

**JOINT ECONOMIC DEVELOPMENT DISTRICT I
BOARD OF DIRECTORS
VIRTUAL MEETING MINUTES**

**OCTOBER 19, 2020
2:00 P.M.**

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Access Code: 583-650-405

1. Call Meeting to Order

Kim Wood called the meeting to order.

2. Roll Call

The following Directors were present:
Kim Wood – Township Member
Oliver Turner – Business Member
Loren Sengstock – Worker Member
Bill Sanford – Municipal Member

The following guest was present:
Attorney Dawn Sanderson

3. Approval of Minutes

a. September 14, 2020 Board of Directors Meeting Minutes

Motion – Approve September 14, 2020 Minutes as Presented
Loren Sengstock made the motion, Bill Sanford seconded.
All members voted in favor.

4. Additions or Deletions to the Agenda

No additions or deletions to the agenda.

5. Hearing of the Public (Agenda Items Only)

Attendees must register their intention to participate upon their arrival at the meeting and will be heard at the time of the agenda item.

No one wished to speak.

6. Appointment of Chairperson

Director Sanford reached out to Jeff Langenderfer. Jeff Langenderfer is a banker with Buckeye State Bank. Mr. Langenderfer is currently reviewing the JEDD I materials and will be informing Director Sanford of his decision.

7. Appointment of Secretary

Director Turner proposed the appointment of Township employee Samantha Didion as JEDD I Secretary. He reviewed her qualifications and experience.

Discussion was held regarding compensation of the JEDD I Secretary.

Attorney Dawn Sanderson provided clarity on the matter of compensation of the Secretary.

The Board decided the Township would provide a quarterly invoice reflecting the time spent by the Secretary on JEDD I work and in turn the JEDD I would reimburse the Township.

8. Audit Protocols Update (Director Sanford)

Discussion was held regarding audit protocols and the City of Sylvania's involvement.

9. Liability Insurance Update (Director Turner)

Director Turner reviewed the liability insurance quote from Stapleton Insurance.

Discussion was held regarding liability insurance and input from Attorney Dawn Sanderson.

The Board decided Director Sanford would request an additional quote from the City of Sylvania's provider to allow for the Directors to compare quotes at the next JEDD I meeting.

10. Tax Administration Contract Update (Director Turner)

Director Turner and Director Sanford have signed the contract.

Director Turner will leave the contract at the front desk at Township Hall to collect Director Sengstock and Director Wood's signatures.

11. Resolution on Income Tax Collection (Consideration of January 1 Date)

Director Sanford spoke with City of Sylvania finance personnel and it was requested that the collection begin on January 1 instead of the initially proposed date of December 1 as a calendar year collection will make processes cleaner.

All the Directors agreed with the recommendation of having the collection begin on January 1, 2021, instead of the initial date of December 1, 2020, that was passed at the September 14, 2020 meeting via Resolution 20-003.

Resolution 20-006 – Resolution to Rescind Resolution 20-003 to Levy an Income Tax on December 1, 2020

Oliver Turner made the motion. Bill Sanford seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No – None

Resolution 20-007 – Resolution Levying Income Tax and Related Measures

Oliver Turner made the motion. Loren Sengstock seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No – None

12. Resolution Establishing Records Commission

Resolution 20-005 – To Establish a Public Records Commission

Loren Sengstock made the motion. Kim Wood seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No – None

13. Adoption of a Public Records Policy / Retention Schedule

Discussion was held amongst the Directors regarding the public records policy and retention schedule and Attorney Dawn Sanderson provided answers to the Directors questions.

Resolution 20-008 – To Adopt the Presented Retention Schedule and Submit the Schedule to the Ohio History Connection

Oliver Turner made the motion. Loren Sengstock seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No – None

14. Establish Next Meeting Date

The next meeting will be held on Monday, November 16, 2020 at 2:00 p.m.

15. Hearing of the Public (Non-Agenda Items)

Attendees must register their intention to participate upon their arrival.

No one wished to speak.

16. Open Discussion & Reports

Director Sanford brought to attention that the content of the September 14 minutes was adequate and acceptable for future meeting minutes. All Directors agreed and Director Turner will pass along the feedback to proposed JEDD I Secretary Samantha Didion.

17. Adjournment

Motion to Adjourn.

Kim Wood made the motion. Loren Sengstock seconded.

Kim Wood called for vote.

Yes – Kim Wood, Oliver Turner, Loren Sengstock, and Bill Sanford

No – None

MINUTES APPROVED AT MEETING DATED: November 16, 2020