

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

**Regular Meeting (Wednesday, July 16, 2025)**

**Members present:**

Oscar Young, Sheila Back  
Charlene Chattams

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

- 1. Welcome/ Pledge of Allegiance**  
**Information, Minutes, Procedural: A. Call to Order – Oscar Young, President**  
**I pledge allegiance.**
- 2. Procedural: B. Roll Call**  
Oscar Young, Sheila Back
- 3. Approval of Regular Meeting Minutes**  
July 1, 2025

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

Yes: Oscar Young, Sheila Back

**4. Fiscal Officer Report**

The Fiscal Officer that the Auditor is halfway through the 2024 Audit. An error with procedural was found and will be corrected going forward. This experience has been a learning process and with the audit year encompassing some of the previous Fiscal Officer time in office. Fiscal Officer will begin on June reconciliation on Friday, July 18<sup>th</sup> for the credit card reports. The Internet was down at the administrative building July 10<sup>th</sup> though the 14<sup>th</sup> and caused interruptions to workflow. Fiscal officer will be reaching out to our internet provider to get a reduction on our bill due to the outage.

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

Yes: Oscar Young, Sheila Back

**5. Public Comments**

Citizens gave comments on concerns within the township.

## **6. Resolutions for Consideration:**

### **Action, Information, Minutes: Resolution 25-090**

I recommend approval of Resolution 25-090 – the Jefferson Township Board of Trustees accepts sponsorship donations from Paul's Outdoor Lawncare, Midnight Throne of Hope Foundation, Russel and Sheila Back, and Cyrus Auto for Jefferson Township Day.

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

Yes: Oscar Young, Sheila Back.

### **Action, Information, Minutes: Resolution 25-091**

I recommend approval of Resolution 25-091 – the Jefferson Township Board of Trustees approves and certifies delinquent waste collection bills to the Montgomery County Auditor's Office.

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

Yes: Oscar Young, Sheila Back.

### **Action, Information, Minutes: Resolution 25-092**

I recommend approval of Resolution 25-092 – the Jefferson Township Board of Trustees do hereby approve the removal of nuisance vegetation charges for property 124 Holland, Parcel ID G29 18201 0179 as previously approved in Resolution 24-016, totaling \$1,005.00 for the 2023 assessment year.

Motion by Shiela Back, Seconded by Oscar Young.  
Final Resolution: Motion carried.

Yes: Oscar Young, Sheila Back.

### **Action, Information, Minutes: Resolution 25-093**

I recommend approval of Resolution 25-093 – the Jefferson Township Board of Trustees approve the removal of nuisance vegetation charges for property 105 Holland, Parcel ID G29 18201 0205, totaling \$1,088.48 for the 2023 assessment year.

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

Yes: Oscar Young, Sheila Back.

**Action, Information, Minutes: Resolution 25-094**

I recommend approval of Resolution 25-094 – the Jefferson Township Board of Trustees authorizes the removal of vegetation, garbage, refuse, and any other debris and declares a nuisance for the property located at 5789 Dayton-Liberty Road, Dayton, Ohio 45417, Auditor's Parcel ID G27 01611 0112.

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

Yes: Oscar Young, Sheila Back.

**Action, Information, Minutes: Resolution 25-095**

I recommend approval of Resolution 25-095 – the Jefferson Township Board of Trustees authorizes the removal of vegetation, garbage, refuse, and any other debris and declares a nuisance for the property located at 36 Infirmary Road, Dayton, Ohio 45417, Parcel ID G29 18222 0017.

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

Yes: Oscar Young, Sheila Back.

**Action, Information, Minutes: Resolution 25-096**

I recommend approval of Resolution 25-096 – the Jefferson Township Board of Trustees approved to proceed to place a levy on the ballot.

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

Yes: Oscar Young, Sheila Back.

**Action, Information, Minutes: Resolution 25-097**

I recommend approval of Resolution 25-097 – the Jefferson Township Board of Trustees amends Title XVIII of the Jefferson Township Ordinance Code to prohibit the placement of grass clippings and yard waste on public roadways, and to establish enforcement penalties.

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

Yes: Oscar Young, Sheila Back.

## 7. Department Reports

**Road Department:** Kenneth Smith, Road Supervisor, stated that the road department had installed the culvert pipe on Germantown Liberty Road, rip rap rocks are still needed on the ends to make sure it doesn't wash away. Asphaltting of the culvert pipe replacements will begin soon. Cutbacks and being done when the tractor is up and running. Lot cuts stemming from violations are Germantown Pike, Derby Road, Radcliffe Heights. Other properties maintained by the road department include Richardson Park, Lower Miami Valley Cemetery, and Blairwood Park. Maintenance updates, Ford tractor had the rear mower repaired, Dump truck 002 will be completed by the end of the week, and 03 mower had the PTO clutch and belt replaced.

**Code Enforcement:** Larry Minifield, Code Enforcement, completed 32 inspections and violations with two being complaint-driven. Total cases resolved were twenty-five and twenty-one being voluntary compliant. Fines issued totaling \$1,450.00. Code Enforcement has four nuisance abatement cases with one being in compliance and another promising to be compliant soon. Junk vehicles, trailers, and abandoned vehicles are becoming increasingly less of a hindrance while RV's continue to be an ongoing issue.

## 8. Adjournment Action: Adjournment

I'll make a motion to adjourn the meeting.

Motion by Oscar Young, seconded by Sheila Back.

Final Resolution: Motion Carried.

Yes: Oscar Young, Sheila Back.

Adjournment 12:37 PM

Attest by:

  
Oscar Young, President

  
Charlene Chattams, Fiscal Officer

Approval Date: 8-4-25