



AGENDA

JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO BOARD OF TRUSTEES

REGULAR SESSION

1 BUSINESS PARK Dr., DAYTON, OHIO 45417

August 20, 2025, 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
Present Absent

Sheila Back
Present Absent

M. Michael McLaughlin
Present Absent

IV. Approval of Regular Meeting Minutes

• **August 4, 2025**

Motion to accept the approval of Regular Meeting Minutes

Motion by **Young () Back () McLaughlin ()**

Second by **Young () Back () McLaughlin ()**

V. Fiscal Officer Report

Motion to Accept the Fiscal Officer Report and pay the bills

Motion by **Young () Back () McLaughlin ()**

Second by **Young () Back () McLaughlin ()**

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 25-107**

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE RECOMMENDED PROBATIONARY RELEASE OF CHRISTOPHER ATHERTON FROM THE JEFFERSON TOWNSHIP FIRE DEPARTMENT, EFFECTIVE AUGUST 4, 2025.

• **Resolution 25-108**

THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE RESIGNATION OF LIEUTENANT / PARAMEDIC LISA HUMMEL.

• **Resolution 25-109**

THE JEFFERSON TOWNSHIP AMENDS THE JEFFERSON TOWNSHIP ZONING CODE TO ADD ENFORCEMENT AUTHORITY AND STOP WORK ORDERS

VIII. Proclamation

IX. Swearing in

- Shifted Captain Kristopher Schnell

x. Staff Reports

- Road Department
- Code Enforcement

XI. Executive Session

Pursuant to Ohio Revised Code section 121.22(G)(2), 121.22(G)(4) I move that we enter into an executive session: To consider at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

Motion to Enter ES by Young () Back () McLaughlin ()
Second by Young () Back () McLaughlin ()
Time: _____

Motion to Exit ES by Young () Back () McLaughlin ()
Second by Young () Back () McLaughlin ()
Time:

XII. Adjournment

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

Roll Call:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

M. Michael McLaughlin

Yes No Abstain

Time of Adjournment: _____

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 25-107**

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE RECOMMENDED
PROBATIONARY RELEASE OF CHRISTOPHER ATHERTON FROM THE JEFFERSON TOWNSHIP FIRE
DEPARTMENT EFFECTIVE AUGUST 4, 2025.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on August 20, 2025, 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 () M. Michael McLaughlin ()

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

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;

WHEREAS, the Jefferson Township Fire Department has set goals and high standards for our employees to meet and maintain; and

WHEREAS, the Fire Chief has recommended the Probationary Release of Firefighter Christopher Atherton from the Jefferson Township Fire Department.

NOW, THEREFORE, BE IT RESOLVED the Jefferson Township Board of Trustees accepts the recommendation from the Fire Chief and orders the immediate Probationary Release of Firefighter Christopher Atherton from the Jefferson Township Fire Department.

The vote was as follows:

Oscar Young				Sheila Back				M. Michael McLaughlin			
Yes	No	Abstain		Yes	No	Abstain		Yes	No	Abstain	

Adopted: 20th day of August 2025

Signed by:

Oscar Young, President

M. Michael McLaughlin, Trustee

Sheila Back, Vice President

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

Resolution 25-107

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 25-108

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ACCEPTS THE RESIGNATION OF LIEUTENANT / PARAMEDIC
LISA HUMMEL.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on August 4, 2025, at 7:00 pm at the Township Offices located at 1 Business Park Dr., Dayton, Ohio, with the following members present:

Oscar Young () Sheila Back () M. Michael McLaughlin()

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

WITNESSETH

WHEREAS, Lisa Hummel has resigned her 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 Lisa Hummel from the Jefferson Township Fire Department with this Resolution 25-108.

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 Lieutenant Paramedic Lisa Hummel from the Jefferson Township Fire Department effective August 15, 2025.

The vote was as follows:

Oscar Young				Sheila Back				M. Michael McLaughlin			
Yes	No	Abstain		Yes	No	Abstain		Yes	No	Abstain	

Adopted: 20th day of August 2025

Signed by:

Oscar Young, President

M. Michael McLaughlin, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer

Resolution 25-108

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 25-109**

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES AMENDS THE JEFFERSON TOWNSHIP ZONING CODE TO ADD
ENFORCEMENT AUTHORITY AND STOP WORK ORDERS.**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on August 20, 2025, 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 () M. Michael McLaughlin()

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

WITNESSETH

WHEREAS, the Jefferson Township Board of Trustees desires to ensure full compliance with the adopted Zoning Code for the protection of public health, safety, and welfare;

WHEREAS, the Zoning Code currently lacks specific provisions for enforcement procedures and penalties for violations, including unauthorized construction, land use, and development activity;

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

Section 1. New Section Added to Zoning Code

A new section shall be added to the Jefferson Township Zoning Code titled:

Article 35 Section 3501: Enforcement, Penalties, and Stop Work Orders

A. Authority to Enforce

The Township Administrator or Zoning Administrator is hereby authorized to:

- Enforce the provisions of the Zoning Code;
- Issue citations, notices of violation, and Stop Work Orders as necessary;
- Engage the Montgomery County Sheriff or contracted law enforcement for enforcement support.

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 25-109

B. Stop Work Orders

Whenever any work is found to be occurring in violation of the Zoning Code, including work without a zoning certificate or in violation of approved conditions, the Zoning Administrator may issue a written **Stop Work Order**.

The order shall:

1. Identify the violation;
2. Direct that **all work cease immediately**.
3. Specify any corrective action required.
4. State applicable penalties for noncompliance.
5. Advice on the right to appeal.

A copy shall be:

- Posted on the subject property, and
- Sent by certified mail to the property owner and/or permit applicant.

No work may resume until all corrective actions are completed and all required approvals and payments are satisfied.

C. Penalties and Fees for Zoning Violations

In cases of failure to comply with this Code or a Stop Work Order, the following penalties shall apply:

- **First Offense:** A fine of \$100 to \$500.
- **Second Offense (within 12 months):** A fine of \$500 to \$1,000.
- **Third and Subsequent Offenses (within 12 months):** A fine of \$1,000 every 15 days until the violation is resolved.

The Township may pursue **injunctive relief** or any lawful remedy through the **Montgomery County Court of Common Pleas**.

D. Administrative Fees for Compliance Oversight

To recover enforcement costs, the following **non-refundable fees** shall apply:

- **Administrative Fee:** \$50 per violation notice
- **Reinspection Fee:** \$100 per follow-up inspection
- **Compliance Plan Review:** \$150 when required by the Administrator

E. Recovery of Legal and Abatement Costs

Resolution 25-109

BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO
RESOLUTION NO. 25-109

The responsible party shall be liable for:

- All legal fees incurred by the Township for enforcement actions;
- All costs related to Township-led abatement efforts, including labor, materials, and administrative expenses. These costs may be certified to the County Auditor for assessment on the tax duplicate if unpaid.

F. Appeal Process

Any person aggrieved by a Stop Work Order or zoning violation notice may:

- Appeal in writing within **10 calendar days** of the notice;
- File the appeal with the Zoning Administrator;
- Pay a filing fee of **\$500**;
- Be scheduled for a public hearing before the **Jefferson Township Board of Zoning Appeals (BZA)** pursuant to BZA rules.

G. Conditions for Resuming Work

Work may not resume until:

- The violation has been corrected to the satisfaction of the Zoning Administrator;
- All necessary zoning and building approvals have been obtained; and
- All penalties, legal costs, and fees have been paid in full.

Section 2. Effective Date

This amendment shall take effect immediately upon passage and legal publication and shall be incorporated into the Jefferson Township Zoning Code.

The vote was as follows:

Oscar Young

Yes No Abstain

Sheila Back

Yes No Abstain

M. Michael McLaughlin

Yes No Abstain

Adopted: 20th day of August 2025

Signed by:

Oscar Young, President

M. Michael McLaughlin, Trustee

Sheila Back, Vice President

Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer

Resolution 25-109