

**JEFFERSON TOWNSHIP BOARD OF TRUSTEES – Franklin County, Ohio**  
**REGULAR MEETING MINUTES**

**January 24, 2024 | Fire Station, 6767 Havens Corners Road, Blacklick, Ohio**

*Participation also made available via teleconference*

**CALL TO ORDER**

Chair Mike Rowan called the meeting to order at 7 p.m., the Pledge of Allegiance was recited, and roll call was taken.

**ROLL CALL**

Present –Rich Courter, Susan Lewis Kaylor, Mike Rowan

**Also Present**

Fiscal Officer Ken Jones  
Township Administrator Dion Grener  
Assistant Township Administrator Kelly Kiener  
Fire Chief Brad Shull  
Fiscal Director Jane Johnson  
Zoning Administrator Charles McCroskey

**RECOGNITION OF APPOINTED OFFICIAL**

**Resolution 2024-002 recognizing and commending Terry Broas for twenty-seven years of service as a member of the Jefferson Township Board of Zoning Appeals**

WHEREAS, Terry Broas has been a longtime resident of Jefferson Township and a continued supporter of the Township’s mission and goals; and

WHEREAS, Mr. Broas has lent his knowledge to the Township in many areas including evaluating candidates for leadership positions and planning for appropriate land use; and

WHEREAS, Mr. Broas was appointed as a member of the Jefferson Township Board of Zoning Appeals on November 19, 1996; and

WHEREAS, Mr. Broas has served the citizens of Jefferson Township for 27 years playing a pivotal role in shaping Jefferson Township as an exceptional place to live through his participation in zoning variance, conditional use, and appeal decisions; and

WHEREAS, marking the conclusion of his dedicated tenure, Mr. Broas completed his service on December 31, 2023;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Jefferson Township, Franklin County, Ohio, that the Board of Trustees of Jefferson Township (the “Board”) hereby honors and extends heartfelt appreciation to Terry Broas for 27 years of exemplary dedication to the citizens of Jefferson Township and the Board of Zoning Appeals.

Trustee Rowan moved, seconded by Trustee Courter.

Passed.

Ayes: Courter, Rowan, Lewis Kaylor

**MINUTES**

**Motion to waive the reading of, and approve as written, minutes from the Board of Trustees meeting**

Trustee Courter moved, seconded by Trustee Lewis Kaylor.

**JEFFERSON TOWNSHIP BOARD OF TRUSTEES – Franklin County, Ohio**  
**REGULAR MEETING MINUTES**  
**January 24, 2024 | Fire Station, 6767 Havens Corners Road, Blacklick, Ohio**  
*Participation also made available via teleconference*

Passed.

Ayes: Courter, Rowan, Lewis Kaylor

**VISITORS/PUBLIC COMMENT**

*Emily Cannon, Director - PNC Capital Markets*

Ken Jones introduced Ms. Cannon and said she is leading the efforts to accomplish municipal bond financing for the Township's Fire Station 2. Jones said we began the process of raising financing in early 2023 with PNC engaged as underwriter and Bricker Graydon as bond counsel. At this point, the team, which includes Dion Grener, Chief Shull, Jane Johnson, and Rich Courter, is fine-tuning the timing for the financing and the cost of the station.

Cannon said she is a public finance banker with PNC Capital Markets, which is affiliated with PNC Bank. She said we're a fully integrated organizational structure that provides a strong array of bank and capital markets solutions for issuers such as Jefferson Township that have projects that need to be financed. She said it can be more cost-effective to seek investors in the public market rather than getting a bank loan. She said banks don't necessarily want to tie up their money for 20 years, but there are plenty of investors interested in doing so. Cannon said her job is to structure a bond issue that's going to be the most cost-effective for the Township. PNC Capital Markets is the underwriter; they will be the original purchaser of the bonds and match them with investors. Cannon said we will need to put together a preliminary official statement which will provide everything an investor needs to know about the bonds in particular and Jefferson Township more broadly. That will be put together concurrently with preparing to get a bond rating. She said investors expect to see a bond rating from Moody's Investor Service and/or S&P Global Ratings. Cannon said as of today, we're looking at possibly presenting to the rating agencies in mid-May and pricing the bonds in early June.

Courter provided an update on a conversation from the last meeting regarding a resident interested in utilizing the fire station community room for an author meeting. Courter said he suggested reaching out to the library and the resident is currently filling out forms to likely host the event there.

**CHANGES TO THE AGENDA**

None.

**PUBLIC HEARING**

***CASE #TA22-003***

*Continued from October 25, 2023*

**Applicant:** Jefferson Township

**Request:** The Jefferson Township Zoning Commission initiated a proposed text amendment to the Jefferson Township Zoning Resolution to add Joint Economic Development District (JEDD) language to various sections

Rowan opened the public hearing for Case #TA23-003.

Rowan said in order to finalize language for this Section and further consult Township legal counsel on this text amendment, it is requested to continue the public hearing.

Courter said he's been working with some business people in the community and the conversations are progressing, however, personal situations have prevented meeting recently. The plan is to get back together in late March or early April and he is requesting a continuance until June 26.

**JEFFERSON TOWNSHIP BOARD OF TRUSTEES – Franklin County, Ohio**  
**REGULAR MEETING MINUTES**

**January 24, 2024 | Fire Station, 6767 Havens Corners Road, Blacklick, Ohio**

*Participation also made available via teleconference*

**Motion to continue the public hearing on Case #TA22-003 until 7:00 p.m. on June 26, 2024, at the Jefferson Township Fire Station, 6767 Havens Corners Road, Blacklick, Ohio 43004**

Trustee Rowan moved, seconded by Trustee Lewis Kaylor.

Passed.

Ayes: Courter, Rowan, Lewis Kaylor

***Tax Increment Financing Public Hearing - Courtyards at Morse Circle South***

Rowan opened the public hearing and noted this is a public hearing to discuss a proposed Tax Increment Financing (TIF) incentive district at the Courtyards at Morse Circle South development in the Township, parcel numbers 170-000496 and 170-000497.

*Chris Connelly, attorney for the Township – Taft Law Firm*

Connelly said both TIFs on the agenda tonight are residential. The reason why the Township is looking to do these TIFs is to generate a pool of funds for public infrastructure. With these developments going in, there's going to be road, water, and sewer improvement needs. There are also larger projects that the Township may be looking at in the future. He said the Board has already taken the first step and adopted an economic development plan for these areas. He said the Township is required to serve notice on the property owners and hold this public hearing before the Board then considers the actual TIF legislation. Those notices were provided by administrative staff and the owners did get notice of these public hearings. At some point in the future, currently March 27, we will be asking the Board to vote on the actual TIF resolutions. Connelly said the Gahanna Jefferson School Board has approved both TIFs and the School District will be made whole.

Rowan asked if there was one or multiple property owners notified. Connelly said because these are developments that are in process, there was just one property owner for each development.

He said both TIFs are property owner neutral; they will not pay any more or any less in property tax than they normally would. What's different is how the money is used.

Rowan said it's his understanding that none of these funds are obligated to the developer or landowner. The funds will go to the School District and the Township. Connelly said that's correct. These TIFs are going to remain with the Township for public infrastructure improvements as the Township sees fit.

Rowan asked for a brief explanation of how the Township will be able to use these funds. Connelly said public infrastructure improvements is a defined term in the Ohio Revised Code and includes projects like public roads, public water & sewer, public flood remediation, land acquisition/demolition, etc. The Revised Code further says that the projects must benefit or serve the parcels in the TIF incentive district. He said there is also an argument that public infrastructure improvements related to fire stations and parks benefit or serve those properties because they provide services to that area.

Rowan asked if there is anyone present in-person or online who would like to address the Board regarding this TIF, Woodland Preserve.

Hearing none, Rowan closed the public hearing.

***Tax Increment Financing Public Hearing - Courtyards at Morse Circle South***

**JEFFERSON TOWNSHIP BOARD OF TRUSTEES – Franklin County, Ohio**  
**REGULAR MEETING MINUTES**

**January 24, 2024 | Fire Station, 6767 Havens Corners Road, Blacklick, Ohio**

*Participation also made available via teleconference*

Rowan opened the public hearing and noted this is a public hearing to discuss a proposed Tax Increment Financing (TIF) incentive district at the Woodland Preserve development in the Township, parcel numbers 170-000495, 170-000502, 170-000503, 170-000504, and 170-000696.

*Chris Connelly, attorney for the Township – Taft Law Firm*

Connelly said this is a similar TIF serving the same purpose in the general area to provide funding for Township public infrastructure improvements. He said the School Board has approved and the property owner was notified. This TIF will follow a similar approval schedule to the Courtyards at Morse Circle South.

Rowan asked whether a TIF can be modified to add new parcels once adopted. Connelly said it's possible, but generally better to create a new TIF because it will get its own full, in this case, 30-year term.

Rowan asked if there is anyone present in-person or online who would like to address the Board regarding this TIF, Woodland Preserve.

Hearing none, Rowan closed the public hearing.

**REPORTS/DISCUSSION ITEMS**

**Administrator**

Dion Grener reported on the following:

- Work on the sewer connection at the administration building will start Thursday and Friday
- Recruiting process for service crew I position continues

***Discussion – Proposed Bond Financing / Station 2***

Shull shared a proposed site plan for Station 2. He said this represents the station where the closest point to the road is at just over 90 feet. Originally, we were looking at the possibility of pushing this building back further on the property. The architect indicated several challenges with that including one of our goals to maintain as many trees as possible as well as significantly higher cost.

Shull noted that residents Heather Brink and Steve Whittmann have sat on the building committee. Ms. Brink is in attendance tonight.

Courter noted that in addition to asphalt, the other cost consideration of sitting the building further back was water and sanitary services.

Shull further shared conceptual video renderings of how the station would potentially look from the road when driving in different directions. He said we are interested in setting up an evening to invite neighbors to share their feedback on some of these concepts. Shull said at this point, based on committee input, we're looking at board and batten style Hardie board siding, stone veneer, and a metal roof. He said there are cost-saving options including shingle vs metal roof, a different stone product, or steel ribbed style barn siding. Shull said it's about what material aesthetics are desired for the Township.

Courter said part of the discussion with the committee was about trying to make the station fit with the neighborhood. While ribbed metal is certainly cheaper, we want a station that's commensurate with the neighborhood and commensurate with Jefferson Township. Regarding the metal roof, the intent is that it will last longer.

**JEFFERSON TOWNSHIP BOARD OF TRUSTEES – Franklin County, Ohio**  
**REGULAR MEETING MINUTES**

**January 24, 2024 | Fire Station, 6767 Havens Corners Road, Blacklick, Ohio**

*Participation also made available via teleconference*

Rowan said replaying the meetings we had, every citizen who came in to speak about the fire station did not want to see it, no matter which neighborhood. To address those concerns, we bought a large property with the intent of setting the building back behind trees. He asked how we got from hours and hours of public meetings where the number one concern of residents was not wanting to look at the station to now having a proposal where the station is moved close to the road. He said it's a beautiful building, but the overwhelming comment was people didn't want to see it. Rowan said he doesn't know if the reasoning, such as the cost, is compelling enough to change our objective and commitment to the residents.

Shull said the objective of the architect was to provide us with a rendering of the building period and to show the most cost-effective place to sit it with minimal impact on the canopy. Shull said the option to move it back is not off the table.

Rowan said he'd like to investigate how residents would respond to the proposed site plan. He also asked if the large Station 142 lettering is something the committee felt strongly about. Shull said no. Shull suggested looking at another site plan where it's moved back significantly and presenting both at a public meeting. Courter said the proposed location is purposely set off a wetland and there was some consideration of not building under the transmission lines.

*Heather Brink, 8124 Clark State Road*

Ms. Brink said that as a committee member and resident of the neighborhood, she thinks it's a beautiful building and doesn't mind seeing it. She suggested having a third option of something in the middle.

Lewis Kaylor agreed and said the architect should provide only three options. For example, if you lose the metal roof because you spend more on asphalt, that's a choice. She said maybe people's feelings have changed, but that's a fair way to check what we heard.

Shull said if you do move the building back on the property, the Board may consider using lower-cost façade materials, still maintaining a nice appearance. Courter said we agreed putting stone on the back side doesn't make sense, but maybe we also consider adding stone only on the front and using metal siding on the sides. He questioned how much that would really save.

Shull said the building is currently sitting at just under 13,500 square feet. It's a single-story building other than a training mezzanine and a concrete platform for the HVAC/utility equipment. The building provides for up to 7 personnel, has a small conference room/training room, and has a large office that could be used by Sheriff's deputies. The living quarters area is similar in size to the main station.

Rowan asked about the intent behind having three bays and what equipment would be stored at the station. Shull said the intent is for drive-through bays with space for reserve apparatus. He said each station would have a front-line medic and engine and likely one reserve apparatus (engine or medic). Shull said the plan provides space for a second reserve medic or a small rescue boat if the decision was made in the future that those are needed. He said construction will never be cheaper than it is today.

Lewis Kaylor asked if the architect would be able to facilitate the public conversation, summarize the notes, and provide a recommendation based on what was heard overall. Shull said yes.

**JEFFERSON TOWNSHIP BOARD OF TRUSTEES – Franklin County, Ohio**  
**REGULAR MEETING MINUTES**

**January 24, 2024 | Fire Station, 6767 Havens Corners Road, Blacklick, Ohio**

*Participation also made available via teleconference*

*Gary Beckmann, 3493 Babbitt Road*

Mr. Beckmann said there's been a lot of discussion about colors, exterior façade, and materials. I think the first thing we need to work on is the site plan and where the building is going to sit. As the Board has alluded to, that may dictate your façade materials. He said that could be addressed via bid alternates.

Shull further noted that there will be recommendations for detention structures on some parts of the property and we are heading towards a rain garden design for runoff from the parking areas. He said we have also shared thoughts about geothermal, solar, etc. The architect said there would be a significant upfront cost and we would need to figure out the return on investment.

**Zoning and Building**

*Discussion – Easement for The Energy Cooperative*

McCroskey said The Energy Cooperative negotiated a lease with Licking Heights West Elementary School for a 65-foot-tall utility pole with an 8-foot antenna. The antenna is wirelessly connected to their natural gas meters. Based on the line of sight to the service area, the only place they could place this pole to improve meter reading capabilities was on school property. Per Energy Cooperative, the most cost-effective route to get electricity to the pole is through Twelve Oaks Court. McCroskey shared an image depicting the proposed 10-foot easement through open space the Township recently took ownership of.

McCroskey explained the rationale behind Energy Cooperative's preference to source electricity from the court instead of the school property.

- The distance from the transformer at the rear lot line of the court to the utility pole is between 250 and 300 feet and is the nearest source. Per AEP it's a simple and cost-effective solution to run a second underground feed from the existing transformer.
- The closest electrical pole on the school property is 750 feet or more and would drive up the cost of the project significantly.

McCroskey said Energy Cooperative has prepared language for the easement, which appears similar to what we've seen in the past for AEP and Columbia Gas. He said zoning regulations restrict a pole of this nature to 30 feet with a conditional use permit, however as a public utility, the project is exempt from zoning. Legal counsel has advised that the Board is likely obligated to grant the easement, however we can ask for fair market value compensation.

Rowan asked who maintains the open space in question and how it is maintained. McCroskey said it's Township-owned, Homeowners Association-maintained and he believes they mow it regularly, less than weekly. It's not used for organized recreation as far as he's aware. Rowan said the easement would cut through the middle of the open space and may prevent future use of the property.

Rowan said he'd be inclined to have the approximately 3,000 square feet appraised and request compensation. The Board agreed.

**ACTION ITEMS**

**Resolution to employ John Edwards, Jerry Groves, Jamar Perry, and Gina Valle to the position of Part-time Firefighter / EMT**

Trustee Lewis Kaylor moved, seconded by Trustee Courter.

Passed.

Ayes: Courter, Lewis Kaylor, Rowan

**JEFFERSON TOWNSHIP BOARD OF TRUSTEES – Franklin County, Ohio**  
**REGULAR MEETING MINUTES**

**January 24, 2024 | Fire Station, 6767 Havens Corners Road, Blacklick, Ohio**

*Participation also made available via teleconference*

**Motion to accept the 2023 Township Highway System Mileage Certification for Jefferson Township, Franklin County, Ohio**

Trustee Courter moved, seconded by Trustee Lewis Kaylor.

Grener noted that this certificate puts the Township at 57.338 miles.

Passed.

Ayes: Courter, Lewis Kaylor, Rowan

**Motion to approve and authorize the Township Administrator to execute an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District at a cost of \$8,190**

Trustee Lewis Kaylor moved, seconded by Trustee Courter.

Grener noted that this is our annual agreement for National Pollution Discharge Elimination System services, including compliance on the MS4 Stormwater Management Permit, construction site inspections, and review and comment on development plans. Franklin Soil and Water is requesting a 5% increase from 2023.

Passed.

Ayes: Courter, Lewis Kaylor, Rowan

**Resolution declaring the intent to conduct internet auctions for the sale of personal property that is not needed for public use, obsolete, or is unfit for the use for which it was acquired**

Trustee Courter moved, seconded by Trustee Lewis Kaylor.

Passed.

Ayes: Courter, Lewis Kaylor, Rowan

**Motion to appoint Mike Rowan as the Jefferson Township Board of Trustees' representative to the Jefferson Township Land Conservation Association, with a term extending until the appointment of a successor or the conclusion of his tenure as a member of the Jefferson Township Board of Trustees**

Trustee Lewis Kaylor moved, seconded by Trustee Courter.

Passed.

Ayes: Courter, Lewis Kaylor, Rowan

Rowan shared that the Jefferson Township Land Conservation Association (JTLCA) recently went through the process of rewriting its bylaws. At the time, no one could find the original documents that established the Association. He said the original documents stated that the makeup of the Board would include one member appointed by the Chair of the Jefferson Township Board of Trustees, two more members would be appointed by the Board of Township Trustees as a whole, and the remaining members would be appointed by the JTLCA Board. The new bylaws inadvertently removed the requirement for the Township to appoint members and now separate the Township Board of Trustees from JTLCA.

Courter asked if there would be a time when we would have diverging views. Rowan said it's unlikely. At this point, the Township Trustees support the Association and vice versa. He said I can't imagine a time when that would differ, but I suppose it's possible.

Rowan said he is ok with the new bylaws; we will still have a connection. The new bylaws state that one position will be a representative of the Board of Township Trustees, but the connection won't be as strong. The Board agreed the new bylaws are okay.

**JEFFERSON TOWNSHIP BOARD OF TRUSTEES – Franklin County, Ohio  
REGULAR MEETING MINUTES**

**January 24, 2024 | Fire Station, 6767 Havens Corners Road, Blacklick, Ohio**

*Participation also made available via teleconference*

**Resolution adopting amended position description for township personnel**

Trustee Courter moved, seconded by Trustee Lewis Kaylor.

Passed.

Ayes: Courter, Lewis Kaylor, Rowan

**Motion to reallocate \$45,000 in the General Fund from 1000-760-740 Capital Outlay – Machinery, Equipment and Furniture to 1000-110-599 Administrative – Other**

Trustee Lewis Kaylor moved, seconded by Trustee Courter.

Johnson explained that the Township received property tax bills that were unexpected. We had timely applied for tax-exempt status, however, the Auditor's Office is delayed in processing the applications. She said the applications are expected to be processed sometime after the due date for the first half taxes, at which point we will be refunded.

Passed.

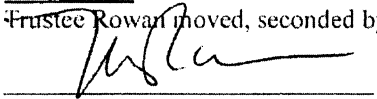
Ayes: Courter, Lewis Kaylor, Rowan

**FINAL COMMENTS/ANNOUNCEMENTS**

None.

**ADJOURN**

Trustee Rowan moved, seconded by Trustee Courter to adjourn at 8:51 p.m. Passed.

  
Mike Rowan, Chair

Attest:

  
Ken Jones, Fiscal Officer