

July 8, 2025

Salem Township Trustees - At the Salem Township Conference Room

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The Salem Township Board of Trustees met on July 8, 2025 in regular session at the Salem Township Fire Station Conference Room for the purpose of transacting the business of the Township. Trustee Susan Ramsey called the meeting to order at 7:00pm with Trustees Ralph Blanton and Heath Kilburn present. Mr. Kilburn led all those present in the pledge to the flag.

Mrs. Ramsey opened the meeting for a Site Plan Review Hearing before the Salem Township Trustees on the filing of an application for Site Plan Review pursuant to Salem Township Zoning Code Section 1.303.1(A).

Site Plan application number 2025-1001 was filed by Jacob Kissel on June 6, 2025 concerning Parcel # 13-07-477-001, in Salem Township.

Mrs. Ramsey asked the Zoning Inspector, Mr. Yetter, was public notice provided for this hearing in the newspaper and by providing notice to property owners within 500 ft of the property, and was a complete Site Plan application filed and reviewed for comment at least 15 days prior to the hearing as required by ZC Sec. 1.303.6(B)(4)? Mr. Yetter replied Yes.

Mrs. Ramsey asked the Zoning Inspector, Mr. Yetter, were comments solicited from any state, local, or federal agencies, including the Warren County Regional Planning Commission, and did any agencies provide any comments? Mr. Yetter replied Yes.

Zoning inspector covered comments/conditions at this time from Warren County Regional Planning, Warren County Soil and Water Conservation District and Warren County Engineers Office.

1. Compliance with the standards of the Salem Township Zoning Code: Section 1.303.3
2. Prior to zoning permit approval, the applicant shall obtain an access permit for the access point along state Route 22&3 from the Village of Morrow.
3. Prior to zoning permit approval, the applicant shall provide ADDITIONAL DETAILS ON THE Site Plan providing the following:
 - a. Landscaping and location (as applicable), with details about the variety and size of the trees/plantings proposed.
 - b. Illustrate the right-of-way and the fifty foot (50') setback from the right-of-way. The right-of-way varies, and the applicant is required to illustrate this variance.
 - c. A diagram that shows the height dimensions of the primary office/shop building; measured as illustrated in the Salem Township Zoning Code, Section 4.103: Definitions.
 - d. The dimensions and location of the outdoor mulch/equipment storage facility.
 - e. The location, orientation, and the materials of the three (3) proposed garage doors.
 - f. Parking location and dimensions of each parking space.
 - g. The internal circulation of the site to include and dimensions of the gravel driveway.
 - h. The dimensions and materials of the access point apron.
 - i. The dimensions and the materials of the proposed business sign, as well as the landscaping around it.
4. Outdoor storage (i.e. mulch bins, equipment storage, and landscape materials) shall be screened from State Route 22 & 3 by either buildings or landscaping. Outdoor storage shall not occur in the front or side of the site.
5. Prior to zoning permit approval, the applicant shall provide an updated photometric sturdy providing the following:
 - a. A legend.
 - b. Light Fixtures shall be placed on the property and shall be oriented towards the landscaping or the facility.

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- c. The cut-off for light fixtures, illustrating that the design for the light fixtures is in accordance with the Salem Township Zoning Code Section 3.506.
- d. The location of proposed and future lighting.
6. The applicant shall update the site plan to show a minimum of nineteen (19) parking spaces, as required by the Salem Township Zoning Code Table 3.307-1 for Retail Stores and Commercial Business & Services.
7. Mulch and similar loosely packaged materials shall be covered and contained.
8. The applicant shall comply with the requirements of the Salem Township Zoning Code Section 3.405(B) for the landscape buffer and will be subject to the determination of the zoning inspector.
9. The applicant shall provide information about the equipment that will be stored on the site and confirm that no toxic or hazardous substances will be stored.
10. At the time of installation of the sign, a signage permit shall be filled out.
11. Any changes to the approved Site Plan will require a resubmittal for Site Plan Review by the Board of Township Trustees.
12. If they will be disturbing more than one acre, they need to submit a SWPPP and Earth Disturbing Permit application which can be submitted here: <https://www.warrenswcd.com/earth-disturbing-permit-application.html>.
13. Standard WCEO Comments. Detailed grading and storm water design to examine the potential need for storm water storage and water quality design also through Warren County Coil and Water Conservation District. An access permit is required through ODOT, District 8. Locate the frontage landscaping, signage, etc. outside of the Thoroughfare Plan and existing R/W limits. It looks like they have better than the Thoroughfare Plan R/W width long ago granted across the larger part of their frontage.

This is a quasi-judicial hearing in which sworn testimony must be heard, first the board will hear from the Zoning Inspector Mike Yetter, then the board will hear from the applicant Jacob Kissel and then the board will hear from any witnesses the applicant has brought to testify on his behalf in support of the site plan, then the board will hear from anyone that wants to testify in opposition to the site plan.

At this time Mrs. Ramsey asked The Applicant, Mr. Yetter and anyone that intends to testify to stand and raise their right hand and be sworn in.

The board heard from the applicant and those who were opposing. Mrs. Ramsey confirmed they were sworn in.

At this time Mrs. Ramsey made a motion to close the public portion of the hearing. Mr. Kilburn second the motion.

Vote: Mr. Blanton – abstain

Mrs. Ramsey – yea

Mr. Kilburn – yea

Mrs. Ramsey made a motion to enter into deliberations. Mr. Kilburn second the motion, stating he was fine to deliberate in public. Mrs. Ramsey agreed.

Vote: Mr. Blanton – abstain

Mrs. Ramsey – yea

Mr. Kilburn – yea

After deliberation, Mrs. Ramsey made a motion to grant approval subject to the conditions as listed above. Mr. Kilburn second the motion.

Vote: Mr. Blanton – abstain

Mrs. Ramsey – yea

Mr. Kilburn – yea

Zoning Inspector, Mike Yetter will issue a written decision letter to the applicant listing all conditions of approval.

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Meeting Minutes:

- The trustees read the minutes from the June 10, 2025 meeting. Mr. Kilburn made a motion to approve the minutes. Mrs. Ramsey seconded the motion.

Vote: Mr. Blanton – abstain

Mrs. Ramsey – yea

Mr. Kilburn – yea

Guest: Jay Helton, Greg and Lyn Abrams, Jake Kissel, Jerry Viox, Garry Burdick, Jeff Owens, Tom Bloomberg, Jeff Lee, Brian Phillips, Jerry martin, Daryl Turner and Kathleen Applegate

Fire Department - Chief Moenster reported:

- Roof completed. Looks great. New roof has a 40-year warranty.
- Crew has been steady and a lot training going on.
- Had a patient call and Thank the Fire Dept and the team that was on duty for a great job.
- Would like to offer the position of Part-time FF/Paramedic to Alex Beltran. He has successfully completed his pre-employment physical and background check. Mrs. Ramsey made a motion to offer the position of Part-time FF/Paramedic to Alex Beltran. Mr. Blanton second the motion.

Vote: Mr. Blanton – yea

Mrs. Ramsey – yea

Mr. Kilburn – yea

- Mr. Kilburn asked for the status with Harlan Township. Chief Moenster replied we are moving forward with billing their township for services. We are waiting for the contract to be approved from our legal council.

Administrator/Public Safety Director - Mr. Harrison reported:

- Time for Insurance Renewal. The only quote received was from the Ohio Plan. Mr. Harrison suggest we renew with the Ohio Plan, except the cyber coverage. For the Cyber coverage he suggests we use Ryan Turner Specialty. Mr. Kilburn made a motion to renew the Insurance coverage with the Ohio Plan excluding the cyber coverage. Also to go with RTS for the cyber coverage. Mr. Blanton second the motion.

Vote: Mr. Blanton – yea

Mrs. Ramsey – yea

Mr. Kilburn – yea

- Received e-mail from legal counsel to discuss due to issue 2 law passing in 2023 regarding Recreational Marijuana Use, a resolution and zoning change will need to be written to prohibit cultivation, processing and dispensaries of recreational marijuana. All agreed. Mr. Harrison will let legal counsel know.
- Paving projects have been completed.
- Mr. Kilburn reminded Mr. Harrison that we need at least 3 loads of Rip Rap delivered to Halls Creek.
- Mr. Kilburn asked Mr. Harrison to follow up with Jason at the Warren County Engineers office regarding culvert and ditch work on halls creek.
- Mrs. Ramsey asked for quotes to repave the cemetery. Received 3 quotes ranging from \$147,000.00 to \$59,000.00. She thanked Mr. Harrison for his time on this. We will keep this in mind for next year.
- Mr. Blanton thanked Mr. Harrison for a good job that he has been doing. Everyone agreed.

Zoning: Zoning Inspector Mike Yetter reported:

- Has issued out several permits
- Will soon be scheduling a BZA meeting for 4309 Mason Morrow Milgrove Rd.
- Complaint about dump truck on Bramblebush. Mr. Yetter will be sending out a letter.
- Received complaint regarding White oak Farm – Event Music too loud and going on way to long into the night. They are here tonight to address the issue with the Trustees. Mrs. Lynn Abrams introduced herself and thanked the trustees for listening to her. She has been complaining for 2 years about the noise. She has tried to talk to the owners and all she gets is we will turn the music down. She has since contacted the Sheriffs office many times and they say there is nothing they can do about it because Salem Township doesn't have a noise ordinance. There are a lot of other neighbors not happy. Theya re formally requesting a noise ordinance. Mrs. Ramsey asked Mr. Yetter to follow up with legal counsel to see how we would proceed with this.

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Guest Comments:

- Mr. Daryl Turner asked who mowed and cleaned up at 6307 Morrow Rossburg Rd. Mrs. Ramsey reported that Gibson Excavation did the work in the amount of \$750.00. Mr. Turner said that was a great price for such a big job. They did a good job. Everyone agreed.
- Mr. Jerry Martin said they did a good job paving Gheils-Carrol Rd. They didn't paint the white lines all the way down the road. Also, there are a lot of events going on at the church camp – causing a lot of road traffic.

Trustee Heath Kilburn reported – New paving projects look good. Everyone agreed.

Trustee Ralph Blanton reported – Nothing at this time.

Trustee Susan Ramsey reported – Nothing at this time.

Cemetery updates: None

Fiscal Business Vicky VonHolle, Fiscal Officer reported:

- Presented Resolution 2025-04 The 2026 Proposed Budget. Mrs. Ramsey moved for the adoption of the foregoing resolution and the motion was seconded by Mr. Kilburn.

Vote: Mr. Blanton – yea Mrs. Ramsey - yea Mr. Kilburn – yea

- Presented payroll and bills that are ready for payment. Mr. Kilburn made a motion to approve the payroll and to pay the bills as presented. Mr. Blanton seconded the motion.

Vote: Mr. Blanton – yea Mrs. Ramsey - yea Mr. Kilburn – yea

Adjournment:

- With no further business to come before the board, Mr. Kilburn made a motion to adjourn the meeting at 8:50pm. Mr. Blanton seconded the motion.

Vote: Mr. Blanton – yea Mrs. Ramsey - yea Mr. Kilburn – yea