

**OFFICIAL MINUTES OF
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES
1 Business Park Dr.
Dayton, Ohio 45417**

Regular Meeting (Tuesday, December 2, 2025)

Members present:

Oscar Young, Sheila Back
Charlene Chattams

The meeting was called to order at 7:00 PM.

- 1. Welcome/ Pledge of Allegiance**
Information, Minutes, Procedural: A. Call to Order – Oscar Young, President
I pledge allegiance.
- 2. Procedural: B. Roll Call**
Oscar Young, Sheila Back
- 3. Approval of Regular Meeting Minutes**
October 15, 2025

Motin by Oscar Young, Seconded by Sheila Back
Final Resolution: Motion Carried

Yes: Oscar Young, Sheila Back

- 4. Fiscal Officer Report**
The Fiscal Officer stated that she has sent the following reports to the trustees via email: bills paid in September; comparison of budget and appropriated; cash summary by fund; appropriation status (15 pages no printed copy). These are monthly reports that are sent out monthly after reconciliation is completed so trustees know where the money is going. Departments who have not sent their credit card information, please do so by Wednesday. Fiscal Officer has begun on the end of year reports. These times are usually more stressful, especially since this is only her second time doing them. Audit committee for the month has been rescheduled. Trustee Young and Fiscal Officer will be completing the Township Records Committee Report this month. October's reconciliation will also be completed this month.

Motion by Sheila Back, Seconded by Oscar Young.
Final Resolution: Motion Carried.

Yes: Oscar Young, Sheila Back

5. Resolutions for Consideration:

Action, Information, Minutes: Resolution 25-136

I recommend approval of Resolution 25-136 – the Jefferson Township Board of Trustees does not object to the issuance of a liquor permit for Meekz Lounge, Inc.

Motion by Sheila Back, Seconded by Oscar Young.
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back

Action, Information, Minutes: Resolution 25-137

I recommend approval of Resolution 25-137 – the Jefferson Township Board of Trustees authorizes the Township Fire Chief to hire probationary part-time firefighter/EMT Nathan Tyley and probationary part-time firefighter Robert Jackson.

Motion by Sheila Back, Seconded by Oscar Young.
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-138

I recommend approval of Resolution 25-138 – the Jefferson Township Board of Trustees authorizes the Road Supervisor to hire Matthew Perry as a 1-year probationary part-time road employee.

Motion by Oscar Young, Seconded by Sheila Back.
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back

Action, Information, Minutes: Resolution 25-139

I recommend approval of Resolution 25-139 – the Jefferson Township Board of Trustees authorizes the road supervisor to hire La Mar Jackson as a 1 year probationary part-time road employee.

Montion by Sheila Back, Seconded by Oscar Young.
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-140

I recommend approval of Resolution 25-140 – the Jefferson Township Board of Trustees authorizes the Township Administrator to execute a memorandum of understanding for the permanent exchange of vehicles between Jefferson Township and the Montgomery County Sheriff's Office.

Motion by Oscar Young, Seconded by Sheila Back
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back

Action, Information, Minutes: Resolution 25-141

I recommend approval of Resolution 25-141 – the Jefferson Township Board of Trustees approves the tax collection fees tax year 2025 advance request (the collection year 2026)

Motion by: Sheila Back, Seconded by Oscar Young.
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-142

I recommend approval of Resolution 25-142 – the Jefferson Township Board of Trustees authorizes the Township Administrator to execute Ohio Department of Transportation (ODOT) value analysis documents for parcels 51, 52, and 38 related to the Infirmary Road & Pinnacle Road resurfacing project (PID 121590)

Motion by: Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-143

I recommend approval of Resolution 25-143 – the Jefferson Township Board of Trustees adopts the 2026 temporary budget effective January 1, 2026.

Motion by: Oscar Young, Seconded by Shiela Back
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-144

I recommend approval of Resolution 25-144 – the Jefferson Township Board of Trustees authorizes the transfer of funds into the Road Capital Fund (Fund 4403).

Motion by: Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-145

I recommend approval of Resolution 25-145 – the Jefferson Township Board of Trustees authorizes the transfer of funds into the General Capital Fund (Fund 4301).

Motion by: Oscar Young, Seconded by Sheila Back
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-146

I recommend approval of Resolution 25-146 – the Jefferson Township Board of Trustees authorizes the transfer of funds into the Fire Capital Fund (Fund 4401).

Motion by Sheila Back, Seconded by Oscar Young.
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-147

I recommend approval of Resolution 25-147 – the Jefferson Township Board of Trustees accepts the resignation of Captain Kristopher Schnell.

Motion by Oscar Young, Seconded by Sheila Back
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back

Action, Information, Minutes: Resolution 25-148

I recommend approval of Resolution 25-148 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 5037 Fortman Dr. (G27 18213 0028) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-149

I recommend approval of Resolution 25-149 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 5109 Fortman Dr. (G27 18214 0029) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-150

I recommend approval of Resolution 25-150 – the Jefferson Township Board of Trustees certifies the assessment of charges for abating nuisance property to 5097 Fortman Dr. (G27 18214 0030) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-151

I recommend approval of Resolution 25-151 – the Jefferson Township Board of Trustees certifies the assessment of charges for abating nuisance property to 5073 Fortman Dr. (G27 18214 0032) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-152

I recommend approval of Resolution 25-152 – the Jefferson Township Board of Trustees certifies the assessment of charges for abating nuisance property to 5196 Fortman Dr. (G27 18214 0043) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-153

I recommend approval of Resolution 25-153 – the Jefferson Township Board of Trustees certifies the assessment of charges for abating nuisance property to 4730 Ericson Ave. (G27 18315 0047) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-154

I recommend approval of Resolution 25-154 – the Jefferson Township Board of Trustees certifies the assessment of charges for abating nuisance property to 130 Union Rd. (G27 24506 0007) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-155

I recommend approval of Resolution 25-155 – the Jefferson Township Board of Trustees certifies the assessment of charges for abating nuisance property to 200 Lawncrest Ave. (G29 18207 0013) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-156

I recommend approval of Resolution 25-156 – the Jefferson Township Board of Trustees certifies the assessment of charges for abating nuisance property to 204 Lawncrest Ave (G28 18207 0014) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-157

I recommend approval of Resolution 25-157 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 1 Lawncrest Ave. (G28 18308 0014) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-158

I recommend approval of Resolution 25-157 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 128 Maeder Ave. (G28 18308 0038) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-159

I recommend approval of Resolution 25-159 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 1 Maeder Ave (G29 18308 0054) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-160

I recommend approval of Resolution 25-160 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 5 Maeder Ave (G28 18308 0055) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-161

I recommend approval of Resolution 25-161 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 121 Maeder Ave (G28 18308 0067) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-162

I recommend approval of Resolution 25-162 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 209 Lawncrest Ave (G28 18309 0003) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-163

I recommend approval of Resolution 25-163 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 220 Maeder Ave (G28 18309 0043) the Montgomery County Auditor to be assessed to listed properties in 2025.

Action, Information, Minutes: Resolution 25-164

I recommend approval of Resolution 25-164 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 118 Chain Ave (G28 18201 0069) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-165

I recommend approval of Resolution 25-165 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 117 Chain Ave (G29 18201 0096) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-166

I recommend approval of Resolution 25-166 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 53 Chain Ave (G29 18201 0091) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-167

I recommend approval of Resolution 25-167 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 165 Holland Ave (G29 18201 0220) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-168

I recommend approval of Resolution 25-168 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 109 Holland Ave (G29 18201 0228) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-169

I recommend approval of Resolution 25-169 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 272 Chain Ave (G29 18202 0050) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-170

I recommend approval of Resolution 25-170 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 212 Colgate Ave (G29 18202A0072) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-171

I recommend approval of Resolution 25-171 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 301 Colgate Ave (G29 18202A0089) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-172

I recommend approval of Resolution 25-172 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 313 Colgate Ave (G29 18202A0127) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-173

I recommend approval of Resolution 25-173 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 22 Iona Ave (G29 18205 0057) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-174

I recommend approval of Resolution 25-174 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 36 Infirmary Rd (G29 18222 0017) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-175

I recommend approval of Resolution 25-175 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 301 Bricker Ave (G27 18309 0109) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-176

I recommend approval of Resolution 25-176 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 21 Bricker Ave (G29 18308 0098) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

Action, Information, Minutes: Resolution 25-177

I recommend approval of Resolution 25-177 – the Jefferson Township Board of Trustees certifies the assessment charges for abating nuisance property to 123 Calumet Rd (G28 18207 0025) the Montgomery County Auditor to be assessed to listed properties in 2025.

Motion by Sheila Back, Seconded by Oscar Young
Final Resolution: Motion carried

Yes: Oscar Young, Sheila Back.

6. Department Reports

Zoning: Karen Kayler reported on attending the Miami Valley Regional Planning Commission Meeting on November 18, 2025. Six new residential permits were issued. Thirty-one inspections were conducted. Seven violations are being addressed. Four BZA hearings are scheduled for December.

7. Trustee Reports

Trustees reported on what they are doing within the Township.

8. Adjournment Action: Adjournment

I'll make a motion to adjourn the meeting.

Motion by Oscar Young, seconded by Sheila Back.

Final Resolution: Motion Carried.

Yes: Oscar Young, Sheila Back, M. Michael McLaughlin.

Adjournment 7:24 PM

Attest by:



Oscar Young, President



Charlene Chattams, Fiscal Officer

Approval Date: 12-17-25