

Oxford Township Trustees  
Minutes Regular Board Meeting  
July 14, 2025

ITEM

1. **Call to Order**

78-25

President Gary Salmon called the meeting to order at 6:30 pm

2. **Pledge of Allegiance**

79-25

Fiscal Officer Van Frank gave the Pledge of Allegiance

3. **Approval of Agenda**

80-25

Ms. Pennock motioned to approve the agenda for the meeting .

Ms. Rousmaniere Seconded with changes and additions.

Motion carried with a 3-0 vote.

4. **Approval of Minutes**

81-25

- i. May 12 Regular Minutes, Removed from the agenda.

Stays as approved in June minutes. No changes permitted to be made after approval.

- ii. June 9, 2025 Regular Meeting Minutes

Norma motioned approval of minutes with corrections.

Kate seconded.

Changes made to the way listing of the recognition of guest. Changes made as requested. Page 2 Item 10-1 line four it will cover the fringe benefits and vehicle costs. 10-3 Roof replacement, specific sheet costs will be included in the bid.

Motion was approved with a 3-0 vote with changes.

5. **Recognition of Guests**

82-25

Attending Virtually, Mr. Steve Gordon for the League of Women Voters. Attending in person were Mr. Gary Salmon, President, Ms. Norma Pennock, Vice President, Trustee, Ms. Kate Rousmaniere, Mr. Roger Van Frank, Fiscal Officer, Chief Patrick Piccioni of Oxford Township Police, Mr. Johnny Smith, Oxford Township Road Superintendent, and Mr. Tom Cooke, township resident observing.

Mr. Clay DePew arrived later at approximately 7:30 P.M. to the meeting. He was concerned about large deep holes next to the road in excess of 6 feet. Location is 3955 Millville Oxford Road. It was determined that it is in the ODOT right of way and is the responsibility of ODOT. Superintendent Smith will call the appropriate departments and try to get some movement on repairs.

6. **Fiscal Officer Approval Items**

83-25

- i. Fiscal Officer Van Frank presented the financial reports for the time period ending June 30, 2025. Ms. Pennock Motioned to accept the Financial Reports as presented. Ms. Rousmaniere seconded the motion. Motion carried by a 3-0 vote.

- ii. 2026 Tax Budget Hearing

Discussion continued about state budget issues and the effects on townships and also township trustee compensation.

Ms. Pennock motioned to approve the 2026 Tax budget as presented. Ms.

Rousmaniere seconded. Motion carried by a vote of 3-0.

## **7. Standing Items**

84-25

- i. Maintenance Report  
See attached reports
- ii. Police Report  
See attached Reports, Discussion on certain topics.
- iii. Committee Reports  
See attached reports from Trustees

## **8. Other Items**

85-25

- i. County ARPA grant TOPSS and Oxford Seniors  
TOPSS Approximately 84.8 % spent  
Oxford Seniors Approximately 33.8% spent.
- ii. Nuisance Properties  
5335 Hillcrest may pose some safety issues. Ms. Rousmaniere visited the address. Discussion followed. It was agreed the Trustees would draft a letter to the owner, Ms. Pennock will draft the letter.
- iii. Update Metro Parks Community Grant  
A continuance of the grant for 90 days was authorized by the Metro Parks. Road Superintendent will procure the bench to be placed in the cemetery.
- iv. Bidding of Township Office Roof replacement  
Two bids were received on July 8, 2025. Copy of spread sheets are attached. The Butler County Construction Services, LLC had the lowest bid. Ms. Pennock will advise the bidders of lowest bid and acceptance . Ms. Pennock made a motion to accept and award the bid to the Butler County Construction Services, LLC in the amount of \$15,530.00. Ms. Rousmaniere seconded the motion. The motion carried with a 3-0 vote. Butler County Construction advised they could start on or before July 28, 2025.
- v. Paving 2026  
Need to transmit to County Engineer by August 1. 4 roads will be submitted for paving Booth, Kerr, Indian Creek and Oxford-Milford Road. Retrace of lines on Jones Road to be presented with this request.
- vi. Opioid Funding  
Discussion of opioid funding in the county was discussed. Funding for the Butler County Health Department was also discussed again and purchasing of the van is underway.
- vii. Office Cleaning  
Discussion of having the office cleaned twice a week for 60 dollars a week. Discussion of two different individuals interested in the possible work to be done. Ms. Rousmaniere motioned to accept the sixty-dollar bid for housekeeping of the Township Office and designated areas. Ms. Pennock seconded the motion. Motion passed with a 2-1 vote.
- viii. Butler Rural Electric Cooperative Grant  
Ms. Pennock will work with Chief Piccioni in writing a grant. The grant is due and to be turned in on or before August 29, 2025

## **9. Approval to Sign Checks and Purchase Orders**

86-25

Ms. Rousmaniere motioned to sign checks and Purchase orders. Ms. Pennock seconded the motion. Motion carried 3-0.

**10. Executive Session**

87-25

None

**11. Adjournment**

88-25

Ms. Rousmaniere motioned to adjourn the meeting. Mr. Salmon seconded the motion. Motion carried 3-0 vote. Meeting was adjourned at 7:54 p.m.

Next Regular Meeting of the Oxford Township Trustees meeting is scheduled for August 11, 2025 at 6:30 p.m. at the Oxford Township Office.

Date \_\_\_\_\_

President Mr. Gary Salmon \_\_\_\_\_

Vice President Ms. Norma Pennock \_\_\_\_\_

Ms. Kate Rousmaniere \_\_\_\_\_

Fiscal Officer Roger M. Van Frank \_\_\_\_\_