



AGENDA

JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO BOARD OF TRUSTEES

REGULAR SESSION

1 BUSINESS PARK Dr., DAYTON, OHIO 45417

August 5, 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:**

Oscar Young	Sheila Back	Vera Powell
Present	Absent	Present
	Absent	Absent

IV. **Approval of Meeting Minutes**

- **Special Meetings July 20, 2026 & July 23, 2026**

Motion to Approve Regular Meeting Minutes

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

Roll Call	Young ()	Back ()	Powell ()
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V. **Fiscal Officer Report**

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

Motion to Accept Fiscal Officer Report

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

Roll Call	Young ()	Back ()	Powell ()
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VI. **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) minutes conclude, speakers will be asked to cease comments and return to their seats.

VII. **Resolutions for Consideration**

- **Resolution 26-109**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP FIRE CHIEF TO HIRE PROBATIONARY PART-TIME FIREFIGHTER/EMT AUSTIN DYER.
- **Resolution 26-110**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE DJ DREW COMPANY FOR EMERGENCY CULVERT REPLACEMENT

UTILIZING REINFORCED CONCRETE PIPE (RCP) AT THE INFIRMARY ROAD
AND FORNEY ROAD LOCATIONS

- **Resolution 26-111**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES REQUESTS THAT THE UNITED STATES POSTAL SERVICE CONDUCT A FORMAL ZIP CODE BOUNDARY REVIEW FOR JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO, AND CONSIDER ESTABLISHING A SINGLE, DISTINCT ZIP CODE FOR THE TOWNSHIP
- **Resolution 26-112**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP ADMINISTRATOR TO CONTRACT WITH EXTERNAL LAW FIRMS FOR LEGAL SERVICES FOR GENERAL TOWNSHIP BUSINESS, SUBJECT TO BOARD APPROVAL AND APPLICABLE LAW.
- **Resolution 26-113**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DECLARES CERTAIN TOWNSHIP-OWNED REAL PROPERTY NOT NEEDED FOR PUBLIC USE, AUTHORIZING ITS TRANSFER TO CYRUS KINGDOM LLC
- **Resolution 26-114**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE HIRING OF BENJAMIN JONES AS A 1-YEAR PROBATIONARY PART-TIME ROAD EMPLOYEE

VIII. **Department Reports**

- **Sheriff**
- **Public Safety**
- **Fire Department**
- **Zoning**
- **Administrator**

IX. **Trustee Reports**

X. **Adjournment**

Motion to Adjourn Meeting by **Young () Back () Powell ()**
Second by **Young () Back () Powell ()**

Roll Call:

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

Time of Adjournment: _____

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-110**

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP
ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE DJ DREW COMPANY
FOR EMERGENCY CULVERT REPLACEMENT UTILIZING REINFORCED CONCRETE
PIPE (RCP) AT THE INFIRMARY ROAD AND FORNEY ROAD LOCATIONS**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on August 5, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

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

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

WITNESSETH

WHEREAS, Jefferson Township has identified emergency failures of culverts located on **Infirmary Road** and **Forney Road**, creating hazardous roadway conditions requiring immediate repair; and

WHEREAS, the Township prepared Requests for Quotation for emergency culvert replacement at both locations to address the public safety concerns and restore the roadways to a safe condition; and

WHEREAS, The DJ Drew Company submitted a proposal dated July 30, 2026, providing pricing for both Corrugated Metal Pipe (CMP) and Reinforced Concrete Pipe (RCP), with the contractor recommending the use of Reinforced Concrete Pipe due to its durability and long-term performance; and

WHEREAS, the proposal includes the following pricing utilizing Reinforced Concrete Pipe (RCP):

- **Infirmary Road Culvert Replacement: \$62,400.00**
- **Forney Road Culvert Replacement: \$49,300.00**

for a **total project cost not to exceed One Hundred Eleven Thousand Seven Hundred Dollars (\$111,700.00)**, exclusive of any applicable sales tax or approved change orders; and

WHEREAS, the Board of Township Trustees finds that awarding this work is necessary to protect the health, safety, and welfare of the public and to restore critical roadway infrastructure.

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

Section 1. The Board hereby approves the proposal submitted by **The DJ Drew Company** for the emergency replacement of the culverts located on Infirmary Road and Forney Road utilizing **Reinforced Concrete Pipe (RCP)**.

Resolution 26-110

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BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-110

Section 2. The total amount authorized shall not exceed **\$111,700.00**, subject to the terms and conditions contained in the contractor's proposal.

Section 3. The Township Administrator is hereby authorized and directed to execute all agreements, purchase orders, and documents necessary to complete the emergency culvert replacement project and to take all actions necessary to carry out the intent of this Resolution.

Section 4. The Fiscal Officer is authorized to certify the availability of funds and issue payment in accordance with the contract documents and applicable Ohio law.

Section 5. This Resolution shall take effect immediately upon its adoption.

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 5th day of August 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
Adrennia Kelly, Fiscal Officer

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-109

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP FIRE CHIEF TO HIRE PROBATIONARY PART-TIME FIREFIGHTER/EMT AUSTIN DYER.

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on August 5, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

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

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

WITNESSETH

WHEREAS, the Jefferson Township Fire Department is working diligently to maintain qualified staffing and 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. Austin Dyer
Probationary Firefighter/EMT
Shifted Part-Time
\$20.00 per hour
Effective 07/30/2026

NOW, THEREFORE, the Board of Trustees of Jefferson Township, Montgomery County, Ohio, authorizes the Fire Chief to hire (for a one-year probationary term) Probationary Firefighter/EMT Austin Dyer to the Jefferson Township Fire Department.

The vote was as follows:

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

Adopted: 5th day of August 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
Adrennia Kelly, Fiscal Officer

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-111

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES REQUESTS THAT THE UNITED STATES POSTAL SERVICE CONDUCT A FORMAL ZIP CODE BOUNDARY REVIEW FOR JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO, AND CONSIDER ESTABLISHING A SINGLE, DISTINCT ZIP CODE FOR THE TOWNSHIP

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on August 5, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

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

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

WITNESSETH

WHEREAS, Jefferson Township is a political subdivision located in Montgomery County, Ohio, with its own elected Board of Township Trustees, government operations, public services, and distinct community identity; and

WHEREAS, properties located within Jefferson Township are presently served by multiple United States Postal Service ZIP Codes associated with neighboring municipalities and communities; and

WHEREAS, residents have expressed concern that the use of multiple ZIP Codes may create confusion regarding whether a property is located within Jefferson Township or a neighboring jurisdiction; and

WHEREAS, residents have reported that this confusion may affect mailing addresses, emergency and public-service identification, vehicle registration, local taxing-jurisdiction identification, insurance classifications, business records, and access to programs or services based upon geographic location; and

WHEREAS, the Board of Township Trustees recognizes that ZIP Codes are established primarily to support the efficient sorting and delivery of mail and that the authority to establish or modify ZIP Code boundaries rests with the United States Postal Service; and

WHEREAS, United States Postal Service guidance provides that a municipality or community organization may submit a written request to the appropriate USPS district manager for a ZIP Code boundary review, after which the Postal Service may evaluate the request's operational feasibility and effects; and

WHEREAS, establishing a single ZIP Code uniquely associated with Jefferson Township may strengthen the Township's community identity, improve address consistency, reduce confusion concerning jurisdictional boundaries, and help ensure that residents and properties are properly identified as being located within Jefferson Township; and

WHEREAS, the Board finds that it is in the best interest of Jefferson Township and its residents to request a formal review of the ZIP Code boundaries serving the Township.

Resolution 26-111

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-111

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

SECTION 1. The Board of Township Trustees formally requests that the United States Postal Service conduct a comprehensive ZIP Code boundary review for all properties located within Jefferson Township.

SECTION 2. As part of that review, the Board requests that the United States Postal Service evaluate the operational feasibility of establishing and assigning one single, distinct ZIP Code to Jefferson Township that is not shared with a neighboring municipality or community.

SECTION 3. The Township Administrator is authorized and directed to prepare and submit the Township's written request, together with a certified copy of this Resolution and any maps, address information, resident statements, governmental records, or other supporting materials that may assist the United States Postal Service in evaluating the request.

SECTION 4. The Township Administrator is further authorized to communicate and coordinate with the United States Postal Service, the Montgomery County Auditor, Montgomery County Engineer, Montgomery County Board of Elections, emergency-service agencies, regional planning authorities, neighboring jurisdictions, and Jefferson Township's state and federal representatives regarding the requested review.

SECTION 5. The Board encourages the United States Postal Service to provide Jefferson Township residents with notice and a meaningful opportunity to participate in any customer survey, public-comment process, or other community review conducted in connection with the request.

SECTION 6. Nothing in this Resolution shall be interpreted as representing that the requested change has been approved or that the Township possesses the authority to establish or alter ZIP Code boundaries.

SECTION 7. This Resolution shall take effect immediately upon its adoption.

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 5th day of August 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
Adrennia Kelly, Fiscal Officer

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-112

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP
ADMINISTRATOR TO CONTRACT WITH EXTERNAL LAW FIRMS FOR LEGAL
SERVICES FOR GENERAL TOWNSHIP BUSINESS, SUBJECT TO BOARD APPROVAL AND
APPLICABLE LAW.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met at a regular meeting on August 5, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

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

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

WITNESSETH

WHEREAS, the Township has adopted the limited self-government form of township government; and

WHEREAS, under [R.C. 505.032](#), the Township Administrator serves under the direction of the Board of Township Trustees (the **Board**) and may perform such additional duties as the Board determines by resolution; and

WHEREAS, under [R.C. 504.15](#), the Township has authority regarding the provision of township legal services, and additional legal counsel may be employed as provided in [R.C. 309.09](#); and

WHEREAS, under [R.C. 309.09\(B\)\(1\)](#), when the Board finds it advisable or necessary to have additional legal counsel, it may employ an attorney either for a particular matter or on an annual basis, but no such legal counsel may be employed except on the order of the Board, duly entered upon its journal, in which the compensation to be paid for the legal services shall be fixed; and

WHEREAS, the Board finds it to be in the best interest of the Township to authorize the Township Administrator to contract with external law firms for legal services for general Township business, while preserving the Board's authority where Board action is required by law.

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

- 1.- The Township Administrator is hereby authorized, under the direction and supervision of the Board, to solicit, review, negotiate, and recommend engagement letters, legal services agreements, amendments, renewals, and related documents with external law firms for legal services for general Township business.
- 2.- The Township Administrator is further authorized to execute, on behalf of the Township, contracts with external law firms for legal services for general Township business, provided that the Board has first approved the engagement, the compensation, and the scope of services to the extent required by law.

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BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-112

3.- The authority granted by this Resolution includes contracts for general Township legal services, advice and representation relating to general Township business, and other non-insurance legal matters that the Board determines should be handled by external counsel.

4.- If the Board finds it advisable or necessary to employ additional legal counsel under [R.C. 309.09\(B\)\(1\)](#), no attorney or law firm shall be deemed retained unless and until the Board has entered its order upon the Township journal and fixed the compensation to be paid for the legal services as required by law.

5.- Nothing in this Resolution authorizes the Township Administrator to employ legal counsel without Board action where Board action is required by statute, to waive any required journal entry, or to bind the Township to compensation or scope terms not approved by the Board.

6.- The Township Administrator is authorized to administer and coordinate Board-approved legal services contracts, including communications with retained law firms, transmission of documents and records, approval of routine administrative matters, and other ministerial acts necessary to implement such contracts.

7.- The Township Administrator is further authorized to coordinate with insurance carriers and insurance-appointed or insurance-approved counsel in matters covered by insurance, provided that such coordination shall not alter any rights or obligations under applicable insurance policies or law.

8.- The Board finds that this Resolution is intended to facilitate the efficient administration of general Township legal matters while preserving all approvals, findings, and journal entries required by the Ohio Revised Code.

9.- If any provision of this Resolution is held invalid, the remaining provisions shall continue in full force and effect.

10.- All prior resolutions or parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

11.- This Resolution shall take effect and be in force from and after the earliest date permitted by law.

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 5th day of August 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
Adrennia Kelly, Fiscal Officer

Resolution 26-112

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-113

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DECLARES CERTAIN TOWNSHIP-OWNED REAL PROPERTY NOT NEEDED FOR PUBLIC USE, AUTHORIZING ITS TRANSFER TO CYRUS KINGDOM LLC

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met at a regular meeting on August 5, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

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

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

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

WITNESSETH

WHEREAS, the **Jefferson Township Board of Trustees**, Montgomery County, Ohio (the **Board**), holds title to the real property located on Davenport Avenue in Jefferson Township, Montgomery County, Ohio, identified as Montgomery County Parcel No. **G29 01602 0006**, and more particularly described in **Exhibit A** to the General Warranty Deed approved by this Resolution (the **Property**); and

WHEREAS, the Board has determined that the Property is no longer needed for public use or Township operations; and

WHEREAS, pursuant to Ohio Revised Code Section 505.10(A)(6), upon a unanimous vote and by resolution, a board of township trustees may authorize the transfer and conveyance of township-owned real property to any person upon terms agreed to by the board and that person; and

WHEREAS, the Board has negotiated and finds acceptable the terms of the General Warranty Deed conveying the Property to **Cyrus Kingdom LLC**, an Ohio limited liability company (the **Grantee**), including the consideration stated in that deed, the use restrictions, the integrated-operation covenant, and the perpetual municipal tow-storage easement retained for the benefit of Jefferson Township; and

WHEREAS, the Board finds that the conveyance on those terms serves the Township's interests.

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

1.- **Finding of No Public Need.** The Board finds and determines that the Property is not needed for public use or Township operations and is surplus to the Township's needs.

2.- **Approval of Conveyance.** The Board hereby approves the transfer and conveyance of the Property to the Grantee on the terms set forth in the General Warranty Deed presented to the Board, including:

a. the legal description attached to the deed as Exhibit A;

b. the permitted-use restrictions and integrated-operation covenant stated in the deed;

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BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-113

c. the perpetual, non-exclusive municipal tow-storage easement granted to Jefferson Township at no cost; and

d. the other covenants, conditions, restrictions, and terms stated in the deed.

3.- Authorization to Execute Deed. The **President of the Board of Township Trustees** is authorized and directed, on behalf of the Board and Jefferson Township, to execute and deliver the General Warranty Deed substantially in the form presented to the Board, together with any acknowledgments, closing statements, conveyance documents, or other documents necessary to complete and record the approved conveyance, provided that no material change may be made to the approved terms without further Board action.

4.- Authority of Township Officials. The Township Fiscal Officer, Township Administrator, and other appropriate Township officials are authorized to take the ministerial actions necessary to carry out this Resolution and close the conveyance, including providing records, certifications, and recording directions consistent with the approved deed.

5.- Effective Date. This Resolution shall take effect immediately upon its adoption.

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 5th day of August 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
Adrennia Kelly, Fiscal Officer

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-114

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE HIRING OF BENJAMIN JONES AS A
1-YEAR PROBATIONARY PART-TIME ROAD EMPLOYEE.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met at a regular meeting on August 5, 2026, at 6:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

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

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

WITNESSETH

WHEREAS, the Jefferson Township Board of Trustees desires to provide adequate road staffing for the residents of Jefferson Township; and

WHEREAS, the Jefferson Township Road Department has identified the need to fill a Road Maintenance Worker I position to support the operations and services provided by the Department; and

WHEREAS, the Road Department Supervisor and Township Administrator have recommended the hiring of the following individual and disclosed the rate of pay:

Benjamin Jones Road Maintenance Worker I \$18.00 per hour Start Date: August 17, 2026

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Jefferson Township, Montgomery County, Ohio, hereby authorizes the hiring of **Benjamin Jones** as a **Road Maintenance Worker I** for the Jefferson Township Road Department at a rate of **\$18.00 per hour**, effective **August 17, 2026**, contingent upon the successful completion of all required pre-employment conditions and in accordance with the Township's Personnel Policies.

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 5th day of August 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
Adrennia Kelly, Fiscal Officer

Resolution 26-114