



AGENDA

JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO BOARD OF TRUSTEES

REGULAR SESSION

1 BUSINESS PARK Dr., DAYTON, OHIO 45417

March 3, 2026, 6:00 PM

I. Welcome / Pledge of Allegiance,

II. Moment of Silence-To Honor the Military, Firefighters, Road Workers, & Sheriff Deputies as they serve our community here and abroad.

III. Call to Order / Roll Call:

Sheila Back		Oscar Young		Vera Powell
Present	Absent	Present	Absent	Present
				Absent

IV. Approval of Meeting Minutes

- **Regular February 18, 2026**

Motion to Approve Regular Meeting Minutes

by **Back () Young () Powell ()**

Second by **Back () Young () Powell ()**

Roll Call **Back () Young () Powell ()**

V. Fiscal Officer Report

Motion to Accept the Fiscal Officer Report and pay the bills.

Motion to Accept Fiscal Officer Report

by **Back () Young () Powell ()**

Second by **Back () Young () Powell ()**

Roll Call **Back () Young () Powell ()**

VI. Guest Speaker

Miami Valley Regional Planning

VII. Public Comments

Speakers are to walk up to the podium. Please state your name and address. Speakers are only permitted to address Trustees one (1) time with no rebuttal provided. Speakers are limited to three (3) minutes to address the Trustees. Once your three (3) conclude, speakers will be asked to cease comments and return to their seats.

VIII. Resolutions for Consideration

- **Resolution 26-027**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES RECINDS RESOLUTION 26-022

- **Resolution 26-028**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP FIRE CHIEF TO HIRE PROBATIONARY PART-TIME EMT MARY-JO MEYER

- **Resolution 26-029**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE RESIGNATION OF ROAD SUPERVISOR KENNETH SMITH FROM THE JEFFERSON TOWNSHIP ROAD DEPARTMENT

- **Resolution 26-030**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES APPOINTS JANE BAYLOR AND JOHN CASEBEER TO THE JEFFERSON TOWNSHIP BOARD OF ZONING APPEALS

- **Resolution 26-030**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES PROMOTES DAMIAN BENSON TO THE POSITION OF ASSISTANT ROAD SUPERVISOR, ESTABLISHING HIS RATE OF PAY, AND ESTABLISHING A SIX-MONTH PROBATIONARY PERIOD

IX. Department Reports

- **Sheriff**
- **Public Safety**
- **Code Enforcement**
- **Zoning**

x. Adjournment

Motion to Adjourn Meeting by
 Second by

Back () Young () Powell ()
Back () Young () Powell ()

Roll Call:

Sheila Back			Oscar Young			Vera Powell		
Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain

Time of Adjournment: _____

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

Regular Meeting (Wednesday, February 18, 2026)

Members present:

Sheila Back, Oscar Young, Sheila Back, Vera Powell
Charlene Chattams

The meeting was called to order at 12:00 PM.

- 1. Welcome/ Pledge of Allegiance**
Information, Minutes, Procedural: A. Call to Order – Sheila Back, President
I pledge allegiance.

- 2. Procedural: B. Roll Call**
Sheila Back, Oscar Young, Vera Powell

- 3. Approval of Meeting Minutes**
February 3, 2026

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

Yes: Sheila Back, Oscar Young, Vera Powell

- 4. Fiscal Officer Report**
The Fiscal Officer stated she is working on reconciliation for January. December credit cards will also be completed this month, as they are in January's statement. The following reports have been sent to the Trustees: Audit report for 2024, January bills paid, comparison budget and appropriation, summary by fund, appropriation status. February 28th is the deadline to close out 2025.

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

Yes: Sheila Back, Oscar Young, Vera Powell

- 5. Guest Speakers**
Montgomery County Engineer – Andrew J Shahan
Montgomery County Recorder – Lori Kennedy

- 6. Public Comments**

Citizens gave comments about concerns in the community.

7. Resolutions for Consideration:

Action, Information, Minutes: Resolution 26-025

I recommend approval of Resolution 26-025 – the Jefferson Township Board of Trustees authorize a settlement agreement.

Motion by Oscar Young, Seconded by Sheila Back.

Final Resolution: Motion carried.

Yes: Sheila Back, Oscar Young, Vera Powell

Action, Information, Minutes: Resolution 26-026

I recommend approval of Resolution 26-026 – the Jefferson Township Board of Trustees appoints Adrenna Kelly, Trevonnie Sorrells-Johnson, Donald Jones, and Christopher to the Jefferson Township Business Compliance & Appeals Board (BCAB).

Motion by Sheila Back, Seconded by Oscar Young.

Final Resolution: Motion carried.

Yes: Sheila Back, Oscar Young, Vera Powell

8. Proclamation

Recognizing the Public Service of Former Trustee Jessie O. Gooding

9. Executive Session

I'll make a Motion to Enter into Executive Session.

Motion by Sheila Back, Seconded by Oscar Young.

Final Resolution: Motion Carried.

Yes: Sheila Back, Oscar Young, Vera Powell.

Enter Executive Session: 12:53 PM

I'll make a Motion to Exit Executive Session.

Motion by Sheila Back, Seconded by Oscar Young.

Final Resolution: Motion Carried.

Yes: Sheila Back, Oscar Young, Vera Powell.

Exit Executive Session: 1:22 PM

10. Adjournment

I'll make a Motion to Adjourn the Meeting.

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

Yes: Sheila Back, Oscar Young, Vera Powell.
Meeting Adjourned: 1:23 PM

Attest by:

Sheila Back, President

Charlene Chattams, Fiscal Officer

Approval Date: _____

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-027**

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES RECIND RESOLUTION 26-022.

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on March 3, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

Sheila Back () Oscar Young () Vera Powell ()

Moved by: **Back () Young () Powell ()**
Second by **Back () Young () Powell ()**

WHEREAS, the Board of Jefferson Township rescinds Resolution 26-022;

WHEREAS, the Jefferson Township Fire Department reinstates probationary part-time firefighter Autumn Schilling-Dotson; and

NOW, THEREFORE, the Board of Trustees of Jefferson Township, Montgomery County, Ohio, rescinds Resolution 26-022.

The vote was as follows:

Sheila Back			Oscar Young			Vera Powell		
Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain

Adopted: 3rd day of March 2026

Signed by:

Sheila Back, President

Vera Powell, Trustee

Oscar Young, Vice President

**Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer**

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-028

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP FIRE CHIEF TO HIRE
PROBATIONARY PART-TIME EMT MARY-JO MEYER.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on March 3, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

Sheila Back () Oscar Young () Vera Powell ()

Moved by: **Back () Young () Powell ()**

Second by **Back () Young () Powell ()**

WITNESSETH

WHEREAS, The Jefferson Township Fire Department is working diligently to maintain qualified staffing desires to provide excellent EMS and Fire Protection to the residents of Jefferson Township; and

WHEREAS, it is in the interest of the Township and its residents that the staffing level in Jefferson Township Fire Department be maintained to provide a better response to its citizens; and

WHEREAS, the Fire Chief has requested to hire the following individuals and disclose the salary as they currently hold the required certification:

1. Mary-Jo Meyer
Probationary EMT
Part-Time Flex Shifted
\$18.00 per hour
Effective 02/13/2026

NOW, THEREFORE, the Board of Trustees of Jefferson Township, Montgomery County, Ohio, authorizes the Fire Chief to hire (for one-year probational term) Probationary EMT Mary-Jo Meyer to the Jefferson Township Fire Department.

The vote was as follows:

Sheila Back

Yes No Abstain

Oscar Young

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 3rd day of March 2026

Signed by:

Sheila Back, President

Vera Powell, Trustee

Oscar Young, Vice President

**Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer**

Resolution 26-028

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-029

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE RESIGNATION OF ROAD SUPERVISOR
KENNETH SMITH FROM THE JEFFERSON TOWNSHIP ROAD DEPARTMENT.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on March 3, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

Sheila Back () Oscar Young () Vera Powell ()

Moved by: **Back () Young () Powell ()**
Second by **Back () Young () Powell ()**

WITNESSETH

WHEREAS, Kenneth Smith has resigned from his position with the Jefferson Township Road Department.

WHEREAS, the Jefferson Township Board of Trustees, in accordance with the Ohio Revised Code, is authorized to accept this registration.

WHEREAS, the Board of Trustees agrees to accept the resignation of Kenneth Smith from the Jefferson Township Road Department with this Resolution 26-029.

NOW, THEREFORE, the Board of Trustees of Jefferson Township, Montgomery County, Ohio, hereby accepts the resignation of Road Supervisor Kenneth Smith from the Jefferson Township Road Department effective March 6, 2026.

The vote was as follows:

Sheila Back			Oscar Young			Vera Powell		
Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain

Adopted: 3rd day of March 2026

Signed by:

Sheila Back, President

Vera Powell, Trustee

Oscar Young, Vice President

**Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer**

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-030

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES APPOINTS JANE BAYLOR AND JOHN CASEBEER TO THE
JEFFERSON TOWNSHIP BOARD OF ZONING APPEALS**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on March 3, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

Sheila Back () Oscar Young () Vera Powell ()

Moved by: **Back () Young () Powell ()**
Second by **Back () Young () Powell ()**

WITNESSETH

WHEREAS, the Jefferson Township Board of Trustees recognizes the need for qualified individuals to serve on the Jefferson Township Board of Zoning Appeals to address zoning matters and ensure effective land use planning

WHEREAS, Jane Baylor and John Casebeer have demonstrated a commitment to the community and possess the qualifications necessary to contribute effectively to the Jefferson Township Board of Zoning Appeals;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Jefferson Township, Montgomery County, Ohio, that:

- 1. Appointment:** Jane Baylor and John Casebeer are hereby appointed to the Jefferson Township Zoning Commission for a three-year term, commencing on March 4, 2026.
- 2. Term:** Their term on the Jefferson Township Board of Zoning Appeals shall expire on December 31, 2029.
- 3. Duties:** Jane Baylor and John Casebeer shall perform all duties as required by the Jefferson Township Board of Zoning Appeals and adhere to all rules and regulations governing the Board's operations.

The vote was as follows:

Sheila Back			Oscar Young			Vera Powell		
Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain

Adopted: 3rd day of March 2026

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-030**

Signed by:

Sheila Back, President

Vera Powell, Trustee

Oscar Young, Vice President

**Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer**

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-031**

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES PROMOTES DAMIAN BENSON TO THE POSITION OF ASSISTANT ROAD SUPERVISOR, ESTABLISHING HIS RATE OF PAY, AND ESTABLISHING A SIX-MONTH PROBATIONARY PERIOD

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on March 3, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

Sheila Back () Oscar Young () Vera Powell ()

Moved by: **Back () Young () Powell ()**
Second by **Back () Young () Powell ()**

WITNESSETH

WHEREAS, the Jefferson Township Board of Trustees recognizes the importance of maintaining strong leadership and operational continuity within the Road Department; and

WHEREAS, Damian Benson has demonstrated dedication, reliability, and a commitment to serving the residents of Jefferson Township; and

WHEREAS, Mr. Benson has consistently assisted beyond regular assigned duties, including support during emergency response, snow removal operations, tree removal, leaf collection, and parks maintenance; and

WHEREAS, the Township Administrator has recommended the promotion of Damian Benson to the position of Assistant Road Supervisor to support departmental leadership and ensure continued operational efficiency;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Jefferson Township, Montgomery County, Ohio, that:

1. Damian Benson is hereby promoted to the position of **Assistant Road Supervisor**, effective March 8, 2026.
2. The compensation for the position of Assistant Road Supervisor shall be established at **Twenty-Three Dollars (\$23.00) per hour, 40 per week; as an OPERS exempt status**.
3. Mr. Benson shall serve a **six (6) month probationary period** beginning on his effective date of promotion. During this probationary period, performance, leadership, supervisory ability, communication, and operational management shall be evaluated by the Township Administrator.
4. During the probationary period, the Township reserves the right to return Mr. Benson to his previous classification and rate of pay or take other appropriate employment action, consistent with Township policy and applicable law.

Resolution 26-031

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-031

- 5. Mr. Benson shall perform the duties of Assistant Road Supervisor as assigned by the Road Supervisor or Township Administrator and in accordance with Township policies, procedures, and applicable Ohio law.
- 6. This promotion and rate of pay shall be funded from the appropriate Road and Bridge Fund or other legally available funds.

BE IT FURTHER RESOLVED that this Resolution shall take effect and be in force at the earliest period allowed by law.

The vote was as follows:

Sheila Back			Oscar Young			Vera Powell		
Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain

Adopted: 3rd day of March 2026

Signed by:

Sheila Back, President

Vera Powell, Trustee

Oscar Young, Vice President

Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer