

Oxford Township Trustees  
Regular Meeting Minutes  
March 10, 2025 (Corrected )

- 1. Call to Order** **26-25**  
President Salmon called the meeting to order at 6:30 p.m.
- 2. Pledge of Allegiance** **27-25**  
The Pledge of Allegiance was led by the Trustees
- 3. Approval of Agenda** **28-25**  
Ms. Pennock motioned to approve the agenda and a second by Ms. Rousmaniere with one addition, March for Meals item viii. in other items.  
Mr. Salmon ....Aye  
Ms. Pennock ...Aye  
Ms. Rousmaniere ...Aye  
3-0 vote motion carried.
- 4. Approval of Minutes** **29-25**
  - i. February 10, 2025 Regular Meeting. Approval of the February 10, 2025 minutes was moved for approval by M. Pennock and a second by Ms. Rousmaniere with additions and corrections as discussed.  
Mr. salmon ...Aye  
Ms. Pennock...Aye  
Ms. Rousmaniere...Aye  
Motion carried with a 3-0 vote.
- 5. Recognition of Guests** **30-25**  
Attending virtually were Valerie Edwards Elliot for the League of Woman Voters of Oxford and Fiscal Officer Van Frank. In attendance were Road Superintendent Johnny Smith, Chief of Police, Patrick Piccioni, President of the Trustees, Mr. Salmon, Vice President, Ms. Pennock and trustee Ms. Rousmaniere, and Mr. Tom Cooke observing the meeting, and Mr. Eric Balster of the Butler County Health Department.
- 6. Health Department Van** **31-25**  
Mr. Bolster had handouts for the group to justify the procurement of a Van from funds to educate the community on opioid use. The van would be used for this education process and the proposal was also sent over a year ago to the state of Ohio One Opioid funds. Discussion of the use of van and the education process was discussed. Proposal for Oxford Township shows the type of van that could be used for this use. A smaller style of cargo van would be sufficient. Further information and discussion on the treatment of other blood born pathogens was offered. They are requesting financial assistance in the purchase of this van with the funds from the Oxford Township One Opioid Funding. This will be used for multiple offerings to the public. Approximately fifty thousand to seventy thousand would be needed to procure the van. Trustee Salmon explained the Oxford Township could help the county.  
Ms. Pennock made a motion that the Oxford Township Trustees fully fund the procurement of a van for the Health Department with the One Opioid Funds. Ms. Rousmaniere Seconded the motion.

Mr. Salmon ...Aye

Ms. Pennock...Aye

Ms. Rousmaniere...Aye

Motion carried 3-0 for the procurement of a Van from the One Opioid funds for the Butler County Health Department. Discussion of payment for the van followed.

**7. Fiscal Officer Approval Items**

**32-25**

i. Financial Reports ending February 28, 2025

See reports presented. Mrs. Rooney the retired Fiscal Officer was once again very helpful.

Ms. Pennock made a motion to approve the financial reports as presented. Ms. Rousmaniere Seconded the motion.

Mr. Salmon...Aye

Ms. Pennock ...Aye

Ms. Rousmaniere...Aye

ii. ARPA grants TOPPS & Oxford Senior Citizens Update

Both Topps and Oxford Seniors are aware of report requirements. One more payment going to the Oxford Seniors after signature tonight on a warrant.

iii. New AOS Computer and Printer

This has been a 28 hour turn around of the computer. All previous files transferred well. Old printer is in the office. Old computer belongs to the township and Johnny Smith is in need of one.

**8. Resolution for 2025 Permanent Appropriations**

**33-25**

Fiscal Officer presented the spread sheets and discussion of a penny difference was brought up. No change was made.

Ms. Rousmaniere made the motion to accept Resolution 33-25 as presented. Ms. Pennock seconded the motion. Mr. Salmon requested a roll call:

Mr. Salmon ...yes

Ms. Pennock...yes

Ms. Rousmaniere...yes

The Resolution was declared passed by Fiscal Officer Van Frank passed 3-0.

**9. Standing Items**

**34-25**

i. Maintenance Report

See attached report. Discussion followed.

ii. Police Report

See attached report. Discussion of new vehicles followed. Discussion also followed on the changes to Police Policy Manual. Discussion of new fire arms and assignment of the new firearms followed.

iii. Committee Reports

See attached report

**10. Other Items**

**35-25**

i. Police Dept. policy manual revisions

Ms. Pennock motioned that the three sections of the Police Policy manual 2.0, 2.02, and new Policy 3.23. be approved as presented. Ms. Rousmaniere seconded the motion. Discussion followed on the Body Armor procurement requirements. *There is a difference between a warranty and an expiration date.* Discussion continued. No expiration dates on the Body Armor as it is the responsibility of

each officer to maintain the armor. Addition of established guidelines and protocols from the DOJ.

Mr. Salmon...Aye

Ms. Pennock ...Aye

Ms. Rousmaniere...Aye.

Motion carried 3-0.

ii. Procurement of Police Package Vehicles

*Already discussed during the meeting, see item 9ii.* Ms. Pennock made the motion to permit the purchase of two vehicles and to outfit both units not to exceed 105 thousand dollars. Ms. Rousmaniere seconded the motion.

Mr. Salmon ...aye

Ms. Pennock...Aye

Ms. Rousmaniere...Aye

Motion carried 3-0

iii. Land Use Plan Update

Discussion of changes made in the Land Use Plan followed. Final edits are forthcoming. Final presentation and acceptance to be at the April Trustees meeting.

iv. Exterior Building Improvements

*There was a discussion* of bidding but only 4 companies submitted quotes.

Summary was given by Ms. Pennock of the 4 quotes. One quote was not accepted due to no Insurance. Trustees felt that the bid should go to one bidder that can do the entire job without splitting it up into different bids. Approval for Trustee Pennock was given to work with awarded contractor on additional needs on the building. Ms. Pennock will take the lead on this contracted work and be on site to approve work accomplished.

Motion by Ms. Pennock was made to accept the building improvement bid from Butler County Construction Services. Ms. Pennock will also be approved to negotiate additional work needed. Ms. Rousmaniere seconded the motion.

Mr. Salmon...Aye

Ms. Pennock...Aye

Ms. Rousmaniere...Aye

Motion carried 3-0

v. Shadowy Hills Culvert

County Engineers office asked the Trustees to table this item until further investigation can be accomplished.

vi. Road Sign Grant

Mr. Salmon did a three-hour course to be eligible to request the grant. Johnny Smith Road Superintendent will help to complete the signs needed. Oh ID number needed to complete the grant request.

vii. Energy Alliances Quarterly Report

See the attached report Ms. Pennock supplied to the Trustees. Quarterly report Duke residents saved 18% on energy bill. AES residents have saved more than 25%.

viii. March for Meals

Fund raiser for Meals on Wheels. *Discussion of the March for Meals needs volunteers to serve lunch at the Oxford Seniors on Monday, March 17, 2025. To represent Oxford Township as part of Champion Week are Chief Piccioni, Norma Pennock, and Kate Rousmaniere, volunteered to help serve lunch..*

**11. Approval to Sign Checks and Purchase Orders 36-25**

Ms. Pennock motioned for approval to sign Warrants and Purchase Orders. Ms.

Rousmaniere seconded.

Mr. Salmon...Aye

Ms. Pennock...Aye

Ms. Rousmaniere...aye

**12. Executive Session 37-25**

None

**13. Adjournment 38-25**

Ms. Pennock motioned to adjourn the meeting. Ms. Rousmaniere seconded the motion.

Mr. Salmon...Aye

Ms. Pennock...Aye

Ms. Rousmaniere...Aye

Motion carried 3-0 and meeting was adjourned at 8:41p.m.

The next meeting of the Oxford Township Trustees is April 14, 2025 at 6:30 p.m. at the Township Office.