

# RECORD OF PROCEEDINGS

Minutes of

Jerome Township Board of Trustees

Meeting

GOVERNMENT FORMS &amp; SUPPLIES 644-224-3338 FORM NO. 10148

Held

June 7, 2022

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The Jerome Township Board of Trustees met in regular session on June 7, 2022 at 7:00 p.m. Board Chairman Megan Sloat called the meeting to order and led the Pledge of Allegiance. Megan Sloat, Barry Adler and Wezlynn Davis answered the roll call. Also in attendance were Debbie Bollinger (Administrative Assistant), Eric Snowden (Zoning Coordinator/Inspector), Doug Stewart (Fire Chief), Brehl Fillingner (Road Supervisor), Jennifer Huber (Brosius, Johnson & Griggs), and members of the public.

Ms. Sloat presented the agenda which was reviewed, modified as necessary and approved.

Prior to the meeting Robert Caldwell, Fiscal Officer, provided the Board with updated financial reports (receipt account status, appropriation status and fund status), pending warrants as detailed in the "Pending Warrant Report" for payment, and certified that there were sufficient funds to pay the bills. It was moved by Megan Sloat and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees approve warrants 42796 through 42841 and 92037 through 92039 for payment.**

The vote resulted as follows:

Megan Sloat, yes  
Barry Adler, yes  
Wezlynn Davis, yes

**The motion carried.**

Megan Sloat stated that she initially took on the time capsule project when she was elected to the Board several years ago. She explained the monument was dedicated May 30, 1913, and at the time local residents created a time capsule that was placed inside and indicated that it be opened in 2013. When officials opened the capsule nine years ago when the monument was moved to the new site, the contents had been destroyed because the container was not weatherproof. Ms. Sloat stated Noah Kuck, a Boy Scout has offered to take on the project as part of his Eagle Scout project. Mr. Kuck reported he has been in contact with the Plain City Historical Society, whose members have helped guide his project plan. He proposed adding to the capsule flyers, history books, current documents, and interviews with local people. He said individuals from the historical society encouraged him to add videos on DVDs along with a DVD player. He noted that he will protect each artifact by double sealing it in two plastic zipper bags. Ms. Sloat added that Ferguson Funeral Home had already donated a waterproof container that will function as the actual capsule. Ms. Sloat said the goal is to host a ceremony to rededicate the capsule. It was indicated the project will likely be completed in August 2023. The Board agreed to provide funding of \$300 to \$400 for the project.

It was moved by Megan Sloat and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees approve Noah Kuck to take on the time capsule project.**

The vote resulted as follows:

Megan Sloat, yes  
Barry Adler, yes  
Wezlynn Davis, yes

**The resolution carried. (Res. 22-057)**

It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees approve funds for the time capsule project being performed by Noah Kuck in the amount of \$400.**

The vote resulted as follows:

Megan Sloat, yes  
Barry Adler, yes  
Wezlynn Davis, yes

**The resolution carried. (Res. 22-058)**

### Executive Session

At 7:17 p.m. it was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees adjourn into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider complaints against a public employee.**

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The vote resulted as follows:

Megan Sloat, yes

Barry Adler, yes

Wezlynn Davis, yes

The motion carried.

At 7:57 p.m. it was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees adjourn from executive session.**

The vote resulted as follows:

Megan Sloat, yes

Barry Adler, yes

Wezlynn Davis, yes

The motion carried.

Megan Sloat stated the role of zoning department liaison is not being carried out in a way the Board envisioned and discussed. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees remove Barry Adler as the liaison for the Zoning Department.**

The vote resulted as follows:

Megan Sloat, yes

Barry Adler, no

Wezlynn Davis, yes

The resolution carried. (Res. 22-059)

It was moved by Wezlynn Davis and seconded by Megan Sloat that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees appoint Megan Sloat as the liaison for the Zoning Department.**

The vote resulted as follows:

Megan Sloat, yes

Barry Adler, yes

Wezlynn Davis, yes

The resolution carried. (Res. 22-060)

Department Reports

Public Safety Officer

The PSO reported an increase in vehicle accidents primarily in the Routes 42 and 33 as well as Industrial Parkway.

Fire Division

Doug Stewart, Fire Chief, provided the following:

- Responses for May including a fatal motorcycle crash on Industrial Parkway
- Station 211 drone footage
- Station 211 meeting with contractor to discuss roof options
- Staff attending car seat check classes
- Grant opportunity for first responders

It was moved by Barry Adler and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees approve moving forward with the state grant application for the Fire Division.**

The vote resulted as follows:

Megan Sloat, yes

Barry Adler, yes

Wezlynn Davis, yes

The motion carried.

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### Road Division

The Board discussed the baseball field letter identifying changes to be made. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees approve the baseball letter as stated with the stated corrections.**

The vote resulted as follows:

Megan Sloat, yes  
Barry Adler, yes  
Wezlynn Davis, yes

**The motion carried.**

Breht Fillingger reported the receipt of an application from an individual with experience, background of equipment maintenance, Class B CDL license, and the need to increase staffing of the Road Department. He reported that he had discussed the budget with Mr. Caldwell who reported there was enough money to fund another position. It was indicated that the individual has been interviewed by department heads and is needed due to the challenges in the Road Department with growth in the Township. It was reported there are more than forty-four miles of road to be plowed in the winter in addition to other jobs that need more than three people to do. Added staffing will also assist with burials and provide for time off.

Barry Adler questioned whether this position was advertised. It was indicated that this application was part of the previous job opening and was not a separate solicitation. Mr. Adler stated his concern about funding, noting he was not aware of this position and asked for more time for questions and to discuss. It was agreed to continue the discussion at the next meeting.

### Zoning

Eric Snowden provided a comprehensive plan update indicating four responses had been received from the request for qualifications. He stated the next step is for the panel to be assembled to interview the responses. The panel is to consist of Ms. Davis as the coordinator, with two residents to be identified to serve on the panel. It was agreed status of this project will be a standing agenda item for the Zoning Department.

The Board had previously adopted a rezoning hearing policy that provided the hearing would be closed and a decision would be made at the next regularly scheduled meeting. This policy was adopted by a previous Board to allow Board members time to address any concerns or questions which may have been raised during the hearing and served to set expectations for applicants seeking a rezoning. The current Board has raised concerns with the policy noting that at times it may delay a decision by the Board when additional time is not needed. Mr. Snowden noted that the Board has several options at the end of the public hearing, they can render a decision, continue the hearing, or close the hearing and render a decision at a later time. He also noted the Board can function without a policy in place. It was moved by Wezlynn Davis and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees rescind the policy on public hearings for zoning amendments.**

The vote resulted as follows:

Megan Sloat, yes  
Barry Adler, yes  
Wezlynn Davis, yes

**The resolution carried. (Res. 22-061)**

### Old Business

Barry Adler provided an information technology update noting the following:

- Contract is still under review with changes to be received next week
- Audio and video options are being employed with other options being researched
- Research being conducted on cyber security
- Potential need for a new sound board

He indicated an additional update will be provided at the next meeting.

Eric Snowden reported he had a conversation with Sheriff Patton regarding the noise resolution. He stated that Sheriff Patton wanted to look at it with Dave Phillips the Prosecuting Attorney and Thayne Gray. Mr. Snowden indicated he will provide the Board with a draft for additional review following feedback from the Sheriff and Prosecutor.

The Board confirmed they received updated job descriptions with changes. The Board discussed various items relating to the job descriptions including formatting inconsistencies, whether salary and benefits should be a part of the job description, and to include such items as the ability to be bonded, drug

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testing, etc. The Board also considered whether some of these items are or should be a part of the handbook.

The Board agreed to move forward with the Township Administrator job description. It was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees adopt the Township Administrator job description with revisions.**

The vote resulted as follows:

Megan Sloat, yes  
Barry Adler, yes  
Wezlynn Davis, yes

**The motion carried.**

The Board also agreed to move forward with the office job descriptions. It was moved by Wezlynn Davis and seconded by Megan Sloat that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees adopt the Office Manager job description with revisions.**

The vote resulted as follows:

Megan Sloat, yes  
Barry Adler, yes  
Wezlynn Davis, yes

**The motion carried.**

The Board noted changes to be made to the Office Clerk/Administrative Assistant job description. It was moved by Wezlynn Davis and seconded by Megan Sloat that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees adopt the Office Clerk/Administrative Assistant job description with revisions.**

The vote resulted as follows:

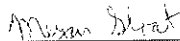

Megan Sloat, yes  
Barry Adler, yes  
Wezlynn Davis, yes

**The motion carried.**

### New Business

The Board discussed the State Route 736 park noting concerns of the Road Department of the amount of time needed to care for this park in light of the fact that the Township does not own this park. It has been determined the park is owned by the State of Ohio, but the Township has been maintaining it for years. Breht Fillinger noted that the park is being used as a dumping ground for trash and is in need of maintenance. The Board discussed options including contacting the State and the possibility of removing the fixtures and mowing three to four times a year. It was recommended to delay any action until the rock is moved.

At 10:24 p.m. it was moved by Megan Sloat and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adjourn. The motion carried.

  
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 Megan Sloat, Chairman  
  
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 Robert Caldwell, Fiscal Officer