

RECORD OF PROCEEDINGS

Minutes of

Blendon Township Board of Trustees Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held November 19

20 25

The meeting was called to order at 6:30 PM by Trustee Shinaberry.

Trustee Shinaberry led the Pledge of Allegiance.

Roll Call: Present

Trustee Shinaberry, Trustee Heichel, Trustee Ciamacco, and Joann Bury, Fiscal Officer.

Also in attendance were Josh Retherford, Police Lieutenant ; Pat Myers, Administrator, and Gretchen Sutton, Westerville/Blendon Fire Battalion Chief.

Public Comment

Time was permitted for meeting attendees to make comments.

Blendon-Westerville JEDZ Executive Summary Presentation

A presentation was given by JEDZ Board members Rachel Ray, Westerville's Economic Development Director, and Stephen Gale, Westerville's Economic Development Specialist. Also in attendance were JEDZ Board members Trustee Jan Heichel and Administrator Pat Myers.

A slideshow presentation was shared, explaining the current status of the JEDZ Board's work on the Executive Parkway/Sunbury Road corridor plan, as well as outlining future plans.

Trustee Heichel moved to approve the JEDZ Board's adoption of the Executive Parkway/Sunbury Road corridor plan as the official plan for this area. Trustee Shinaberry seconded. Motion passed unanimously.

Trustee Comment

Trustee Ciamacco— Trustee Ciamacco provided information about contesting property taxes. At the end of September, she mentioned ways to reduce property taxes. At that time, Franklin County did not have firm dates on when you could file a complaint. She spoke with Candice at the Franklin County Board of Revisions about submitting a request to reduce property taxes to the Board of Revisions, and they have now established the Filing season of 10/30/25 through 3/31/26. E-Filing is easy in two simple steps:

Step 1 – Read the instructions on this page.

Step 2 – Fill out the form, add optional attachments, certify, and submit. Upon successful completion, you will receive a confirmation email with a copy of your filing and next steps.

The form can also be submitted in person or by mail (373 S. High St., 20th Fl., Columbus, OH 43215) or fax (614-525-6252)

The Board of Revision may increase or decrease the total value of any parcel included in a complaint. The Board will notify all parties not less than 10 days prior to the hearing of the time and place the complaint will be heard. The complainant should submit any documents supporting the claimed valuation to the Board prior to the hearing. (See Ohio Revised Code section 5715.19(G))

If you have any questions about the process, please contact (614) 525-3913 or email bor@franklincountyohio.gov.

Trustee Ciamacco also provided an update from the Ohio Township Association: The Ohio Department of Commerce (DOC) announced that Ohio's minimum wage is scheduled to increase to \$11.00 per hour for non-tipped employees and \$5.50 per hour for tipped employees effective January 1, 2026.

Trustee Heichel— None to report.

Trustee Shinaberry— Trustee Shinaberry thanked the members of Boy Scout Troop 192 for doing the flag ceremony and presenting the American flag at the township Veterans Day service (several members of Boy Scout troop 192 were in attendance). She also wished everyone a safe and wonderful Thanksgiving.

Fiscal Officer Report

Minutes—Fiscal Officer Bury asked the Trustees if they had reviewed the Regular Meeting Minutes from November 5, 2025. Trustee Shinaberry motioned to approve the minutes as presented. Trustee Heichel seconded. All voted yes.

Approval of Purchase Orders—Fiscal Officer Bury asked the Trustees if they had reviewed the Purchase Orders presented. Trustee Shinaberry motioned to approve Purchase Orders as presented. Trustee Heichel seconded. All voted yes.

Bills—Fiscal Officer Bury asked the Trustees if they had reviewed the bills presented. Trustee Shinaberry motioned to approve the bills. Trustee Heichel seconded. All voted yes.

Approval of September 2025 Bank Reconciliation—Fiscal Officer Bury asked the Trustees if they had reviewed the September 2025 bank reconciliation. Trustee Shinaberry motioned to approve as presented. Trustee Heichel seconded. All voted yes.

Administration/Human Resources

Pet Policy—Administrator Myers asked the Board for approval of a Blendon Township Pet Policy for all buildings on the complex, effective immediately. Trustee Shinaberry motioned to approve as presented. Trustee Heichel seconded.

Discussion: Trustee Shinaberry agreed that this makes sense to have the policy, based on the Senior Center's comments and requests.

All voted yes.

Photography Release Form— Administrator Myers asked the Board for approval of a Blendon Township Photography Release Form for the Senior Center. Trustee Shinaberry motioned to approve as presented. Trustee Heichel seconded. All voted yes.

Myers Landscaping 2026 Cemetery Mowing Agreement— Administrator Myers asked the Board for approval of the 2026 Cemetery mowing agreement with Myers Landscaping, which includes mowing, trimming, sidewalk edging, and policing the grounds for trash in the amount of \$38,411.62. Trustee Shinaberry motioned to approve as presented. Trustee Heichel seconded. All voted yes.

Resolution 2025-31 Approving the 2026 rates for Brosius, Johnson, and Griggs LLC— Administrator Myers presented Resolution 2025-31 and asked the Board for approval. Trustee Shinaberry motioned to approve as presented. Trustee Heichel seconded. All voted yes.

Resolution 2025-32 Blendon-Westerville JEDZ Appointment— Administrator Myers presented Resolution 2025-32 to the Board. Trustee Heichel motioned to appoint Trustee DeLena Ciamacco as a member of the Blendon-Westerville JEDZ Board and to the Sunbury Road Corridor project team, effective January 1, 2026. Trustee Shinaberry seconded.

Discussion: Trustee Ciamacco stated she is honored to be on the Board.

All voted yes.

Employee Feedback— Administrator Myers discussed a recent thank-you letter that Administrative Assistant Taylor Voigt received from a family she had met with for purchasing cemetery plots. He read some of the letter and thanked Taylor for all the hard work she does for the township.

Maintenance/B&G/Parks/Cemetery

Matt Newman thanked the Boy Scout Group 700 for putting flags on graves for Veterans Day.

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25

Police

Lt. Josh Retherford asked the Board to approve Eric Moore to purchase two firearms for \$1,000 each in accordance with Article 32.5 "Purchase of Service Weapons Upon Retirement" of the current Collective Bargaining Agreement, after his 26 years of service to the Blendon Township Police Department. Trustee Shinaberry motioned to approve as presented. Trustee Heichel seconded.

Discussion: Trustee Ciamacco stated she appreciated his service.

All voted yes.

Fire

None to report.


Announcements

Wednesday, December 3, 2025, will be the next Board of Trustees Meeting at 6:30 PM at the same location, 6330 Hempstead Rd., Westerville, Ohio, and live-streamed on YouTube.

Adjournment

There being no further business before the Board, Trustee Shinaberry made a motion to adjourn the meeting at 6:42 PM. Trustee Heichel seconded the motion. All voted yes.

Approved by: 
Cathy Shinaberry, Chairperson

Approved by: 
Joann Bury, Fiscal Officer