

## RECORD OF PROCEEDINGS

Minutes of the Organizational / Regular Meeting of the Oxford Township Board of Trustees  
Held January 9, 2025 at 6:00 p.m., Page 704

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

Roll call: James Hatten, present; Steve Lewis, present; Craig Pittman, present. Also present: Jim Viers, Road Maintenance Supervisor.

Minutes of the December regular meeting and minutes of the special year-end meeting held December 27, 2024 were previously read by each trustee and a motion was made by Pittman and seconded by Lewis to approve the minutes as read and presented. Vote: All yeas. 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 Hatten nominating Craig Pittman as Chairman for 2025. Vote: Hatten, yea; Lewis, yea; Pittman, abstain. Motion carried.

The meeting was turned over to Chairman Pittman.

Nominations were in order for Vice Chairman. A motion was made by Pittman and seconded by Hatten nominating Steve Lewis as Vice Chairman for 2025. Vote: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried.

A motion was made by Pittman and seconded by Lewis nominating James Hatten to be the Regional Planning Representative for 2025. Vote: Lewis, yea; Pittman, yea; Hatten, abstain. Motion carried

A motion was made by Hatten and seconded by Pittman nominating Steve Lewis to be the Regional Planning Alternate Representative for 2025. Vote: Hatten, yea; Pittman, yea; Lewis, abstain. Motion carried.

Fiscal Officer Leienberger reviewed with trustees the Cash Summary by Fund, Fund Status, Revenue Status and Appropriation Status of the 2024 Annual Financial Report. The unencumbered year-end balance is \$433,400.62.

Financial Report – December 31, 2024, balances Total \$435,958.23

1000 - \$209,803.52 2031 - \$41,363.91 4951 - \$ 2,731.10

2011 - \$ 23,522.92 2041 - \$ 2,406.28 4952 - \$ 1,373.07

2021 - \$144,068.79 2231 - \$10,206.66 9001 - \$ 481.98

There were 64 township hall rentals in 2024. The breakdown is as follows; 57 Residents and 7 Non-residents. Income was \$4,650.00.00. Leah Curren was paid \$1,650.00 for coordinating the township hall rentals. Final income for township hall rentals is \$3,000.00.

Individual contracts were reviewed for 2025.

- A motion was made by Hatten and seconded by Lewis to pay Mike Rarick 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 for a total of \$580.00 for the 2025 calendar year. Contract will expire on December 31, 2025. Vote: All yeas. Motion carried.
- A motion was made by Hatten and seconded by Pittman to approve a 1-year contract with Leah Curren, effective January 1, 2025, to coordinate all rentals at the township hall. Leah Curren will be paid \$25.00 for each reservation scheduled at the township hall or \$50.00 for any reservation that required cleaning after the event. Contract will expire on December 31, 2025. Vote: all yeas. Motion carried.

Employees were given their W-2's for 2024 and updated their W-2 information for federal and state withholdings for 2025.

Jim Viers updated the annual Inventory Report for the township.

A motion was made by Hatten and seconded by Lewis for trustees and fiscal officer to receive the maximum salary as permitted by the 2025 Compensation Chart per Ohio Revised Codes 505.24 and 507.09. January 1, 2025 balances put the townships budget at the \$750,000.01 to \$1,500,000.00 level. Trustees will receive \$12,806.00 annually and the Fiscal Officer will receive \$21,133.00 annually. Vote: All yeas. Motion carried.

Trustees were given information regarding the Delaware-Knox-Marion-Morrow Joint Solid Waste Management District's updated 5-year plan to review. The ratification period for the DKMM Solid Waste District plan is January 13, 2025 to April 12, 2025. If approving the updated plan a resolution from the trustees must be submitted by April 12, 2025.

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There was a motion made by Lewis and seconded by Hatten to adopt Resolution No. 01-2025-01. "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 2025 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 2024 Township Highway System Mileage Certification stating there are 19.580 miles of roads in Oxford Township. A motion was made by Lewis and seconded by Hatten to certify that as of December 31, 2024 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.

Trustee Lewis discussed the Master Agreement to Provide Mutual Aid and/or shared use between various Delaware County, Ohio political subdivisions that was provided by the Delaware Township Association. This agreement will allow the township to assist and ask for assistance including, but no limited to, certain equipment and/or labor to perform the requesting party's duties and obligations. The master agreement will be filed at the Delaware County Prosecutor's Office. This will also allow us to pay other political subdivisions with money from another agency such as FEMA in case of an emergency. The master agreement needs to be filed prior to going into an agreement with another political subdivision. After further discussion a motion was made by Lewis and seconded by Hatten to sign and approve Resolution No: 01-2025-02 MASTER AGREEMENT TO PROVIDE MUTUAL AID AND/OR SHARED USE BETWEEN VARIOUS DELAWARE COUNTY, OHIO POLITICAL SUBDIVISIONS and authorize the Chairman to sign the document for any REQUEST FOR ASSISTANCE AND RESPONSE when needed. Notifications of assistance will be sent to the Roads Maintenance Supervisor.

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

Zoning Violation:

- Sent a new certified violation notice to J & J Auto Parts on 1/8/2025 informing them of the need to clean up the area in front of the building. A copy of the notice was sent to the Delaware County Prosecutor's Office.

BZA Cases:

- The BZA and Zoning Commissions Boards are having the organizational meeting on January 15, 2025.

Current bills of \$19,970.25 were presented for approval and payment during January. After review, a motion was made by Hatten and seconded by Lewis to pay same. Vote: All yeas. Motion carried. (Cks -12485 – 12501 - \$17,907.13, Vchr. 2 - \$182.06, Vchr. 3 - \$15.00, Vchr. 4 - \$639.94, Vchr. 7 - \$986.47, Vchr. 8 - \$239.65. 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 7:17 P.M.

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

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