

## RECORD OF PROCEEDINGS

Minutes of the Organizational / Regular Meeting of the Oxford Township Board of Trustees  
Held January 13, 2026 at 8:00 p.m., Page 730

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

Roll call: Steve Lewis, present; Craig Pittman, present. Also present: Jim Viers, Road Maintenance Supervisor, Duane Matlack, Oxford Township Zoning Inspector and Andrew Wuertz, resident.

Minutes of the December regular meeting and minutes of the special year-end meeting held December 29, 2025 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: 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 the 2026 Chairman and Vice Chairman along with the 2026 Regional Planning Representative and Alternate Regional Planning Representative. Due to the retirement of James Hatten, trustee on December 31, 2025 it was decided upon to table the nominations until the appointment of a new trustee.

Financial Report – December 31, 2025, balances Total \$446,235.29

1000 - \$215,258.81	2031 - \$ 9,143.31	4951 - \$ 2,832.05
2011 - \$ 27,488.90	2041 - \$ 2,431.28	4952 - \$ 1,424.54
2021 - \$172,271.61	2231 - \$15,384.79	9001 - \$ 0.00

Fiscal Officer Leienberger reviewed with trustees the Cash Summary by Fund, Fund Status, Revenue Status and Appropriation Status of the 2025 Annual Financial Report. The unencumbered year-end balance is \$443,032.84.

There were 65 township hall rentals in 2025. The breakdown is as follows; 60 Residents and 5 Non-residents. Income was \$4,350.00 including a \$100.00 donation. Leah Curren was paid \$1,675.00 for coordinating the township hall rentals. Final income for township hall rentals is \$2,675.00.

Individual contracts were reviewed for 2026.

- A motion was made by Lewis and seconded by Pitman 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 2026 calendar year. Contract will expire on December 31, 2026. Vote: All yeas. Motion carried.
- A motion was made by Pittman and seconded by Lewis to approve a 1-year contract with Leah Curren, effective January 1, 2026, 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, 2026. Vote: all yeas. Motion carried.

Employees were given their W-2's for 2025 and updated their W-2 information for federal and state withholdings for 2026.

Jim Viers updated the annual Inventory Report for the township.

In preparation of the upcoming renewal in March, 2026 for the township insurance with Ohio Plan, Rinehart Walter-Danner Insurance Agency sent a renewal application for review. After previously reviewed by the township trustees and Jim Viers, Road Maintenance Supervisor there were no changes at this time.

The Delaware County Engineer's Office sent the ODOT 2025 Township Highway System Mileage Certification stating there are 19.580 miles of roads in Oxford Township. A motion was made by Pittman and seconded by Lewis to certify that as of December 31, 2025 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.

Fabia Taylor, Cemetery Records Coordinator with the Delaware County Veterans Service Office has reached out asking permission to clean and restore three veteran's headstones at Gavitt Cemetery; Jenkins, Baxter and Barton. This is a service from the Delaware County Veteran's Office and there is no cost to the township. A motion was made by Pittman and seconded by Lewis to give Fabia Taylor, Cemetery Records Coordinator with the Delaware County Veterans Service Office permission to clean and restore the three veteran's headstones at Gavitt Cemetery; Jenkins, Baxter and Barton. Vote: All yeas. Motion carried.

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A motion was made by Lewis and seconded by Pittman for trustees and fiscal officer to receive the maximum salary as permitted by the 2026 Compensation Chart per Ohio Revised Codes 505.24 and 507.09. January 1, 2026 balances put the townships budget at the \$750,000.01 to \$1,500,000.00 level. Trustees will receive \$13,446.00 annually and the Fiscal Officer will receive \$21,503.00 annually. Vote: All yeas. Motion carried.

As a result of the township's re-elected trustees and an appointment of a new trustee a motion was made by Pittman and seconded by Lewis that the township will provide group life insurance and group dental insurance for an officer or full-time employee. Coverage for dental insurance includes immediate dependents in addition to the officer or full-time employee. Premiums for these coverages will come from the township funds. The township will also provide healthcare reimbursement for an officer or full-time employee up to \$4,950.00 for individual coverage or \$10,000.00 for family coverage per resolution 01-2021-02. Reimbursement for healthcare will come from the township funds. Vote: All yeas. Motion carried.

There was a motion made by Lewis and seconded by Pittman to adopt Resolution No. 01-2026-01. "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 2026 is as follows; all regular meetings of the Board of Trustees of Oxford Township will take place the second Tuesday of each month for the exception of the February meeting will be held on the first Tuesday, February 3, 2026. All meetings will be held 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.

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

Zoning Permits:

- 1/5/26 – Tim Harrel, 8180 Ashley Rd.; 250 sq.' Shed
- 1/7/26 – Derek Baymiller, 6760 McCurdy Rd.; 3386 sq.' New Residence

Zoning Violation:

- A certified violation letter was sent to 7681 Strine Rd. for trash and debris on the property. They possibly could be operating a salvage business. As of 11/11/25 some clean-up is completed. However, burning is now being done on the property. This issue was reported to the Health Department who turned it over to the EPA for investigation on 11/06/25. Second notice was sent 12/8/25. As of 12/9/25 the property owner is working on some clean-up.
- First violation letter was sent certified to 8011 Stine Rd, for trash, debris and inoperable vehicles on the property. Certified letter was accepted on 11/29/2025. Property owner has 30 days to comply. As of 12/8/25 there were no improvements noticed. A second notice will be sent on 1/12/26.

Zoning Commission Board:

- At the meeting on 11/24/25 the Board approved the final draft of updates to the zoning codes and voted to send the draft to the Regional Planning Commission for their vote on January 29, 2026. The Prosecutor's Office is also reviewing the updates to the zoning codes. The Zoning Commission Board will schedule a meeting once the reviews are complete, then forward it to the Oxford Township Board of Trustees for approval.

Duane Matlack also updated trustees on the Year-End Permit Status for 2025. There were 6-Accessory Structure Permits, 1-Pool Permit, 1-Agriculture Exemption and 4-BZA Hearings for 2025.

Due to the retirement of James Hatten on December 31, 2025 a motion was made by Pittman and seconded by Lewis to appoint Randy Leienberger as trustee to finish out James Hatten's term expiring on December 31, 2027. This will become effective January 20, 2026. Vote: All yeas. Motion carried.

Current bills of \$18,756.81 were presented for approval and payment during January. After review, a motion was made by Lewis and seconded by Pittman to pay same. Vote: All yeas. Motion carried. (Cks -12852 – 12863 - \$17,387.56, Vchr. 1 - \$243.47, Vchr. 2 - \$19.50, Vchr. 4 - \$253.00, Vchr. 6 - \$688.46, Vchr. 7 - \$164.82. 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 9:22 P.M.

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

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