2025. As of 8/12/2025 a request has been sent to State of Ohio Salvage Licensing Board asking direction on filing a formal complaint.
- Violation letter was sent to 6029 Wheeler Rd. on 6/8/2025 after receiving a complaint about poor conditions of the exterior of property. Update as of 7/6/2025; The owner has been in contact and provided a response on why the property is in the shape it is in. No updates as of 8/11/2025

Zoning Commission Board:

- At the meeting on June 25, 2025 the Zoning Commission Board continued to address the current Articles of Oxford Township’s zoning. They reviewed Article 16 to 20. The next meeting is scheduled for August 27, 2025 at 7:00 P.M.

BZA Board:

- There is a BZA hearing scheduled for August 20 2025 for a variance request at 2932 St. Rt. 229.

Current bills of \$16,978.53 were presented for approval and payment during August. After review, a motion was made by Hatten and seconded by Pittman to pay same. Vote: All yeas. Motion carried. (Cks -12637 – 12715 - \$10,603.29, Vchr. 65 - \$553.50, Vchr. 67 - \$3,175.40, Vchr. 68 - \$237.95, Vchr. 69 - \$21.50, Vchr. 72 - \$1,936.96, Vchr. 73 - \$364.31, Vchr. 74 - \$85.62. 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 9.09 P.M.

Approved: _____ Chairman

Attest: _____ Fiscal Officer