

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Oxford Township Board of Trustees
Held May 13, 2025 at 8:00 p.m., Page 712

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: Jim Viers, Road Maintenance Supervisor, Duane Matlack, Oxford Township Zoning Inspector and Doug Riedel with the Delaware County Engineer's Office.

Minutes of the April 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: All yeas. Motion carried. The bank statement and the bank reconciliation for April were reviewed and initialed by the trustees.

Financial Report – April 30, 2025, balances Total \$508,674.54

1000 - \$252,827.52	2031 - \$65,221.14	4951 - \$ 2,764.66
2011 - \$ 23,179.55	2041 - \$ 2,406.28	4952 - \$ 1,390.66
2021 - \$149,100.70	2231 - \$11,784.03	9001 - \$ 0.00

Road Bid Packets were opened by Fiscal Officer, Joyce Leienberger at 8:00 P.M. One bid packet was received and it was read as follows:

- The Shelly Company's bid for single chip seal on Wheeler Rd. is \$2.49 per square yard, quantity 16,170 square yards for a bid amount of \$40,263.30. For the alternate bid for single chip seal on Shoemaker Rd. (from the Knuckles Ditch to Dulin Road) is \$2.49 per square yard, quantity 7,570 square yards for a bid amount of \$18,849.30. Total of both bids are \$59,112.60.

After further discussion, a motion was made Hatten and seconded by Lewis to award the 2025 Road Improvement Project for single chip seal on Wheeler Rd. (TR242) and Shoemaker Rd. (TR251) from the Knuckles Ditch to Dulin Rd. (TR248) to The Shelly Company for a total bid of \$59,112.60. Vote: All yeas. Motion carried.

Doug Riedel with the Delaware County Engineer's Office updated trustees on the bids for the OPWC Grant for Strine Rd. The bid was awarded to The Shelly Company for \$294,691.25. The cost breakdown is as follows: Oxford Township - \$18,366.86; Westfield Township - \$3,152.29; Delaware County - \$55,100.57; OPWC Grant Money - \$218,071.53. There is a contingency amount of \$42,000.00 with the cost breakdown as follows: Oxford Township - \$12,000.00 and Delaware County - \$30,000.00. Doug will have the contract to sign at the next township meeting on July 8, 2025.

Abbey Trimble with the Delaware Public Health District updated trustees by email on the following: Tick Awareness – How to treat, inspect, clean and keep. The Delaware Public Health District can help identify a tick and let you know about the potential for it to carry disease but they do not provide the testing. OSU is currently the closest place that will do tick testing for disease.

The Delaware Public Health District emailed a *Request for Approval to Conduct Mosquito and Tick Surveillance and Control for 2025*. A motion was made by Hatten and seconded by Pittman to authorize Joyce Leienberger, Fiscal Office to approve and complete the request to conduct mosquito and tick surveillance control in Oxford Township for 2025. Vote: All yeas. Motion carried.

Fiscal Officer Leienberger gave an update regarding the cemetery grant for the replacement of 7 veteran headstones in Winsor and Gavitt Cemeteries. The Department of Veteran Affairs originally denied the replacement headstones for Wheeler and Jenkins on February 25, 2025. Nathan Reynolds sent in an appeal with updated photos. On May 5, 2025 the Department of Veteran Affairs approved the headstone replacement for Hiram Wheeler.

Per a motion made at the April 8, 2025 meeting the following Resolution No. 05-2025-08 was presented for adoption: A RESOLUTION OF NECESSITY TO LEVY A RENEWAL TAX IN EXCESS OF THE TEN MILL LIMITATION FOR THE PURPOSE OF CURRENT EXPENSES. A resolution declaring the necessity of levying such a tax outside the ten-mill limitation must be approved and certified to the Delaware County Auditor ("Auditor") in order to permit the Board to consider the levy of tax. Pursuant to RC 5705.03(B)(1) and (2), the resolution must request that the Auditor certify to the Board a) the total current tax valuation of the Township, b) the number of mills for each \$1 of taxable value, required to generate a specified amount of revenue or the dollar amount of revenue that would be generated by a specified number of mills, for each \$1 of taxable value, c) the levy's estimated effective rate or levy's rate, whichever is applicable, in dollars for each \$100,000 of the Auditor's appraised value, and d) as applicable, an estimate of the levy's annual collections. The purpose of the tax is for current expenses at a rate not exceeding .6 mills for five (5) years and which the levy is a renewal of an existing levy of .6 mills commencing with the 2025 tax year, first due in calendar year 2026. A motion was made by Hatten and seconded by Lewis to adopt the resolution. Vote: All yeas. Motion carried and resolution duly adopted. Fiscal Officer Leienberger will present the resolution to the county auditor for certification.

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Oxford Township Board of Trustees
Held May 13, 2025 at 8:00 p.m., Page 713

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

Zoning Permits:

- 4/18/2025 - Mike Perry, 6956 Ashley Rd.; 960 Sq.' Pole Barn
- 4/30/2025 - Paul Hutlin, 7700 Piper Rd.; 768 Sq.' Cart Canopy (Revised)

Agricultural Exemptions:

- 4/30/2025 – Shari Lewis, 2901 Whipple Rd.; 40 x48' Barn

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. This has been turned over to the prosecutor's office on 5/2/2025 for further action.
- Mailed letter of violation on 4/5/2025 to 2901 Whipple Rd. for building an accessory building without permits. Agricultural exemption was approved and violation closed on 4/30/2025.
- Violation letter sent to 9119 US Highway 42 on 5/4/2025 for building a garage without a permit. There will need to be a variance BZA meeting to be compliant with the zoning code.

Zoning Commission Board:

- At the meeting on April 23, 2025 the Zoning Commission Board continued to address the current Articles of Oxford Township's zoning. They have reviewed up to Article 13. The next meeting is scheduled for May 21, 2025 at 7:00 P.M.

A motion was made by Lewis in the matter of adjourning into executive session to consider the employment and compensation of a public employee or official and to consider the sale of public property per ORC 121.22. Hatten seconded the motion. Vote: Hatten, yea; Lewis, yea; Pittman, yea. Motion carried.

A motion was made by Hatten and seconded by Pittman to adjourn from executive session and return to the general meeting. Vote: Hatten, yea; Lewis, yea; Pittman, yea. Motion carried.

There was a motion made by Lewis to adopt a *Job Description for Seasonal Public Works Laborer* consisting of employment from April 1st to October 31st, up to 40 hours per week as needed at the discretion of the Road Maintenance Supervisor. Hatten seconded the motion. Vote: All yeas. Motion carried and adoption duly passed.

Lewis made a motion to extend a formal offer for the position of Seasonal Public Works Laborer to Fred Neace. Employment start date will be determined by the Road Maintenance Supervisor. This employment will end no later than October 31, 2025. Wages will be \$22.00 per hour, up to 40 hours per week with no holiday pay or benefits. Pittman seconded the motion. Vote: All yeas. Motion carried.

Current bills of \$28,339.09 were presented for approval and payment during May. After review, a motion was made by Hatten and seconded by Lewis to pay same. Vote: All yeas. Motion carried. (Cks -12563 – 12608 - \$23,833.46, Vchr. 38 - \$180.24, Vchr. 39 - \$15.00, Vchr. 41 - \$2,710.76, Vchr. 43 - \$1,332.12, Vchr. 44 - \$215.99, Vchr. 45 - \$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 Lewis and seconded by Hatten to adjourn. Vote: All yeas. Motion carried. Meeting adjourned at 10:02 P.M.

Approved: _____ Chairman

Attest: _____ Fiscal Officer