



**Board of Directors  
Meeting Minutes**

**Date:** October 1, 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 10:31 a.m.

**MINUTES**

- *The minutes of the August 13, 2025, meeting were approved on a motion by Mr. Haller, 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. Brenner. Motion carried.*
  - **Disbursement Approvals**
    - A check (#352) written to MIL Property Management in the amount of \$200.00 was approved on a motion from Mr. Willis and seconded by Mr. Brenner. Motion carried.
    - A check (#353) written to Jones Stephenson Insurance in the amount of \$1,579.00 was approved on a motion from Mr. Brenner and seconded by Mr. Haller. Motion carried.
    - A check (#354) written to Wilson Excavating in the amount of \$11,350.00 was approved on a motion by Mr. Brenner and seconded by Mr. Haller. Motion carried.
    - A check (#355) written to Wilson Excavating the amount of \$12,380.00 was approved on a motion by Mr. Brenner and seconded by Mr. Haller. Motion carried.

**OLD BUSINESS**

- **Demolition & Site Revitalization Grant Program –**
  - 2022 Grant
    - Final reports complete, just waiting for reimbursement from ODOD.
  - 2024 Grant
    - Several sites have already been completed. Mr. Stabler plans to provide a report with before and after pictures for The Board.
- **Property Acquisitions: Tax Delinquent Properties –** Mr. Hubbard will contact Auditor Ridgeway about tax delinquencies. The Board would like to seek guidance on how to conduct foreclosures as the Land Bank.
- **Diamond Area: Condemned Properties –** No responses have been received from the property owners.

- **67 Main Street, Oak Hill** – Mr. Stabler spoke with the property owner; they are currently waiting for approval for lien forgiveness.

## **NEW BUSINESS**

- **Non-Voting Board Member Renewal**
  - *The non-voting board member seat held by Mr. Gray Radabaugh was renewed for 2026 on a motion made by Mr. Willis and seconded by Mr. Brenner. Motion carried.*
- **Welcome Home Ohio Bid** – Tabled and will be rebid.
- **Pre-approved Contractor Form Approval**
  - *Land Lift Incorporated was approved as a Pre-Approved Contractor on a motion made by Mr. Willis and seconded by Mr. Haller. Mr. Swackhammer Abstained. Motion carried.*
- **Sexton’s Excavating: John Hoops Road Demolition** –
  - Sexton’s Excavating submitted a bid to demolish only one structure located at 2550 John Hoops Road. The bid specifications required the demolition of two houses and a shed; therefore, a change order will be necessary.
  - If the change order amount exceeds \$3,000 (the equivalent of the next lowest bidder), the project will need to be rebid.
  - *A motion was made by Mr. Willis to approve a change order of up to \$3,000 for the demolition project located at 2550 John Hoops Road, Jackson. The motion was seconded by Mr. Brenner. Motion carried.*

## **PUBLIC COMMENTS**

- None

## **DATE OF NEXT MEETING**

The next regular meeting will be *Wednesday, November 19, 2025*, 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. Haller and a second from Mr. Swackhammer. Motion carried.*

Respectfully Submitted,  
Nicole Havens