

Joint Economic Development Zone – (JEDZ)
Quarterly Meeting Minutes of December 19, 2013

The meeting was called to order at 4:00 pm, December 19, 2013 at the Columbia Township Administration Building at 5686 Kenwood Road, Cincinnati, OH 45227. Present were David Kubicki, Susan Hughes, Carson Shelton, Jennifer Kaminer and Mike Lemon.

Organization of Board of Directors:

The resolution from Columbia Township appointing Steven Langenkamp, Susan Hughes and David Kubicki to the Board of Directors was distributed. The letter from Mayor Shelton was presented naming Carson Shelton, Jennifer Kaminer and Walter Raines, Jr. to the Board of Directors was also distributed. On roll call, Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer answered present. Mr. Langenkamp and Mr. Raines were absent.

Election of Officers:

Mr. Shelton nominated Mr. Kubicki for Chairperson and Mrs. Hughes seconded the nomination. Hearing no other nominations, the nominations were closed. On roll call, Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer voted four ayes, no nays. Mr. Kubicki will be the Chairperson.

Mr. Kubicki nominated Mr. Shelton for Vice-Chairperson and Mrs. Hughes seconded the nomination. Hearing no other nominations, the nominations were closed. On roll call, Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer voted four ayes, no nays. Mr. Shelton will be the Vice-Chairperson.

Mr. Kubicki nominated Ms. Kaminer for Treasurer and Mr. Shelton seconded the nomination. Hearing no other nominations, the nominations were closed. On roll call, Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer voted four ayes, no nays. Mr. Kubicki will be the Chairperson.

Mr. Shelton nominated Mr. Raines for Secretary and Mrs. Hughes seconded the nomination. Hearing no other nominations, the nominations were closed. On roll call, Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer voted four ayes, no nays. Mr. Raines will be the Secretary.

Resolutions:

Mr. Shelton motioned and Mr. Kubicki seconded the motion for the resolution “Adopting a Code of Regulations of the Columbia Township Joint Economic Development Zone.” There being no further discussion, on roll call Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer voted four ayes and no nays. The resolution was adopted.

Mr. Shelton motioned and Mr. Kubicki seconded the motion for the resolution “Levying an Income Tax within the Columbia Township Joint Economic Development Zone.” There being no further discussion, on roll call Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer voted four ayes and no nays. The resolution was adopted.

Mrs. Hughes motioned and Ms. Kaminer seconded the motion for the resolution “Adopting the Village of Fairfax Income Tax Code as the Income Tax Code of the Columbia Township Joint Economic

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Development Zone.” There being no further discussion, on roll call Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer voted four ayes and no nays. The resolution was adopted.

Mrs. Hughes motioned and Mr. Kubicki seconded the motion for the resolution “Approving a Contract between the Columbia Township Joint Economic Development Zone and the Village of Fairfax for the Administration, Collection, and Enforcement of the Income Tax.” There being no further discussion, on roll call Mr. Kubicki, Mrs. Hughes, Mr. Shelton and Ms. Kaminer voted four ayes and no nays. The resolution was adopted.

Discussion of Other Matters

Ms. Kaminer motioned and Mr. Kubicki seconded the motion to appoint Mr. C. Michael Lemon as Acting Secretary for the meeting and signature of documents. On roll call, there were four ayes and no nays. Mr. Lemon was appointed Acting Secretary for the meeting.

Mr. Raines and Ms. Charlene Metzger are investigating a JEDZ module for the MITS tax system currently used by Fairfax. The estimated cost is \$5,000. The JEDZ will pay for any acquisition for software or software programs necessary for the collection of taxes. Fairfax will purchase the software necessary and add it to all other tax expenses incurred by Fairfax for collection of taxes in the Zone. Mr. Raines will present an annual report to the Board on Fairfax expenses to be reimbursed per the JEDZ contract.

Mr. Raines will work with the necessary parties to establish a banking account and establishment of funds as required for operating the JEDZ. A procedure will be prepared by Mr. Lemon, Mr. Raines, et. al., on board approval and signature requirements for checks issued by the JEDZ.

Mr. Raines will be expected to provide quarterly reports on income and expenses of the JEDZ, updates on changes in employment and businesses, and short and long range projections on income and expenses.

Mr. Lemon will develop a procedure for attendance and absence of board members, adopting an annual budget and an appropriations procedure for payment of expenses and distribution of revenue.

A copy of the Fairfax Tax Code will be forwarded to Columbia Township.

JEDZ Minutes and JEDZ Resolutions books will be acquired and subsequently maintained in the Columbia Township administration building.

Mr. Lemon was asked to pursue liability and/or bond insurance for the board which will be paid by the JEDZ.

Ms. Kaminer will ask Mr. Raines and Ms. Metzger for an update on their progress in setting up the necessary structures for the JEDZ, business letters, and tax forms.

Establishing a Date for Next Meeting:

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The next meeting is tentatively scheduled for March 11, 2014 at 5:30 pm at the Columbia Township administration building. The meetings will normally be held just before the township trustees meeting held at 6:00 pm.

Adjournment:

Ms. Kaminer motioned and Mrs. Hughes seconded the motion for adjournment.