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

September 11th, 2025
5:30 p.m.
1850 Davids Dr., Wilmington, OH 45177

ROLL CALL

Ruth Brindle called the meeting to order at approximately 5:30 p.m. local time, with the following Planning Commission Executive Committee members present.

Ruth Brindle
Benjamin Collings (left @ 5:30pm)
Jon Branstrator
Michelle Morrison
Rick Walker

The Commission attained a quorum.

Other Attendees: Anya Tipton, Mike McCarty (left @ 6:36pm)

Michelle Morrison made a motion to approve the agenda with an amendment to make “Bills” the first item of business, seconded by Benjamin Collins and approved with a roll call vote: all yea.

OLD BUSINESS
There was no old business to discuss.

NEW BUSINESS

<u>Bills</u>
Anya Tipton presented three bills. The first was from Burgess & Niple, total $10,940.60, for professional services related to the Thoroughfare Plan update. Tipton noted that payment will be reimbursed by the Engineer’s Office, County Commissioners, Engineer’s Office, and Port Authority. The project management team will soon be discussing a payment plan.

The second bill was from OHM Advisors, total $2,780.50 for ongoing planning support services. This bill is larger than the previous due to OHM’s assistance in developing a hiring strategy for Regional Planning. The third bill was from Bricker Graydon, total $1,662.00 for legal services related to pending court action. The lawsuit has since been dismissed.

Rick Walker made a motion to approve all three bills for payment, seconded by Jon Branstrator and approved with a roll call vote: 5 yea, 0 nay, 0 abstention.

<u>Time Off</u>
Anya Tipton learned from the Auditor’s Office that the language used at the August 13th, 2025 Executive Committee to approve paid time off was technically out of conformance with local code. Benjamin Collings made a motion to retroactively approve Tipton’s vacation request for August 14th and 15th, 2025 as a result of Tipton being immediately eligible to accrue and use paid time off upon her promotion in March 2025. The motion was seconded by Jon Branstrator and approved with a roll call vote: 5 yea, 0 nay, 0 abstention.

Anya Tipton informed the Board of her plans to take vacation time for a wedding in North Carolina from September 29th-October 3rd. Benjamin Collings made a motion to approve vacation for Anya Tipton from September 29th-October 3rd on the basis of Tipton being immediately eligible to accrue and use paid time off upon her promotion in March 2025. The motion was seconded by Jon Branstrator and approved with a roll call vote: 5 yea, 0 nay, 0 abstention.

<u>Conferences</u>
Anya Tipton reminded the Board of two upcoming conferences, which had been previously approved by the Executive Committee, and presented associated bills:

- **Ohio CDC Conference:** September 17th-19th, Dayton, OH
  - Tipton noted that registration for this conference was free of charge, courtesy of the Ohio Land Bank Association. However, Chair Ruth Brindle encouraged Tipton to book a hotel for the conference to attend evening networking events. Tipton presented a hotel receipt for two nights in Dayton, totaling $393.77. Benjamin Collings made a motion to approve the transaction, seconded by Rick Walker and approved with a roll call vote: 5 yea, 0 nay, 0 abstention.
- **Ohio APA Conference:** September 24th-26th, Toledo, OH
  - Tipton presented invoices for registration and hotel fees to attend the Ohio Planning Association conference in Toledo, OH, totaling $300.00 and $287.95 respectively. Michelle Morrison made a motion to approve both transactions, seconded by Ruth Brindle and approved with a roll call vote: 5 yea, 0 nay, 0 abstention.

Anya Tipton indicated that she would still be reachable during the conferences and conducting remote office work as needed.

<u>RPC Employee Roster</u>
Anya Tipton informed the Board that the Auditor's Office has been requesting all employees at Regional Planning to complete certain mandatory periodic forms and training. As the lack thereof puts the office out of compliance with County regulations, Anya Tipton asked the Board to review the status of the following individuals' employment at Regional Planning:

- Jenna Norman
  - Ruth Brindle made a motion to terminate Jenna Norman's seasonal employment at Regional Planning upon completion of her tasked duties in August 2025. The motion was seconded by Michelle Morrison and approved with a roll call vote: 5 yea, 0 nay, 0 abstention.
- Drew DeMarsh
  - The Board discussed DeMarsh's employment at Regional Planning. While DeMarsh is currently technically a part-time hourly employee, he has not performed any work for the organization as of late. Rick Walker made a motion authorizing Chair Ruth Brindle to terminate Drew DeMarsh's employment at Regional Planning upon receipt of all electronics, keys, passwords, and other office equipment, also allowing Brindle to collect these items. The motion was seconded by Jon Branstrator and approved with a roll call vote: 4 yea, 0 nay, 1 abstention (Brindle).
- Taylor Stuckert
  - While Stuckert is technically a part-time hourly employee, he also has not performed any work for the organization as of late. However, Tipton recommended leaving his position in place, as there is a current Land Bank matter for which she intends to seek his help. The Board agreed.

<u>Land Bank Contract</u>
Anya Tipton updated the Board on ongoing negotiations between the Land Bank and Regional Planning regarding the now-expired contract.

<u>Hiring</u>
Ruth Brindle presented the Board with a draft hiring plan for the open Executive Director position. The plan includes a proposed search committee, job description, salary, and timeline. The intent is to begin

posting the job opening online the week of September 15th and conclude final rounds of interviews by mid-November. The proposed compensation is $100,000-$120,000 DOQ.

The Board discussed the hiring strategy. Michelle Morrison made a motion to approve the hiring plan as proposed by Brindle. The motion was seconded by Rick Walker and approved with a roll call vote: 4 yea, 0 nay, 0 abstention.

ADJOURNMENT

A motion to adjourn was made by Rick Walker, seconded by Jon Branstrator. The Executive Committee adjourned at 6:43 pm.

Respectfully submitted and approved this ________ day of _____ 2025.

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Ruth Brindle, Chair

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Benjamin Collings, Secretary

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Jon Branstrator, Treasurer

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Anya Tipton, Interim Executive Director