



AGENDA

JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO BOARD OF TRUSTEES

REGULAR SESSION

1 BUSINESS PARK Dr., DAYTON, OHIO 45417

June 17, 2026, 12:00 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 June 2, 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. BZA Appeal
Case -2025-011**

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 26-089**

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP FIRE CHIEF TO HIRE PROBATIONARY PART-TIME TRISTA ENDSLEY

- **Resolution 26-090**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE NON-COMPLIANCE TERMINATION RECOMMENDATION OF KASEY MILLER FROM THE JEFFERSON TOWNSHIP FIRE DEPARTMENT
- **Resolution 26-091**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AMENDING THE 2026 APPROPRIATIONS FOR THE CEMETERY FUND
- **Resolution 26-092**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZE PERFORMANCE-BASED COMPENSATION ADJUSTMENTS
- **Resolution 26-093**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES APPROVES A WAGE ADJUSTMENT FOR PAUL SHERMAN UPON OBTAINING SPRAY LICENSE
- **Resolution 26-094**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZE PERFORMANCE-BASED COMPENSATION ADJUSTMENTS
- **Resolution 26-095**
THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE RESIGNATION OF SHIFT SUPERVISOR (CAPTAIN) ANTHONY CROWDER FROM THE JEFFERSON TOWNSHIP FIRE DEPARTMENT

IX. **Trustee Comments**

x. **Adjournment**

Motion to Adjourn Meeting by **Back () Young () Powell ()**
 Second by **Back () Young () 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. 26-089

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZES THE TOWNSHIP FIRE CHIEF TO HIRE PROBATIONARY PART-TIME EMT TRISTA ENDSLEY.

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on June 17, 2026, at 12:00 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. Trista Endsley
Probationary EMT
Flex-Shifted Part-Time
\$18.00 per hour
Effective 06/08/2026

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 EMT Trista Endsley to the Jefferson Township Fire Department.

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 17th day of June 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
_____, **Fiscal Officer**

Resolution 26-089

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-090

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE NON-COMPLIANCE TERMINATION
RECOMMENDATION OF KASEY MILLER FROM THE JEFFERSON TOWNSHIP FIRE DEPARTMENT.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on June 17, 2026, at 12:00 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 quality staffing and desires to provide excellent EMS and Fire protection to the residents of Jefferson Township; and

WHEREAS, the Jefferson Township Board of Trustees has set a monthly minimum 48-hour requirement for our employees by Memo (10/24/2024); and

WHEREAS, the Fire Chief has recommended the termination and separation of Kasey Miller from the Jefferson Township Fire Department for the Non-Compliance of failing to work a monthly minimum of 48 hours

NOW, THEREFORE, the Board of Trustees of Jefferson Township, Montgomery County, Ohio, accepts the recommendation from the Fire Chief and orders the immediate termination of Kasey Miller effective June 17, 2026.

The vote was as follows:

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

Adopted: 17th day of June 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
_____, **Fiscal Officer**

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-091**

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AMENDING THE 2026 APPROPRIATIONS FOR THE
CEMETERY FUND**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on June 17, 2026, at 12:00 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 Board of Township Trustees has determined that additional appropriations are necessary within the Cemetery Fund; and

WHEREAS, the Fiscal Officer has determined that sufficient unappropriated resources are available within the Cemetery Fund to support the additional appropriation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Jefferson Township, Montgomery County, Ohio, that the annual appropriations for Fiscal Year 2026 are hereby amended as follows:

| Fund | Account/Line Item | Increase |
|---------------|-------------------|------------|
| Cemetery Fund | 2041-410-190-0000 | \$6,000.00 |

BE IT FURTHER RESOLVED that the Fiscal Officer, or designee, is authorized and directed to make all necessary accounting entries to reflect this appropriation amendment.

The vote was as follows:

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

Adopted: 17th day of June 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-091**

Sheila Back, Vice President

Attest to Trustees Signatures:
_____, Fiscal Officer

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-092

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZE PERFORMANCE-BASED COMPENSATION ADJUSTMENTS

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on June 17, 2026, at 12:00 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 ()**

WHEREAS, the Jefferson Township Board of Trustees recognizes that employee performance is critical to maintaining high-quality Township operations and services; and

WHEREAS, the Township utilizes a performance evaluation process to assess employee effectiveness, accountability, and overall contributions; and

WHEREAS, the listed employees have demonstrated favorable performance based on their most recent evaluations; and

WHEREAS, the Township Administrator has recommended compensation adjustments to recognize and retain high-performing employees in alignment with budgetary capacity;

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

Section 1. Approval of Salaried Compensation Adjustments

That, effective **June 14, 2026**, the annual salaries of the following employees are hereby established as follows:

- **Gregory Wilcox**– Annual Salary: **\$71,287.29**
- **Larry Minnifield** – Hourly Rate: **\$22.00**

Section 2. Basis of Adjustments

That these adjustments are based on documented **favorable performance evaluations** and are intended to support employee retention, morale, and continued service excellence.

Section 3. Fiscal Implementation

Resolution 26-092

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-092

That the Fiscal Officer is hereby authorized to process all necessary payroll adjustments consistent with this Resolution and the Township's approved budget.

Section 4. Administrative Oversight

That the Township Administrator shall ensure that all compensation adjustments are administered consistently and in alignment with Township policies and procedures.

Section 5. Effective Date

That this Resolution shall take effect and be in force at the earliest time permitted by law.

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 17th day of June 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
_____, **Fiscal Officer**

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-093

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES APPROVES A WAGE ADJUSTMENT FOR PAUL SHERMAN
UPON OBTAINING A COMMERCIAL SPRAY LICENSE**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on June 17, 2026, at 12:00 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, Paul Sherman is currently employed by Jefferson Township in the Road Department;
and

WHEREAS, Mr. Sherman has successfully obtained his Commercial Spray License, enhancing his qualifications and ability to perform specialized duties for the Township; and

WHEREAS, the Board of Trustees recognizes the value of this certification and the benefit it provides to Township operations;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF JEFFERSON TOWNSHIP:

Section 1. Wage Adjustment

The hourly rate of pay for Paul Sherman is hereby increased to **twenty dollars (\$20.00) per hour.**

Section 2. Effective Date

This wage adjustment shall be effective **June 14, 2026.**

Section 3. Purpose

This adjustment reflects the attainment of a Commercial Spray License and the additional responsibilities and qualifications associated with such certification.

Section 4. Authorization

The Fiscal Officer is hereby authorized to make the necessary adjustments to payroll consistent with this Resolution.

The vote was as follows:

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

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-093**

Adopted: 17th day of June 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
_____, **Fiscal Officer**

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-094**

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AUTHORIZE PERFORMANCE-BASED COMPENSATION
ADJUSTMENTS**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on June 17, 2026, at 12:00 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 ()**

WHEREAS, the Board of Township Trustees has reviewed the performance, responsibilities, and compensation of certain part-time employees within the Jefferson Township Road Department; and

WHEREAS, the Board finds it appropriate to adjust the hourly wage rates of these employees in recognition of their continued service and contributions to the Township;

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

Section 1. Approval of Compensation Adjustments

That, effective **June 14, 2026**, the annual salaries of the following employees are hereby established as follows:

- **Robert Griffin**– Hourly Rate: \$22.00
- **Charles Connel** – Hourly Rate: \$22.00

Section 2. The Township Administrator and Fiscal Officer are authorized to take all actions necessary to implement the compensation adjustments approved herein.

Section 3. The Fiscal Officer is authorized and directed to make all necessary payroll adjustments consistent with this Resolution.

Section 4. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board in compliance with all applicable legal requirements.

Section 5. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Resolution 26-094

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-094**

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

Vera Powell

Yes No Abstain

Adopted: 17th day of June 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
_____, **Fiscal Officer**

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-095

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE RESIGNATION OF SHIFT SUPERVISOR
(CAPTAIN) ANTHONY CROWDER FROM THE JEFFERSON TOWNSHIP FIRE DEPARTMENT.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on June 17, 2026, at 12:00 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, Anthony Crowder has resigned his position with the Jefferson Township Fire 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 Anthony Crowder from the Jefferson Township Fire Department with this Resolution 26-095.

WHEREAS, the Board of Trustees instructs the Fire Chief to write a letter denoting the acceptance of said resignation and a letter of appreciation to be sent to the employee (Resignation on file)

NOW, THEREFORE, the Board of Trustees of Jefferson Township, Montgomery County, Ohio, hereby accepts the resignation of Shift Supervisor (Captain) Anthony Crowder from the Jefferson Township Fire Department effective June 10, 2026.

The vote was as follows:

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

Adopted: 17th day of June 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
_____, **Fiscal Officer**

Resolution 26-095

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-096

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES APPOINTS ADRENNIA KELLY AS DEPUTY FISCAL OFFICER FOR JEFFERSON TOWNSHIP AND AUTHORIZING HER TO ASSIST WITH THE PERFORMANCE OF FISCAL OPERATIONS DURING THE TRANSITION FOLLOWING THE PASSING OF FISCAL OFFICER CHARLENE CHATTAMS

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on June 17, 2026, at 12:00 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 Fiscal Officer Charlene Chattams faithfully served the residents of Jefferson Township and her passing has created a significant loss for the Township and its residents; and

WHEREAS, the Jefferson Township Board of Trustees extends its deepest condolences to the family, friends, and loved ones of Charlene Chattams and expresses its gratitude for her years of dedicated public service; and

WHEREAS, the Township must continue to conduct its fiscal operations, including payroll, accounts payable, receipts, financial reporting, budget administration, and other duties necessary for the continued operation of Township government; and

WHEREAS, the Board of Trustees is actively conducting a search for a qualified individual to fill the vacancy in the office of Township Fiscal Officer in accordance with Ohio law; and

WHEREAS, the Board finds it necessary and in the best interest of the Township to appoint a Deputy Fiscal Officer to assist with the administration of Township fiscal functions during this transition period;

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

SECTION 1. The Board of Trustees hereby appoints Adrennia Kelly as Deputy Fiscal Officer for Jefferson Township effective June 17, 2026.

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 26-096

SECTION 2. Mrs. Kelly shall assist in the administration of Township fiscal operations and perform such duties as may be authorized by law, Township policy, and the direction of the Board of Trustees, as applicable.

SECTION 3. Mrs. Kelly is authorized to receive training, access Township financial systems, prepare financial records, assist with payroll and accounts payable processes, coordinate with auditors and regulatory agencies, and perform other administrative functions necessary to support Township operations.

SECTION 4. The Board authorizes the Township Administrator, legal counsel, banking institutions, software vendors, and other necessary parties to provide Mrs. Kelly access to information and resources required to perform her duties as Deputy Fiscal Officer, subject to applicable legal requirements and internal controls.

SECTION 5. Compensation for the Deputy Fiscal Officer position shall be established by separate action of the Board of Trustees.

SECTION 6. 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: 17th day of June 2026

Signed by:

Oscar Young, President

Vera Powell, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
_____, **Fiscal Officer**