

# **Minutes for the CLINTON COUNTY REGIONAL PLANNING COMMISSION OR THE EXECUTIVE COMMITTEE**

July 10th, 2025

5:30 p.m.

1850 Davids Dr., Wilmington, OH 45177

## **ROLL CALL**

Ruth Brindle called the meeting to order at approximately 5:34 p.m. local time, with the following Planning Commission Executive Committee members present.

Ruth Brindle  
Benjamin Collings  
Jon Branstrator

The Commission attained a quorum.

Other Attendees: Anya Tipton, Jenna Norman

Jon Branstrator made a motion to approve the agenda, seconded by Benjamin Collings and approved with a voice vote: all yea.

## **OLD BUSINESS**

There was no old business to discuss.

## **NEW BUSINESS**

### Staff Updates

Anya Tipton provided the Executive Committee with two bills for hotel stays related to the OLBA and Brownfields conferences that needed board signatures.

Tipton introduced Jenna Norman, the new RPC intern, to the Executive Committee. Norman provided the Board with a brief synopsis of her first week at RPC. She has been tasked with developing a public engagement strategy for the County Thoroughfare Plan, and has been working to identify key stakeholders.

Tipton provided an update on Fellow Gabe Moore's progress on the Age-Friendly Action Plan update. Moore has procured over 100 survey responses and is working on electronically transcribing written responses.

Tipton provided an update on OHM. Adam Cook with OHM has been assisting in developing an area plan in Wilmington related to a proposed housing development. Development review has paused as RPC had maxed out its hours in this category, so RPC and OHM had to reorganize the contract/move hours to different categories so work could resume. Adam Cook is planning on attending a TRC meeting in the next few weeks to discuss development procedures with various department heads.

The Board discussed a recent inquiry about the Executive Director position at Regional Planning.

### Commission Membership

Ruth Brindle presented a roster of current members with term expirations. Brindle pointed out that Wilmington representative terms will need to be staggered by one year again.

### Attendance

Ruth Brindle has drafted a memo encouraging attendance at RPC meetings to be sent physically and electronically to all Commission members. Benjamin Collings suggested the possibility of Commission members voluntarily providing alternates in the event they are unable to attend a meeting.

#### Legal Update

Anya Tipton provided an update regarding a lawsuit filed against Regional Planning. The complaint has been dismissed without prejudice.

#### Time Off

Anya Tipton requested paid time off on August 14<sup>th</sup> & 15<sup>th</sup>, 2025 to travel to New Orleans. Benjamin Collings made a motion to approve the request, seconded by Jon Branstrator and approved with a roll call vote: 3 yea, 0 nay, 0 abstention.

#### Drew DeMarsh P-card

Anya Tipton informed the Board that former Director Drew DeMarsh's company credit card is still being charged for certain subscriptions (i.e. Zoom, Adobe Acrobat, etc). Tipton recommended cancelling the P-card to avoid any future and/or unknown charges. Ruth Brindle made a motion to terminate the Clinton County credit card under Drew DeMarsh's name, seconded by Benjamin Collings, and approved with a roll call vote: 3 yea, 0 nay, 0 abstention.

### **ADJOURNMENT**

A motion to adjourn was made by Benjamin Collings, seconded by Jon Branstrator. The Executive Committee adjourned at 6:41 pm.

Respectfully submitted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Ruth Brindle, Chairman

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\_\_\_\_\_  
Anya Tipton, Interim Executive Director