



AGENDA

JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO BOARD OF TRUSTEE

WORK SESSION

1 BUSINESS PARK Dr., DAYTON, OHIO 45417

January 6, 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. **Swearing in Ceremony-** The Jefferson Township Board of Trustees do hereby swear in Trustees Sheila Back and Vera Powell to the Jefferson Township Board of Trustees.
- IV. **Call to Order / Roll Call:**

Oscar Young		Sheila Back		Vera Powell
Present	Absent	Present	Absent	Present
				Absent
- V. **Resolutions for a Vote**
 - Resolution 26-001**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DO HEREBY SWEAR IN TRUSTEE _____ AS PRESIDENT OF THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES
- VI. **Trustee Committee Assignments Discussion**
- VII. **Resolutions for Consideration**
 - **Resolution 26-002**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ADOPT THE FOLLOWING MEETING DATES FOR 2026
 - **Resolution 26-003**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ADOPTS A MEDIA NOTIFICATION AND PUBLIC NOTIFICATION POLICY, AS WELL AS POSTING OF MEETING MINUTES, AGENDAS, AND OTHER LEGAL PAPERWORK
 - **Resolution 26-004**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ESTABLISHES ADMINISTRATIVE OFFICE HOURS FOR THE ADMINISTRATION BUILDING
 - **Resolution 26-005**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DO RECERTIFY AND REAFFIRM THE ALLOCATION OF ALL TRUSTEES PAYROLL EXPENSES TO THE GENERAL FUND

- **Resolution 25-006**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DOES AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO ENTER INTO A SERVICE LEVEL AGREEMENT WITH MONTGOMERY COUNTY FLEET SERVICES FOR FLEET MAINTENANCE AND MANAGEMENT SERVICES

- **Resolution 25-007**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DO HEREBY APPROVE THIS RESOLUTION CERTIFYING THE 2025 STREET LIGHTING ASSESSMENT FOR THE LIGHTING DISTRICT AND TO BE SUBMITTED TO THE MONTGOMERY COUNTY AUDITOR'S OFFICE

VII. Adjournment

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

Roll Call:

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

Time of Adjournment: _____



AGENDA

JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO BOARD OF TRUSTEE

REGULAR SESSION

1 BUSINESS PARK Dr., DAYTON, OHIO 45417

January 6, 2026, 7:00 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	Present	Absent

IV. Approval of Meeting Minutes

- **Regular December 17, 2025**
- **Special December 19, 2025**

Motion to Approve Regular Meeting Minutes

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

Roll Call	Young ()	Back ()	Vera 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 ()	Vera Powell ()
Second by	Young ()	Back ()	Vera Powell ()

Roll Call	Young ()	Back ()	Vera 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) concludes, speakers will be asked to cease comments and return to their seats.

VII. Resolutions for Consideration

- **Resolution 26-002**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ADOPT THE FOLLOWING MEETING DATES FOR 2026

- **Resolution 26-003**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ADOPTS A MEDIA NOTIFICATION AND PUBLIC NOTIFICATION POLICY, AS WELL AS POSTING OF MEETING MINUTES, AGENDAS, AND OTHER LEGAL PAPERWORK

- **Resolution 26-004**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ESTABLISHES ADMINISTRATIVE OFFICE HOURS FOR THE ADMINISTRATION BUILDING

- **Resolution 26-005**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DO RECERTIFY AND REAFFIRM THE ALLOCATION OF ALL TRUSTEES PAYROLL EXPENSES TO THE GENERAL FUND

- **Resolution 25-006**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DOES AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO ENTER INTO A SERVICE LEVEL AGREEMENT WITH MONTGOMERY COUNTY FLEET SERVICES FOR FLEET MAINTENANCE AND MANAGEMENT SERVICES

- **Resolution 25-007**
 - THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DO HEREBY APPROVE THIS RESOLUTION CERTIFYING THE 2025 STREET LIGHTING ASSESSMENT FOR THE LIGHTING DISTRICT AND TO BE SUBMITTED TO THE MONTGOMERY COUNTY AUDITOR'S OFFICE

VIII. Department Reports

- **Sheriff**
- **Public Safety**
- **Zoning**
- **Economic Development**
 - **Twinkle Town Awards**

IX. Adjournment

Motion to Adjourn **Seconded by** Young () Back () Powell ()
 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- 001

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DO HEREBY SWEAR IN TRUSTEE
_____ AS PRESIDENT AND TRUSTEE _____ AS VICE
PRESIDENT OF THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES**

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

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

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

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

WHEREAS, the Ohio Revised Code, Section 505.01, provides that at the board's first meeting each calendar year, the board shall select one of its members to serve as chairperson for one year. If the position of chairperson becomes vacant, the board shall select one of its members to preside.

WHEREAS, the Board of Trustees has voted for the elected officials to be seated as:

President: Trustee _____

Vice President: Trustee _____

NOW, THEREFORE, BE IT RESOLVED, the Jefferson Township Board of Trustees swear in the Board President, Trustee _____, on Tuesday, January 6th, 2026.

The vote was as follows:

For President: Sheila Back _____ Vera Powell _____ Oscar Young _____

For Vice President Sheila Back _____ Vera Powell _____ Oscar Young _____

Adopted: 6th day of January 2026

Signed by:

Sheila Back, Trustee

Oscar Young, Trustee

Vera Powell , Trustee

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

Resolution 26-001

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26- 002

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ADOPTS THE FOLLOWING
MEETING DATES FOR 2025**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on the 6th day of January 2026 at 7:00 pm at the Township Offices located at 1 Business Park Drive, Dayton, Ohio, with the following members present:

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

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

WHEREAS, in accordance with the duties and responsibilities of the Jefferson Township Board of Trustees, and the Ohio Revised Code, the pre-announcement to the public meeting to be held for the calendar year 2026; and

WHEREAS, the citizens of Jefferson Township need to know when the Board of Trustees, Audit Committee, Zoning Commission, Board of Zoning Appeals, Property Maintenance Board of Appeals, Public Safety Committee, Board of Business Appeals, and

NOW, THEREFORE BE IT RESOLVED that the Jefferson Township Board of Trustees adopt the schedule of meetings that are attached to this resolution for 2026; and

FURTHER, the Jefferson Township Board of Trustees will advertise and notify the public about these meetings on the Township Website.

The vote was as follows:

Adopted: 6th day of January 2026

Signed by:

Sheila Back, Trustee

Oscar Young, Trustee

Vera Powell, Trustee

Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer

JEFFERSON TOWNSHIP 2026

REGULAR TRUSTEE'S MEETINGS

Board of Trustees meetings are held at 1 Business Park Drive, Dayton, Ohio 45417.

Regular Trustee Meetings

- **First Tuesday of each month – 6:00 p.m.**
- **Third Wednesday of each month – 12:00 p.m.**

Exceptions may occur due to holidays or special circumstances.

Meeting Structure

All Regular Trustee Meetings shall include **two agenda segments**:

1. **Trustee Discussion / Briefing Segment**
2. **Regular Business Session**

The **Trustee Discussion / Briefing Segment** is intended to allow Trustees and staff to:

- Review agenda items
- Ask clarifying questions
- Discuss Township operations and pending matters

No public participation occurs during this segment unless expressly permitted by the Board.

Immediately following the discussion segment, the Board shall proceed into the **Regular Business Session**, during which:

- Motions and resolutions are considered
- Votes are taken
- Public participation occurs in accordance with Township policy

Public Access & Notice

- All meetings are open to the public.

- Meetings are recorded and maintained by the Fiscal Officer as part of the public record.
- The **Jefferson Township website** is the official notification site for all public meetings.
- Notices are also posted on the bulletin board in the lobby of the Jefferson Township Administration Building.

Elimination of Separate Work Sessions

Separate Work Sessions are no longer routinely scheduled, as discussion and briefing will occur within the Regular Trustee Meeting structure.

Special Work Sessions may still be scheduled when necessary and will be publicly noticed in accordance with Ohio law.

JEFFERSON TOWNSHIP
AUDIT COMMITTEE 2026 MEETINGS

The Fiscal Officer leads the Budget & Audit Committee. The meeting dates are as follows:

Quarter 1 – March 19, 2026 – 12:00 p.m.

Quarter 2 – June 18, 2026 – 12:00 p.m.

Quarter 3 – September 17, 2026 – 12:00 p.m.

Quarter 4 – November 19, 2026 – 12:00 p.m.

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26- 003

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES
ADOPTS A MEDIA NOTIFICATION AND PUBLIC NOTIFICATION POLICY, AS WELL AS
POSTING OF MEETING MINUTES, AGENDAS, AND OTHER LEGAL PAPERWORK**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on the 6th day of January 2026 at 7:00 pm at the Township Offices located at 1 Business Park Drive, Dayton, Ohio, with the following members present:

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

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

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

WHEREAS, the Jefferson Township Board of Trustees holds it very important to follow all Ohio Sunshine Laws as specified in the Ohio Revised Code; and

WHEREAS, the Township Trustees want to establish a consistent notification process when a Meeting, Work Session, or any other Meeting is to be held by Trustees; and

WHEREAS, it is the desire of the Jefferson Township Board of Trustees to establish the process for Media, Website, and In-Person postings of all notifications and Legal Paperwork for Public Review; and

WHEREAS, the Trustees must respect the limited resources that exist, so this policy meets requirements conservatively; and

WHEREAS, the Jefferson Township Trustees will post notifications for Trustee meetings exclusively on the Township Website and notifications for special and emergency meetings on both the Township Website and the Legal Board in the Lobby of the Administration Building.

NOW, THEREFORE, BE IT RESOLVED, the Jefferson Township Board of Trustees adopts a revised media notification and public notification policy and posting meeting minutes, agendas, and other legal paperwork:

2026 Media Policy & Public Notification Jefferson Township Board of Trustees

1. Trustee Meetings:

- Posted exclusively on the Township Website.

Resolution 26-003

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**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26- 003

2. Special and Emergency Meetings:

- Posted on both the Township Website and the Legal Board (located in the Lobby of the Administration Building).

3. Additional Notifications:

- Notifications to the Media: Press releases will be issued as necessary.
- Hiring Notices: Posted on the Township Website and the Legal Board. Advertisements may also appear in publications such as the Dayton Daily News and on platforms like the Ohio Means Jobs Website.

The vote was as follows:

Adopted: 6th day of January 2026

Signed by:

Sheila Back, Trustee

Vera Powell, Trustee

Oscar Young, Trustee

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

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26- 004

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ESTABLISHES
ADMINISTRATIVE OFFICE HOURS FOR THE ADMINISTRATION BUILDING**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on the 6th day of January 2026 at 7:00 pm at the Township Offices located at 1 Business Park Drive, Dayton, Ohio, with the following members present:

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

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

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

WHEREAS, the Jefferson Township Board of Trustees, Montgomery County, Ohio, recognizes the need to establish consistent administrative office hours for the Jefferson Township Administration Building to better serve the residents and citizens of the Township; and

WHEREAS, the Trustees have determined that setting up clear office hours will enhance access to Township services and ensure operational efficiency;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Township Board of Trustees hereby adopts the following administrative office hours for the Jefferson Township Administration Building, effective immediately:

- **Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Approval of the Payroll Schedule

BE IT FURTHER RESOLVED that the Township observes the following federal holidays during which the Administrative Office will be closed:

1. **New Year's Day** - January 1
2. **Martin Luther King Jr. Day** - Third Monday in January
3. **Presidents' Day** - Third Monday in February
4. **Memorial Day** - Last Monday in May
5. **Juneteenth National Independence Day** - June 19
6. **Independence Day** - July 4
7. **Labor Day** - First Monday in September
8. **Columbus Day** - Second Monday in October
9. **Veterans Day** - November 11
10. **Thanksgiving Day** - Fourth Thursday and Fourth Friday in November

Resolution 26-004

Page 1 of 2

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26- 004

11. **Christmas Day** - December 25

The vote was as follows:

Adopted: 6th day of January 2026

Signed by:

Sheila Back, Trustee

Oscar Young, Trustee

Vera Powell, Trustee

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

2026 PAYROLL DATES AND TIMESHEET SUBMISSION

TRUSTEES PAY IS FIRST BUSINESS DAY OF EACH MONTH

Pay #	Month	PP Start	PP End	Timesheet Due	Pay Date	Holidays
1	JAN	12/14/2025	12/27/2025	12/30/2025	1/1/2026	12/25/2025
2		12/28/2025	1/10/2026	1/13/2026	1/15/2026	1/1/2026
3		1/11/2026	1/24/2026	1/27/2026	1/29/2026	1/19/2026
4	FEB	1/25/2026	2/7/2026	2/10/2026	2/12/2026	
5		2/8/2026	2/21/2026	2/24/2026	2/26/2026	2/16/2026
6	MAR	2/22/2026	3/7/2026	3/10/2026	3/12/2026	
7		3/8/2026	3/21/2026	3/24/2026	3/26/2026	
8	APR	3/22/2026	4/4/2026	4/7/2026	4/9/2026	
9		4/5/2026	4/18/2026	4/21/2026	4/23/2026	
10	MAY	4/19/2026	5/2/2026	5/5/2026	5/7/2026	
11		5/3/2026	5/16/2026	5/19/2026	5/21/2026	
12	JUN	5/17/2026	5/30/2026	6/2/2026	6/4/2026	5/25/2026
13		5/31/2026	6/13/2026	6/16/2026	6/18/2026	
14	JUL	6/14/2026	6/27/2026	6/30/2026	7/2/2026	6/19/2026
15		6/28/2026	7/11/2026	7/14/2026	7/16/2026	7/3/2026
16		7/12/2026	7/25/2026	7/28/2026	7/30/2026	
17	AUG	7/26/2026	8/8/2026	8/11/2026	8/13/2026	
18		8/9/2026	8/22/2026	8/25/2026	8/27/2026	
19	SEP	8/23/2026	9/5/2026	9/8/2026	9/10/2026	
20		9/6/2026	9/19/2026	9/22/2026	9/24/2026	9/7/2026
21	OCT	9/20/2026	10/3/2026	10/6/2026	10/8/2026	
22		10/4/2026	10/17/2026	10/20/2026	10/22/2026	10/12/2026
23	NOV	10/18/2026	10/31/2026	11/3/2026	11/5/2026	
24		11/1/2026	11/14/2026	11/17/2026	11/19/2026	11/11/2026
25	DEC	11/15/2026	11/28/2026	12/1/2026	12/3/2026	11/26/2026 11/27/2026
26		11/29/2026	12/12/2026	12/15/2026	12/17/2026	
27		12/13/2026	12/26/2026	12/29/2026	12/31/2026	12/25/2026

2026 TRUSTEES PAY DATES (FIRST BUSINESS DAY OF

Month	Pay Date	Notes
JAN	1/2/2026	1st is a holiday; Paid Fri 01/02
FEB	2/2/2026	1st falls on weekend; Paid Mon 02/02
MAR	3/2/2026	1st falls on weekend; Paid Mon 03/02
APR	4/1/2026	
MAY	5/1/2026	
JUN	6/1/2026	
JUL	7/1/2026	
AUG	8/3/2026	1st falls on weekend; Paid Mon 08/03
SEP	9/1/2026	
OCT	10/1/2026	
NOV	11/2/2026	1st falls on weekend; Paid Mon 11/02
DEC	12/1/2026	1st is a holiday; Paid Fri 01/4/27



JEFFERSON TOWNSHIP BOARD OF ZONING(BZA), ZONING COMMISSION(ZC), MEETING SCHEDULE FOR 2026

The **Appeals (BZA)** and **Zoning Commission (ZC)** meetings serve to review zoning applications, variances, conditional use permits, and other zoning-related matters. Residents, property owners, and stakeholders are encouraged to attend these meetings to stay informed and participate in discussions that impact the township.

Meeting Location

**Jefferson Township Government Offices
1 Business Park Drive, Dayton, Ohio 45417**

Unless noted otherwise on the published agenda.

1. January 22, 2026

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

2. February 19, 2026

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

3. March 19, 2026

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

4. April 16, 2026

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

5. May 21, 2026

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

6. June 18, 2026

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

7. **July 16, 2026**

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

8. **August 20, 2026**

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

9. **September 17, 2026**

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

10. **October 15, 2026**

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

11. **November 18, 2026**

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

12. **December 16, 2026**

- **4:00 p.m. – Zoning Commission (ZC)**
- **5:00 p.m. – Board of Zoning Appeals (BZA)**

Regular Meetings

Meetings are **typically held on the third Thursday of each month, except in November and December**. This is when the official business of each board is conducted and is open to the public.

Special Meetings

Special meetings or changes to the regular schedule will be announced and posted on the township website and at the Jefferson Township Government Offices at least 24 hours in advance, in compliance with the Ohio Open Meetings Act.

Public Participation

Members of the public are welcome to attend all meetings. Public comments may be submitted during the meeting or in writing to the Township Zoning Office at least five business days before the meeting date.

For more information, contact:

Jefferson Township Zoning Office

Phone: 937-262-3591

Email: info@jeffersontwp.net

Website: www.jeffersontwp.net



JEFFERSON TOWNSHIP PROPERTY MAINTENANCE APPEALS BOARD MEETING SCHEDULE FOR 2026

The **Property Maintenance Appeals Board** reviews appeals related to property maintenance enforcement within Jefferson Township. Residents, property owners, and stakeholders are encouraged to attend these meetings to address property maintenance concerns.

Meeting Location

**Jefferson Township Government Offices
1 Business Park Drive, Dayton, Ohio 45417**
Unless noted otherwise on the published agenda.

Regular Meeting Schedule

The **Property Maintenance Appeals Board** meets on the **second Thursday of each month at 5:00 p.m.** Meetings are open to the public.

2026 Meeting Dates

- **January 15, 2026**
- **February 12, 2026**
- **March 12, 2026**
- **April 9, 2026**
- **May 14, 2026**
- **June 11, 2026**
- **July 9, 2026**
- **August 13, 2026**
- **September 10, 2026**
- **October 8, 2026**
- **November 12, 2026**
- **December 10, 2026**

Regular Meetings

Meetings are **typically held on the second Tuesday of each month, except in January.** This is when the official business of each board is conducted and is open to the public.

Special Meetings

Special meetings or changes to the regular schedule will be announced and posted on the township website and at the Jefferson Township Government Offices at least 24 hours in advance, in compliance with the Ohio Open Meetings Act.

Public Participation

Members of the public are welcome to attend all meetings. Public comments may be submitted during the meeting or in writing to the Township Code Enforcement Office at least five business days before the meeting date.

For more information, contact:

Jefferson Township Code Enforcement Office

Phone: 937-262-3591

Email: info@jeffersontwp.net

Website: www.jeffersontwp.net



JEFFERSON TOWNSHIP PUBLIC SAFETY COMMITTEE MEETING SCHEDULE FOR 2026

The **Public Safety Committee** reviews activities related to public safety within Jefferson Township. Residents, property owners, and stakeholders are encouraged to attend these meetings to stay informed about public safety issues and address issues related to public safety.

Meeting Location

**Jefferson Township Government Offices
1 Business Park Drive, Dayton, Ohio 45417**
Unless noted otherwise on the published agenda.

Regular Meeting Schedule

The **Property Maintenance Appeals Board** meets on the **second Wednesday of each month at 5:00 p.m.** Meetings are open to the public.

2026 Meeting Dates

- **January 14, 2026**
- **February 11, 2026**
- **March 11, 2026**
- **April 8, 2026**
- **May 13, 2026**
- **June 10, 2026**
- **July 8, 2026**
- **August 12, 2026**
- **September 9, 2026**
- **October 14, 2026**
- **November 10, 2026**
- **December 9, 2026**

Regular Meetings

Meetings are **typically held on the second Wednesday of each month, except in November.** This is when the official business of each board is conducted and is open to the public.

Special Meetings

Special meetings or changes to the regular schedule will be announced and posted on the township website and at the Jefferson Township Government Offices at least 24 hours in advance, in compliance with the Ohio Open Meetings Act.

Public Participation

Members of the public are welcome to attend all meetings. Public comments may be submitted during the meeting or in writing to the Township Public Safety Office at least five business days before the meeting date.

For more information, contact:

Jefferson Township Public Safety Office

Phone: 937-262-3591

Email: info@jeffersontwp.net

Website: www.jeffersontwp.net



JEFFERSON TOWNSHIP BUSINESS COMPLIANCE & APPEALS BOARD MEETING SCHEDULE FOR 2026

The **Business Compliance and Appeals Board** reviews appeals related to Business License enforcement within Jefferson Township. Residents, property owners, and stakeholders are encouraged to attend these meetings.

Meeting Location

Jefferson Township Government Offices
1 Business Park Drive, Dayton, Ohio 45417
Unless noted otherwise on the published agenda.

Regular Meeting Schedule

The **Business Compliance and Appeals Board** meets on the **third Monday of each month at the times listed below**. Meetings are open to the public.

2026 Meeting Dates

- **January 12, 2026** **4:00 p.m.**
- **February 16, 2026** **4:00 p.m.**
- **March 16, 2026** **4:00 p.m.**
- **April 20, 2026** **4:00 p.m.**
- **May 18, 2026** **4:00 p.m.**
- **June 15, 2026** **4:00 p.m.**
- **July 20, 2026** **4:00 p.m.**
- **August 17, 2026** **4:00 p.m.**
- **September 21, 2026** **4:00 p.m.**
- **October 19, 2026** **4:00 p.m.**
- **November 16, 2026** **4:00 p.m.**
- **December 14, 2026** **4:00 p.m.**

Regular Meetings

Meetings are **typically held on the third Monday of each month**. This is when the official business of each board is conducted and is open to the public.

Special Meetings

Special meetings or changes to the regular schedule will be announced and posted on the township website and at the Jefferson Township Government Offices at least 24 hours in advance, in compliance with the Ohio Open Meetings Act.

Public Participation

Members of the public are welcome to attend all meetings. Public comments may be submitted during the meeting or in writing to the Township Economic Development Office at least five business days before the meeting date.

For more information, contact:

Jefferson Township Code Enforcement Office

Phone: 937-262-3591

Email: info@jeffersontwp.net

Website: www.jeffersontwp.net

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO

RESOLUTION NO. 26- 005

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DOES RECERTIFY AND REAFFIRM THE ALLOCATION OF ALL TRUSTEES' PAYROLL EXPENSES TO THE GENERAL FUND

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on the 6th day of January 2026 at 7:00 pm at the Township Offices located at 1 Business Park Drive, Dayton, Ohio, with the following members present:

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

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

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

WHEREAS, the Jefferson Township Board of Trustees is committed to ensuring transparency and fiscal responsibility in the allocation of payroll expenses; and

WHEREAS, the Board has determined that it is in the best interest of the Township to allocate all payroll expenses for Trustees, employees, and related benefits exclusively from the General Fund to streamline budgeting and financial reporting; and

WHEREAS, this allocation aligns with the financial management practices recommended by the Auditor of the State of Ohio;

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

1. **General Fund Allocation**
Effective immediately, all payroll expenses, including wages and benefits for Trustees, shall be allocated solely to the Jefferson Township General Fund.
2. **Suspension of Fund-Based Certification**
The requirement for completing and submitting monthly Salary Allocation Certification Forms based on department or fund-specific percentages is hereby suspended, as all Trustee payrolls will be funded exclusively from the General Fund.
3. **Compliance with State Guidelines**
The Fiscal Officer is directed to ensure compliance with applicable state auditing standards while implementing this resolution.
4. **Record Maintenance**
All payroll and related financial records will continue to be maintained for auditing and transparency purposes.

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26- 005

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon adoption.

The vote was as follows:

Adopted: 6th day of January 2026

Signed by:

Sheila Back, Trustee

Vera Powell, Trustee

Oscar Young, Trustee

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

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO

RESOLUTION NO. 26- 006

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DOES AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO ENTER INTO A SERVICE LEVEL AGREEMENT WITH MONTGOMERY COUNTY FLEET SERVICES FOR FLEET MAINTENANCE AND MANAGEMENT SERVICES

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on the 6th day of January 2026 at 7:00 pm at the Township Offices located at 1 Business Park Drive, Dayton, Ohio, with the following members present:

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

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

WHEREAS, Jefferson Township owns and operates a fleet of vehicles and equipment necessary to carry out essential Township services; and

WHEREAS, Montgomery County Fleet Services (“MCFS”) provides professional fleet management, maintenance, repair, fuel administration, and related services to county departments and external governmental entities through a standardized Service Level Agreement (“SLA”); and

WHEREAS, MCFS has established a **Rates & Fees Policy**, revised February 23, 2024, which sets forth flat rates, labor rates, parts markups, shop fees, fuel transaction fees, and other variable costs associated with fleet services; and

WHEREAS, the Jefferson Township Board of Trustees has reviewed the MCFS Service Level Agreement and the MCFS Rates & Fees Policy and finds that entering into such agreement is in the best interest of the Township to ensure cost-effective, professionally managed fleet services; and

WHEREAS, the SLA provides that services are billed based on actual usage, applicable rates, and authorized work orders, with no guaranteed minimum expenditure or fixed total contract amount;

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

Section 1. Authorization of Agreement

The Board of Trustees hereby approves and authorizes Jefferson Township to enter into the **Montgomery County Fleet Services Service Level Agreement**, including acceptance of the

Resolution 26-006

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO

RESOLUTION NO. 26- 006

MCFS Rates & Fees Policy, as may be amended from time to time in accordance with the agreement.

MCFS Policy - Service Level Agr...

MCFS Policy - Flat Rates & Fees

Section 2. Scope of Services

The agreement shall cover fleet management, preventive maintenance, repairs, vendor coordination, fuel administration, recordkeeping, reporting, and related services as outlined in the SLA.

Section 3. Financial Terms

Expenditures under this agreement shall:

- Be based on services actually rendered;
- Be subject to the MCFS Rates & Fees Policy in effect at the time services are provided; and
- Be paid from appropriately budgeted Township funds upon proper invoicing.

Nothing in this Resolution shall be construed as authorizing unlimited spending beyond appropriated funds.

Section 4. Execution Authority

The Township Administrator is hereby authorized and directed to execute the Service Level Agreement and any non-substantive administrative documents necessary to implement this Resolution. The Fiscal Officer is authorized to process payments in accordance with the agreement and applicable law.

Section 5. Term and Modifications

The agreement shall remain in effect until terminated in accordance with its terms. Any substantive amendments or material changes to the agreement requiring Township consent shall be presented to the Board of Trustees for approval.

Section 6. Effective Date

This Resolution shall take effect immediately upon its adoption.

Resolution 26-006

Page 2 of 3

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26- 006

The vote was as follows:

Adopted: 6th day of January 2026

Signed by:

Sheila Back, Trustee

Oscar Young, Trustee

Vera Powell, Trustee

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

POLICY TITLE: MCFS Rates & Fees

ISSUED (REVISED) DATE: Rev 4; 2/23/2024.

PURPOSE

This policy is being instated to create a basic pricing list for services, repairs, and fees that MC Fleet Services will bill out. The rates listed herein are subject to change based on manufacturer pricing, market-based changes, and availability of parts.

FLAT RATE SERVICES & DESCRIPTIONS

PM rates will vary dependent on the use of specialized products (Full Synthetic Oils, OEM Special Filters, etc...). This is pricing based on flat rate labor and cost of parts used.

Class 1 & 2, automobiles, and sheriff patrol vehicles.

PM Level A - \$24.75 labor and cost of parts & supplies used (Lube, Oil, & Filter). **Completed every 3,000 to 6,000 miles (depending on usage)**

PM Level B - \$49.50 labor and cost of parts (Lube, Oil, Filter, Inspect Brakes, Tire Rotation, Lights, and safety inspection). **Completed every 7,000 to 10,000 miles (depending on usage)**

PM Level C - \$74.25 labor and cost of parts (Lube, Oil, Filter & inspection of *entire* vehicle). **Completed every 15,000 to 20,000 miles (depending on usage)**

PM Level D - \$99.00 labor and price of parts (LOF, Trans Service, & complete vehicle insp). **Completed every 25,000 to 30,000 miles (depending on usage)**

Class 3 – 7 vehicles

PM Level A - \$48.40 labor and price of parts & supplies used (Lube, Oil, & Filter plus basic safety inspection). **Completed every 6,000 to 9,000 miles or 100 to 145 hours (depending on usage)**

PM Level B - \$90.75 labor and price of parts (Lube, Oil, Filter, Inspect Brakes, Tire Rotation, Lights, and safety inspection). **Completed every 12,000 to 15,000 miles or 195 to 240 hours (depending on usage)**

PM Level C - \$121.00 labor and price of parts (Lube, Oil, Filter & inspection of *entire* vehicle) **Completed every 15,000 to 20,000 miles or 240 to 320 hours (depending on usage)**

PM Level D - \$151.25 labor and price of parts (LOF, Trans Service, & complete vehicle insp) **Completed every 25,000 to 30,000 miles or 400 to 485 hours (depending on usage)**

Class 8 and Construction (Yellow Iron) vehicles

PM Level A - \$71.50 labor and price of parts & supplies used (Lube, Oil, & Filter plus basic safety inspection). **Completed every 6,000 to 9,000 miles or 100 to 145 hours (depending on usage)**

PM Level B - \$143.00 labor and price of parts (Lube, Oil, Filter, Inspect Brakes, Tire Rotation, Lights, and safety inspection). **Completed every 12,000 to 15,000 miles or 195 to 240 hours (depending on usage)**

PM Level C - \$178.75 labor and price of parts (Lube, Oil, Filter & inspection of *entire* vehicle) **Completed every 15,000 to 20,000 miles or 240 to 320 hours (depending on usage)**

PM Level D - \$214.50 labor and price of parts (LOF, Trans Service, & complete vehicle insp) **Completed every 25,000 to 30,000 miles or 400 to 485 hours (depending on usage)**

FLEET SERVICES VARIABLE SERVICE COSTS

PARTS - Cost + 40% not to exceed \$500.0 per part (Covers parts inventory control, parts specialist, & parts room)

TIRES - Cost + 20% not to exceed \$500.00 per part (Covers tire disposal, inventory control & storage)

LABOR:

Auto, van, SUV, pickup (class 2 and lower): \$99.00 an hour minimum 1/2 hour (exception – PM's). OT & Holiday rate \$114.00. These rates cover labor, fringe, shop overhead & fixed costs. This includes all small equipment (utility trailers, gators, golf carts etc...)

Class 3 to Class 7 Vehicles: \$121.00 an hour minimum 1/2 hour (exception – PM's). OT & Holiday rate \$141.00. These rates cover labor, fringe, shop overhead & fixed costs. This includes sweepers, small & medium dumps, steak beds, and service trucks.

Class 8 to Cnstr Equip: \$143.00 an hour minimum 1/2 hour (exception – PM's). OT & Holiday rate \$163.00. These rates cover labor, fringe, shop overhead & fixed costs. This includes 48' & 53' trailers of all kinds, Semi's, large dumps, and all yellow iron (off road construction equipment)

VENDOR (Third Party) REPAIRS – Labor & Fees at cost and Parts at plus 20% (This covers shop cost for vendor management).

SHOP FEE – This is calculated at 15% of the labor. This fee covers shop supplies & small, high turnover items such as nuts, bolts, washers, zip ties, grease, fluids etc...

FUEL – Cost, plus \$3.00 transaction fee for each transaction with the WEX Fuel Card. Fuel billings will be based on invoicing provided by WEX Fueling Systems. ***For customers that MCFS administers fuel system only.***



FLEET SERVICES – Service Level Agreement

MONTGOMERY COUNTY
ADMINISTRATION BUILDING

451 West Third Street, 9th Floor
Dayton, Ohio 45422-1110
www.mcohio.org

Fleet Services
2712 Springboro Pike
Moraine, OH 45439

COUNTY COMMISSIONERS

Judy Dodge
Deborah A. Lieberman
Carolyn Rice

COUNTY ADMINISTRATOR

Michael B. Colbert

DIRECTOR CENTRAL SERVICES

Kyle Kolopanis

FLEET SERVICES MANAGER

Jon Davis

This document is a Service Level Agreement (SLA) between the Montgomery County Fleet Services Department (FS) and the Montgomery County Board of County Commissioners (BCC) departments and agencies that report to the BCC. This SLA will also cover all departments and agencies outside of the BCC that FS supports with maintenance and repair services.

SERVICE REQUIREMENTS

FLEET MANAGEMENT SERVICES

FLEET SERVICES:

- Set-up and maintain all vehicle records and provide inventory and maintenance data reports to customers as defined by their requests
- Maintain automated fuel system for customers using BCC controlled fuel cards
- Draft, coordinate, and maintain vehicle/equipment specifications
- Provide End of Life data for customers to utilize for budgeting and purchasing decisions
- Liaise with vendors and customers to ensure proper OEM/Aftermarket levels are maintained
- Prepare documents (title/cert of ownership) and equipment for disposal
- Provide all licensing services for fleet vehicles and equipment
- Provide Fleet Management Information System (FMIS) (RTA) training and support
- Develop and support Monthly Management reports outlining fleet services activity
- Cradle to Grave management of repair and maintenance for all fleet vehicles
- Continually monitor fleet industry changes to include, out-sourced maintenance, lease v. own strategies, and best practices strategies

CUSTOMER – AGENCY/DEPARTMENT/DIVISION

- Provide accurate data to FS regarding vehicle assignments at the time of assignment/change of assignment
- Identify a Point of Contact (POC) for fleet related issues and discussions
- Openly discuss Repair & Maintenance requirements and needs
- Direct all vendor inquiries to Fleet Services (FS)
- Review and advise functionality and need for monthly management reports
- Analyze monthly report data and identify inaccuracies and notify FS
- Manage fleet assets as if they were your own

- Report all accidents and work-related damage to RISK and FS on the appropriate form and email
- Identify all service gaps
- Partner with FS to ensure your service needs are being addressed
- Operate and manage fleet assets globally – what is best for division, department, & county
- Notify FS of all changes to your vehicle inventory or assets that may impact this agreement

FLEET MAINTENANCE

FLEET SERVICES

- Provide professional maintenance services as transparent to end user as possible
- Maintain all fleet records
- Develop and maintain Preventive Maintenance (PM) program
- Complete work as promised
- Maintain cost controls and efficiencies
- Communicate with customer regarding vehicle maintenance activities
- Perform all safety related repairs prior to returning vehicle/equipment to customer
- Identify out-source opportunities to provide efficient and effective maintenance service
- Liaise with vendors and customers to ensure custodial control over cost and maintenance process
- Establish an hourly shop rate that recovers 100% of cost
- Establish vendor lists for authorized out-sourced maintenance
- Develop flat-rate pricing for routine services that assist customers in budget management
- Discuss and seek authorization from customers on high dollar repairs (value to be set by customer)
- Consult with customers on maintenance turn-around times and repair expectations
- Analyze out-source options as necessary to meet customer expectations and times

CUSTOMER – AGENCY/DEPARTMENT/DIVISION

- Support maintenance initiatives
- Ensure vehicle and equipment are available for PM activities
- Create a POC for FS maintenance discussions
- Support FS vendor networks
- Review monthly FS reports
- Analyze monthly report data and identify inaccuracies
- Manage fleet assets as if they were your own
- Identify all service gaps
- Conduct only those maintenance tasks authorized by FS

GENERAL STATEMENTS

Fleet Services is the counties' primary source for repairs and maintenance of its fleet assets. Fleet Services will continually strive to add value to the county and the FS customers. Customers (Agency/Department/Division) will support FS processes and procedures. Both FS and customers will review performance measurements.

REVIEW AND MODIFICATION

The customer POC's or their designees will meet and review service quality and levels on a quarterly

basis. The SLA may be modified at ANY time with the consent of both parties. An Amendment is the method to modify the basic SLA. Signatures and dates are required for the SLA and the Amendment, if applicable.

TERM OF AGREEMENT

This agreement is effective upon agreement of both parties and will remain in effect until further notice. Any changes that need to be made to this document shall be through the amendment process.

COMPENSATION AND BILLIING

Fleet Services will direct bill customers for telematic applications under MCFS control, fuel consumed (plus fee), fleet maintenance parts/supplies, and shop labor at an average computed rate base on geographic prevailing rates.

Fleet Services will apply a shop supply fee of 15% of labor billed on a WO. This fee covers items not covered by Vehicle Maintenance Reporting Standards (VMRS) code. This "Shop Fee" will not exceed \$1,500.00. These are items such as grease, nuts, bolts, washers, terminals, wire, zip ties, rags, cleaners, etc... Admin fees will apply for licensing/title work, and FMIS (RTA) updates (\$99 per hr.; example - 15min: .25*\$99 = \$24.75).

Billing will be processed bi-weekly based on transactions via the county's accounting system, adjustments or billing corrections will be addressed in the next billing cycle after investigation and adjustment is completed.

PRIMARY CONTACTS

The primary contact for each customer shall be contacted regarding operational services or an unusual event that could impact the agreement, service levels, or pricing.

The signatures below indicate agreement to this SLA, that it is valid, has achievable objectives and represents the intent of both parties to provide the scope of fleet-related services.

Jon M Davis
Fleet Services Manager

Customer Representative

CONTACT INFORMATION:

Office Phone: 937-224-3907

FAX: _____

E-mail: davisjo@mcohoio.org

Cell Phone: 937-703-3126

CONTACT INFORMATION:

Office Phone: _____

FAX: _____

E-mail: _____

Cell Phone: _____

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26-007

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES DO HEREBY APPROVE THIS RESOLUTION
CERTIFYING THE 2025 STREET LIGHTING ASSESSMENT FOR THE LIGHTING DISTRICT AND TO BE
SUBMITTED TO THE MONTGOMERY COUNTY AUDITOR’S OFFICE**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on the 6th day of January 2026 at 7:00 pm at the Township Offices located at 1 Business Park Drive, Dayton, Ohio, with the following members present:

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

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

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

WITNESSETH

WHEREAS, it is the sole responsibility of the Jefferson Township Trustees to assess the Township Lighting District to maintain street lights; and

WHEREAS, the Jefferson Township Trustees are required to decide annually in the month of August of each year, on what assessments are to be submitted; and

WHEREAS, the Jefferson Township Trustees will monitor the assessment process, and assures the county Auditor equally assesses all properties of the Jefferson Township Lighting District,

WHEREAS, the Jefferson Township Board of Trustees contracted Miami Valley Lighting to perform an annual inspection of each street light in the Lighting District; and

WHEREAS, Miami Valley Lighting is upgrading all lights to LED equipment and fixing any broken-down lights; and

WHEREAS, Jefferson Township Board of Trustees is required to pay for the annual invoice that is sent to the Township; and

WHEREAS, the Jefferson Township Trustees must account for the delinquency of collections and lack of payment by property owners to assure annual payment is made; and

WHEREAS, there is no “opt-out” or exit option for properties located in the Jefferson Township Lighting District(s); and

WHEREAS, the flat rate to be assessed for 2025 per property of the Jefferson Township Lighting District is be \$50.00/property, plus a 5% County Auditor fee charged for collections; and

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Township Board of Trustees to approve the street lighting assessments for **\$102,450.00**, and authorize the Township Fiscal Officer to file these assessments with the Montgomery County Auditor’s Office for the 2025 tax year. (Attachment).

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 6th day of January 2026

Signed by:

Sheila Back, Trustee

Oscar Young, Trustee

Vera Powell, Trustee

Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer

**EFFERSON TWP STREET LIGHTS
ASSESSMENTS
as of August 2025**

PROJECT NUMBER	TAX YEAR	AMOUNT
21200	2025	50.00
21200	2025	50.00
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**EFFERSON TWP STREET LIGHTS
ASSESSMENTS
as of August 2025**

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**EFFERSON TWP STREET LIGHTS
ASSESSMENTS
as of August 2025**

PROJECT NUMBER	TAX YEAR	AMOUNT
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**EFFERSON TWP STREET LIGHTS
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**EFFERSON TWP STREET LIGHTS
ASSESSMENTS
as of August 2025**

PROJECT NUMBER	TAX YEAR	AMOUNT
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**EFFERSON TWP STREET LIGHTS
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**EFFERSON TWP STREET LIGHTS
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EFFERSON TWP STREET LIGHTS
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**EFFERSON TWP STREET LIGHTS
ASSESSMENTS
as of August 2025**

PROJECT NUMBER TAX YEAR AMOUNT