

**BOARD OF TRUSTEES**  
**JERSEY TOWNSHIP, LICKING COUNTY, OHIO**

**RESOLUTION No. 26-01-05-10**

**RESOLUTION TO CONTRACT FOR TECHNICAL ASSISTANCE  
AND PLANNING SERVICES**

The Board of Trustees of Jersey Township, Licking County, Ohio met in an organizational meeting on January 6, 2025 at 1481 Mink Street, Pataskala, Ohio 43062, with the following members present:

Dan Wetzel, Chairman

Jeff Fry, Vice-Chairman

Ben Pieper, Trustee

Trustee Wetzel moved the following:

**WHEREAS**, from time to time, the Board is in need of specialty technical and planning services; and

**WHEREAS**, the Board has utilized the services of Crossroads Community Planning and has received a proposal to continue those services for the township in calendar year 2026.

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**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF JERSEY TOWNSHIP, LICKING COUNTY, OHIO, THAT THE FOLLOWING RESOLUTION BE AND IT HEREBY IS ADOPTED:**

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**Section 1.** That the Board hereby approves a Technical Assistance and Planning Services contract with Crossroads Community Planning, as attached hereto as Exhibit A.

**Section 2.** It is found and determined that all formal actions of this Board concerning and pertaining to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of the Board, and any of its committees, that resulted in such formal action were in meetings open to the public, in accordance with all legal requirements including Ohio Revised Code §121.22.

**Section 3.** This Resolution shall take effect at the earliest time provided by law.

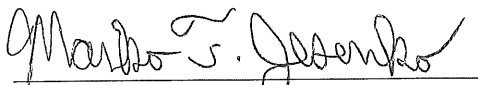
Trustee Pieper seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

YEAS: Pieper, Wetzel, Fry

NAYS:

The motion carried and the Resolution was adopted.

Attest:

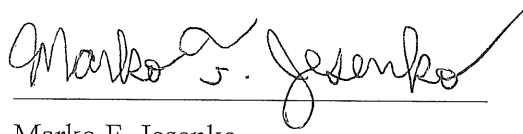
  
Marko F. Jesenko, Fiscal Officer

**BOARD OF TRUSTEES**  
**JERSEY TOWNSHIP, LICKING COUNTY, OHIO**

**CERTIFICATE**

State of Ohio, Licking County

I, the undersigned Fiscal Officer of Jersey Township, Licking County, Ohio, hereby certify that the foregoing Resolution Number 26-01-05-10 is a true and complete copy of the Resolution adopted by a majority of the full membership of the Board of Trustees of Jersey Township at its regular meeting held on January 5, 2026 as was recorded in the official proceedings of the Board.

A handwritten signature in black ink, reading "Marko F. Jesenko", is written over a horizontal line.

Marko F. Jesenko

Jersey Township Fiscal Officer

**Agreement for Professional and Technical Services**

This Agreement for Professional and Technical Services is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 202\_\_ by and between the Jersey Township, Licking County, Ohio ("the Township") located at 1481 Mink Street, Pataskala, Ohio 43062 and Crossroads Community Planning, LLC ("Crossroads") located at 49 Stoney Bluff Way, Lithopolis, Ohio 43136.

It is hereby agreed as follows:

**A. SCOPE OF SERVICES**

1. Plan Review. Crossroads will provide technical expertise to assist the Township with current and upcoming planning and development proposals. This includes conducting and preparing full review and recommendations for all proposals submitted, including but not limited to:
  - a. Reviewing proposed plans to provide guidance on the zoning process;
  - b. Attending meetings with township entities as needed and appropriate; and
  - c. Providing a written report outlining the facts and findings for each specific case utilizing the then current adopted criteria and standards for Jersey Township. Crossroads would be available to provide in advance any and all information on cases and provide recommendations to the Zoning Commission and/or Trustees as applicable. Crossroads will attend and provide a presentation of all prepared materials described herein to all boards and commissions as required during regular meetings and public hearings.
2. Assist with scope of work for the Jersey Township Mater Plan.
3. Planning and Technical Services: Crossroads will attend meetings with the Township Zoning Commission and Trustees when requested by the Township, attend stakeholder meetings with the state, county or other regional partnerships and serve as a liaison to the Trustees. Crossroads will provide general planning consultation services and professional recommendations related to planning, zoning, land use and proposed development activity within the Township.

**B. COMPENSATION AND PAYMENTS**

1. Crossroads shall be compensated \$150 per hour for the services rendered, not to exceed \$65,500 for the term of the contract.
2. Although none are anticipated, any reimbursable expenses such as printing, mapping, and meeting materials must be pre-approved by the Township Trustees.
3. Payments shall be issued monthly upon receipt of an invoice logging the

events and performances of Crossroads that correlate to the month's hours. Payment to Crossroads shall be made payable within thirty (30) days of receipt of the invoice.

4. Suspension- Should the Township fail to make payment due Crossroads for services and/or expenses within thirty (30) days after receipt of the invoice, Crossroads may suspend services and withhold work product under this Agreement until any and all outstanding and/or delinquent invoices have been paid in full for all amounts due for services, expenses and charges performed under this Agreement. Crossroads shall have no liability to the Township for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Township. Upon payment of all amounts due by the Township, Crossroads shall resume services under this Agreement.
5. Timeliness-If the Township fails to make payment to Crossroads in accordance with the payment terms set forth in this Agreement; such failure shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by Crossroads.

#### **C. PUBLIC MEETING NOTICES**

The Township shall be responsible for the distribution of all required meeting notices in accordance with the State of Ohio Sunshine Laws and existing Zoning Code. The Township shall also be responsible for all associated costs for said meeting notices.

#### **D. INDEPENDENT CONTRACTOR**

Crossroads is to serve as an independent contractor for the Township, and neither Crossroads, its employees, or any other person or entity through which Crossroads performs its responsibilities under this Agreement shall be considered an employee of the Township.

#### **E. CHANGES IN PROPOSED SERVICES.**

Any additional changes or modifications in the proposed services and fees for services shall be mutually agreed to in writing by the Township and Crossroads.

#### **F. TERMINATION OF AGREEMENT.**

This Agreement shall be in full effect as of the date stated above and shall remain in effect until December 31, 2026 (the "Termination Date"). This Agreement shall automatically terminate upon the Termination Date, unless otherwise renewed by mutual consent of the Parties. Notwithstanding the above, the Township may terminate this Agreement with thirty (30) days' prior written notice to Crossroads of the intent to terminate. Crossroads may terminate this Agreement with thirty

(30) days' prior written notice to the Township of the intent to terminate. Crossroads shall be compensated for all services completed prior to the date of termination.

#### **G. NOTICES.**

All notices under this Agreement shall be mailed to the parties hereto at the following addresses:

Crossroads: Holly R. Mattei, AICP  
Owner/President  
Crossroads Community Planning, LLC  
49 Stoney Bluff Way  
Lithopolis, OH 43136


Township: Dan Wetzel, Trustee  
Jersey Township  
1481 Mink Street  
Pataskala, OH 43062

#### **H. CONTROLLING LAW.**

1. This Agreement is to be governed by the law under the State of Ohio. If any provision of this Agreement is held invalid or unenforceable to any extent by a court of competent jurisdiction, the remainder of this Agreement is not affected thereby and that provision shall be enforced to the fullest extent permitted by law. Any litigation filed in connection with or related to this agreement shall be filed only in the municipal or common pleas court located in Licking County, Ohio and in no other State or Federal Court.
2. This Agreement and the attachments hereto shall constitute the entire Agreement between the Township and Crossroads and no other Agreements oral or written exist between the parties pursuant to the subject hereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this day and year first written above.

Crossroads Community Planning, LLC  
By:

  
Holly R. Mattei, Owner/President

Jersey Township  
By:

\_\_\_\_\_  
Dan Wetzel  
Jersey Township Trustee