

## RECORD OF PROCEEDINGS

Minutes of the Special Year-End Meeting of the Oxford Township Board of Trustees  
Held December 29, 2025 at 9:00 A.M., Page 729

The purpose of this meeting is to finalize township business for the fiscal year 2025 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 Pittman.

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

There was discussion in regards to the scheduling of meeting dates for 2026. After further discussion it was decided upon to have all meetings on the second Tuesday of each month at 8:00 P.M. for the exception of the February, 2026 meeting will be held the first Tuesday of the month on February 3, 2026. The resolution will be prepared and presented at the January 13, 2026 regular / organizational meeting.

As a re-elected trustee, Steve Lewis and Craig Pittman were read the “Oath of Office” by Joyce Leienberger, Fiscal Officer. Steve Lewis’ Public Official Bond was signed by him and witnesses by Craig Pittman. Craig Pittman’s Public Official Bond was signed by him and witnesses by Steve Lewis. These documents and copy of these minutes are filed in the office of the fiscal officer.

There was discussion regarding current wages. A motion was made by Lewis and seconded by Hatten for a 3% increase on Jim Viers’ base hourly rate, a 3% increase on Duane Matlack’s monthly salary and a 3% increase on the seasonal employee’s base hourly rate. All other wages are to be frozen at this time. Jim Viers’ increase will become effective on his paid period 12/27/2025 to 01/09/2026 to be paid on 01/16/2026. Duane Matlack’s increase and the seasonal employee’s increase will be effective on January 1, 2026. Vote: All yeas. Motion carried. Oxford Township’s wages for 2026 are as follows:

- Duane Matlack, Zoning Inspector - \$864.64 per month.
- Jim Viers, Road Maintenance Supervisor - \$35.36 per hour.
- Seasonal Employee - \$22.66 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.

Motion was made by Lewis to reluctantly acknowledge receipt of the written resignation of Trustee James Hatten, and to accept his resignation effective at the end of the day on December 31, 2025. And also extend our deepest appreciation to Trustee Hatten for his decades of dedicated service to Oxford Township. Over the years, he has faithfully served not only as a Township Trustee, but also as a valued member of the Delaware County Regional Planning Commission, the Ashley Union Cemetery Board, and the Elm Valley Fire Board. His leadership, wisdom, and unwavering commitment have had a lasting and meaningful impact on the community, and we express our sincere gratitude for his many years of outstanding service and contributions to the residents of Oxford Township. Motion was seconded by Pittman. Vote: Lewis, yea; Pittman, yea; Hatten, abstain. Motion carried.

The Oxford Township’s Records Commission consist of trustee, James Hatten and fiscal officer, Joyce Leienberger. Due to the retirement of James Hatten on December 31, 2025 a new trustee needs to be appointed effective January 1, 2026. After further discussion a motion was made by Hatten and seconded by Pittman to appoint Trustee, Steve Lewis to the Records Commission effective January 1, 2026. Vote: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried.

Current bills of \$20,030.80 were presented for approval and payment during the latter part of December. After review, a motion was made by Pittman and seconded by Lewis to pay same. Vote: All yeas. Motion carried. (Cks -12824 to 12851 - \$14,058.23, Vchr. 113 - \$2,083.75, Vchr. 114 - \$336.81, Vchr. 115 - \$105.37, Vchr. 117 - \$3,034.76, Vchr. 118 - \$331.94, Vchr. 119 - \$79.94). 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 10:17 A.M.

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

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