

**RECORD OF PROCEEDINGS**  
Jerome Township Board of Trustees

Minutes of

Meeting

GOVERNMENT FORMS &amp; SUPPLIES 644-224-9339 FORM NO. 10148

Held

June 20, 2023

20

The Jerome Township Board of Trustees met in regular session on June 20, 2023, at 7:00 p.m. Board Chairman Wezlynn Davis called the meeting to order and led the Pledge of Allegiance. Barry Adler and Wezlynn Davis answered the roll call, Megan Sloat was absent. Also in attendance were Robert Caldwell (Fiscal Officer), Brandon Standley (Township Administrator), Peter Griggs (Brosius, Johnson & Griggs) and members of the public.

Wezlynn Davis presented the agenda which was reviewed, modified as necessary and approved.

Robert Caldwell presented minutes for approval. 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 waive the reading and approve the following minutes:**

- Regular meeting of May 3, 2023
- Special meeting of May 5, 2023
- Special meeting of May 10, 2023
- Regular meeting of May 16, 2023

Being no opposition, the motion carried.

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

**The Jerome Township Board of Trustees approve warrants 43701 through 43785 and 93039 through 93049 for payment.**

The vote resulted as follows:

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

**The motion carried.**

Robert. Caldwell asked the Board to approve the following amendment to the 2023 Appropriations Resolution. 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 amend the 2023 Appropriations Resolution as follows:**

- Appropriate \$28,500 from previously un-appropriated funds to appropriation 05-A-10 "Repairs" Cemetery Fund

The vote resulted as follows:

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

**The resolution carried. (Res. 23-059)**

Janell Alexander the Deputy Director of the Union County Human Services agency addressed the Board regarding services provided to Union County seniors. She indicated that funding for the programs comes from a split of an approved sales tax levy. Programs funded by the agency include mobile meals, Medicare counseling, personal care, etc. on a cost sharing basis based on income. Transportation services are provided at no costs and consist primarily of transportation to medical appointments.

Public Participation

Barry Adler asked to speak as part of public comment stating he wished to provide comments regarding economic development matters. He said the politics of money sometimes gets in the way of what should be common goals. However, due to the actions of several parties, a tentative agreement fell apart which set off a chain of further actions that resulted in basically a jab and counter-jab about who will be controlling and deciding how tax funds would be collected and public improvements funded through tax increment financings. He expressed his desire to return to the negotiating table and find common ground noting he felt the parties were close to an agreement in March. He expressed concern that prospective businesses are seeing disarray and will likely look elsewhere to invest their dollars, jobs and projects.

Wezlynn Davis responded that she is surprised that Mr. Adler may not have been in support of the actions as he seconded the motions and voted in favor of the actions.

Department Reports

Zoning

Brandon Standley reported that several resumes had been received for the assistant zoning inspector position. He also indicated the Township is seeking interested parties to participate in the comprehensive

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plan. Barry Adler asked that the deadline for applications be extended. 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 extend the deadline for applications to participate in the comprehensive plan**

The vote resulted as follows:

Megan Sloat, absent

Barry Adler, yes

Wezlynn Davis, yes

The motion carried.

Administration

Brandon Standley stated he has looked at options for office space needs and narrowed the options to two, rent modular units or renovate the existing building. He provided the Board with a quote to renovate the Township Hall to provide for a small conference room and an additional office. The quote was from Pebble Construction in the amount of \$41,400. It was moved by Barry Adler and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees approve the quote from Pebble Construction in the amount of \$41,400 for renovation of the Township Hall office space and authorize the Township Administrator to manage the project.**

The vote resulted as follows:

Megan Sloat, absent

Barry Adler, yes

Wezlynn Davis, yes

The resolution carried. (Res. 23-060)

Brandon Standley provided the Board with a maintenance and easement agreement related to issues with the pavers located at the entrance of Rock Rose and Plum Ridge in Jerome Village. Due to deterioration of the existing pavers, new pavers are needed. An agreement with the property owners' association has been drafted to provide for the Township paying \$28,800 and the association paying \$31,200 for the project, with a stipulation that the association is responsible for any future maintenance of the pavers. 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 approve the Maintenance and Easement Agreement between GPN-1 Property Owners Association, Inc. and Jerome Township, the payment of \$28,800, and authorize the Township Administrator to execute the agreement.**

The vote resulted as follows:

Megan Sloat, absent

Barry Adler, yes

Wezlynn Davis, yes

The resolution carried. (Res. 23-061)

Brandon Standley asked the Board to approve the revised cemetery rules and regulations and related forms that had been previously submitted to them. Wezlynn Davis thanked the staff for the work they did to revise the policy. 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 approve the Cemetery Rules and Regulations and related forms as revised.**

The vote resulted as follows:

Megan Sloat, absent

Barry Adler, yes

Wezlynn Davis, yes

The resolution carried. (Res. 23-062)

Brandon Standley informed the Board that he received information from the Ohio Department of Natural Resources (ODNR) concerning the pond. He presented to the Board a Fishing Agreement between the ODNR and the Township providing for free public fishing at the Harry Wolfe Park pond. 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 approve the Fishing Agreement and addendum between the State of Ohio Department of Natural Resources, Division of Wildlife and Jerome Township.**

The vote resulted as follows:

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

**The resolution carried. (Res. 23-063)**

Brandon Standley provided the Board with an updated employee hiring process. He stated the updates provide for the Township Administrator to take on several actions but also allowed for the Trustees to perform the actions if applicable. It was moved by Wezlynn Davis and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees approve the revised Employee Hiring Process.**

The vote resulted as follows:

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

**The motion carried.**

Wezlynn Davis noted that the offer letters of Brandon Standley and Michele Carter state the probationary period was one year when in fact it should have been six months. It was moved by Wezlynn Davis and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees approve the amendment of the offer letters of Brandon Standley and Michele Carter to reflect the probationary period to be six months.**

The vote resulted as follows:

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

**The motion carried.**

Brandon Standley indicated he would like to have the Board approve a change in the Township's office hours to be from 8:00 a.m. to 4:00 p.m. beginning in July to better meet the operational needs of the office. 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 the change in office hours to be from 8:00 a.m. to 4:00 p.m. beginning in July and authorize the Township Administrator to manage operating needs.**

The vote resulted as follows:

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

**The motion carried.**

Brandon Standley noted that the Board had previously heard complaints about semi-truck traffic on Estates Parkway and the trucks parking on the roadway. He stated he has looked at the applicable laws and enforcement by Townships is difficult. He stated the Township had previously passed a resolution that was limited to a specific area and that appears to be the course of action. He indicated he would have a resolution for the next meeting.

Brandon Standley presented the Board with a resolution that is required before the Township can sell obsolete assets online, typically on GovDeals. It was noted that once the specific items are identified that the Board would need to pass an additional resolution. 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 A Resolution Declaring Intent to Conduct Internet Auctions for the Sale of Unneeded, Obsolete or Unfit Personal Property, Including Motor Vehicles, of Jerome Township for the Calendar Year 2023.**

The vote resulted as follows:

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

**The motion carried. (Res. 23-064)**

**RECORD OF PROCEEDINGS**  
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Fire Division

Brandon Standley provided the Board with a memorandum of Understanding with the Jerome Township IAFF Local 355 providing for an increase in the annual uniform allowance. 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 approve the Memorandum of Understanding with Jerome Township IAFF Local 3555, Article 15 to increase the annual uniform allowance from \$700 to \$1,000.**

The vote resulted as follows:

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

**The resolution carried. (Res. 23-065)**

Brandon Standley reported the Fire Division had performed research regarding fees for fire inspection and other services charged by neighboring political subdivisions. He presented the Board with a resolution to provide for the charging of such fees. It was moved by Wezlynn Davis and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees approve the Resolution Approving and Adopting Jerome Township Fire Department Fire Protection Requirements, Permit and Fee Schedule.**

The vote resulted as follows:

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

**The resolution carried. (Res. 23-066)**

Brandon Standley submitted to the Board a proposal from Mull & Weithman Architects to assist with the information needed to submit a request to the USDA (United States Department of Agriculture) for a loan for Station 210. It was moved by Barry Adler and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees approve the fee proposal for professional design services from Mull & Weithman Architects, Inc. in the amount of \$24,750.**

The vote resulted as follows:

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

**The resolution carried. (Res. 23-067)**

Road Department

Brandon Standley provided the Board with a Road Department report for May and June.

Brandon Standley provided the Board with resolutions from the Union County Engineer to participate in the 2023 Hot Mix Resurfacing Program. Two projects were specifically identified, Montgomery Drive and Heritage Drive. It was moved by Barry Adler and seconded by Wezlynn Davis that the Jerome Township Board of Trustees adopt the following resolution:

**The Jerome Township Board of Trustees approve the Resolution to the County Engineer to improve Montgomery Drive by road resurfacing at an estimated cost of \$68,395.75.**

The vote resulted as follows:

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

**The resolution carried. (Res. 23-068)**

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

**The Jerome Township Board of Trustees approve the Resolution to the County Engineer to improve Heritage Drive by road resurfacing at an estimated cost of \$60,018.50.**

The vote resulted as follows:

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

**The resolution carried. (Res. 23-069)**

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Old Business

Brandon Standley reported the Board had previously been presented with the Way Finding sign project being sponsored by Union County and was seeking feedback. He suggested the Board participate in the project but starting on a small scale with one or two files. It was moved by Wezlynn Davis and seconded by Barry Adler that the Jerome Township Board of Trustees adopt the following motion:

**The Jerome Township Board of Trustees approve Jerome Township's participation in the Union County Way Finding project.**

The vote resulted as follows:

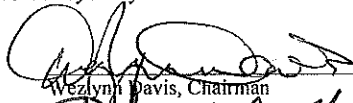
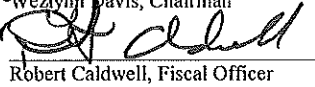
Megan Sloat, absent

Barry Adler, yes

Wezlynn Davis, yes

The motion carried.

At 8:07 p.m. it was moved by Wezlynn Davis and seconded by Barry Adler that the Jerome Township Board of Trustees adjourn. The motion carried.

  
Wezlynn Davis, Chairman  
Robert Caldwell, Fiscal Officer