



**Board of Directors
Meeting Minutes**

Date: November 19, 2025

Meeting Type: Regular

Location: Jackson County Jobs & Family Services - 25 E. South Street, Jackson, Ohio 45640

Present: Anthony Brenner, Paul Haller, Nicole Havens, Lee Hubbard, Gary Radabaugh, John Stabler, and David Swackhammer (Proxy), Donnie Willis

CALL TO ORDER

The meeting was called to order by Mr. Hubbard at 10:30 a.m.

MINUTES

- *The minutes of the October 1, 2025, meeting were approved on a motion by Mr. Willis, seconded by Mr. Swackhammer. Motion Carried.*

FINANCE REPORT

Mr. Hubbard presented the financial report.

- *The financial report was approved on a motion by Mr. Swackhammer, seconded by Mr. Haller. Motion carried.*
 - **Disbursement Approvals**
 - A check (#356) written to BHM CPA Group Inc. in the amount of \$3750.00 was approved on a motion from Mr. Willis and seconded by Mr. Brenner. Motion carried.
 - A check (#357) written to H & S Contracting in the amount of \$9,000.00 was approved on a motion from Mr. Willis and seconded by Mr. Brenner. Motion carried.
 - A check (#358) written to Running G Farms in the amount of \$62,900.00 was approved on a motion from Mr. Willis and seconded by Mr. Haller. Motion carried.
 - A check (#359) written to Sexton's Excavating in the amount of \$25,300.00 was approved on a motion from Mr. Willis and seconded by Mr. Brenner. Motion carried.
 - A check (#360) written to H & H Environmental in the amount of \$9,535.00 was approved on a motion from Mr. Willis and seconded by Mr. Brenner. Motion carried.
 - A check (#351) written to Wilson Excavating in the amount of \$64,670.00 was approved on a motion from Mr. Willis and seconded by Mr. Swackhammer. Motion carried.

OLD BUSINESS

- **Demolition & Site Revitalization Grant Program** –
 - Mr. Stabler is meeting with Kelly Love and ODOD to discuss the issues with reimbursements.
 - Land Lift Incorporated is 9 days behind their deadline and hasn't submitted the extension form. All clean-up should be finalized by the end of the day.
- **12 Exline Street, Coalton** –
 - The Land Bank can acquire both parcels for \$10,000.
- **Survey of Properties** – No update

- **Property Acquisitions – Tax Delinquent Properties** – No update
- **67 Main Street, Oak Hill** –Brownfield Remediation will be used to remove the underground storage tank and demolish the building. The property will first be donated to the Land Bank and then transferred to the Village of Coalton.

NEW BUSINESS

- **Donation of Property-**
 - Mr. Stabler received a request for property from Tender Footprints Legacies for hosting small gatherings, memorial gardens, community events, or serve as a safe, quiet space for grieving families. There is no response timeline.
- **JCEDP 2026 Contract –**
 - Mr. Hubbard met with Sam Brady to discuss the 2026 Administrative Contract. The proposed 2026 contract includes a 10% increase rounded to \$27,000 for the year.
The JCEDP 2026 Administrative Contract for \$27,000 was approved on a motion by Mr. Haller, seconded by Mr. Willis. Motion carried.

PUBLIC COMMENTS

- None

DATE OF NEXT MEETING

The next regular meeting will be *Wednesday, January 14, 2026*, at 10:30 a.m. at the Jackson County Jobs and Family Services Offices.

ADJOURNMENT

The meeting was adjourned at 11:31 a.m. on a motion from Mr. Willis and a second from Mr. Swackhammer. Motion carried.

Respectfully Submitted,
Nicole Havens