

**Regular Meeting #49 - 2025
Fairfield County Commissioners' Office
November 4, 2025**

Review Meeting

The Commissioners met at 9:00 a.m. in the Commissioners Hearing Room located at 210 E. Main St., Lancaster, OH. Commissioner Fix called the meeting to order, and the following Commissioners were present: Jeff Fix, Steve Davis and David Levacy. Also present: County Administrator, Aundrea Cordle; Deputy County Administrator, Jeff Porter; Clerk, Rochelle, Menningen; Information and Communications Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; Treasurer, Jim Bahnsen; Recorder, Lisa McKenzie; Auditor, Dr. Carri Brown; Assistant Prosecuting Attorney, Steven Darnell; Utilities Director, Tony Vogel; IT Director, Dan Neeley; EMA and Facilities Director, Jon Kochis; JFS Director, Corey Clark; FCFC Manager, Tiffany Wilson; Records Center Clerk, Ash Sark; DD Superintendent, Dr. David Uhl; Interim RPC Director, Holly Mattei; Urban Technician, Chad Lucht; Sheriff's Deputy, Kevin Romine; Sergeant, Austin Schoor; Financial Analyst, Taylor Forquer; Economic & Workforce Development Director, Rick Szabrak; Budget Officer, Staci Knisley; Economic Development Specialist, Vince Carpico; and Sheriff, Alex Lape. Also in attendance: Brooke Bihlman, Sherry Pymmer, Garrett Davis, Chris Snider, and Stephanie Taylor.

Virtual attendees: Tony Vogel, Deborah, Jessica Murphy, Lori Hawk, Barry, Josh Horacek, Lori Lovas, Shannon Ward, Greg Forquer, Lynette Barnhart, Stacy Hicks, Jared Collins, Jennifer Morgan, Andy Boystel, Andy Robberts, Bayley Fields, Ashley Arter, and Toni Ashton.

Welcome

Commissioner Fix opened the meeting by welcoming everyone in attendance.

State Auditor Presentation

A representative from the State Auditor's Office presented Commissioner Davis with a letter of commendation for receiving the 2025 Leadership in Mobility award from the Mid-Ohio Regional Planning Commission.

State Treasurer Presentation

Brooke Bihlman, Public Affairs Officer with the Ohio Treasurer of State, provided a summary of the new Buckeye Business Advantage program. This is a program designed to help small businesses thrive.

Commissioner Fix asked if the program was a limited time program.

Brooke Bihlman stated the loan would be up for two years and a maximum of \$1,000,000.

Budget Update

Budget Director, Bart Hampson, provided a 3rd quarter financial update and stated that the 2026 Budget would be presented December 9th. He spoke about the financial forecast for 2025, including November and December. Year-to-date revenues are more than anticipated and expenses are less than budgeted. Sales and Use Tax are currently the highest percentage of revenues at 39%. Personal Services are the highest percentage of expenses at 34% of all expenditures. The Level 4 budget entry access ends on December 1st and departments will receive updated health insurance information to adjust their budgets accordingly. The 2025 3rd Quarter Results PowerPoint is available to view in the minutes.

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Public Comments

There were no public comments.

Legal Update

There was no legal update.

County Administration Update

- *The County Administration Update was provided by County Administrator, Aundrea Cordle, unless otherwise indicated.*

Week in Review

Commissioners' Meeting Schedule for Remainder of 2025

The Commissioners will not meet next week, November 11th, in observance of Veterans' Day. Please note that Fairfield County Offices will be closed on that day. The next meeting is November 18th at 7:00 pm. at Berne Union School auditorium. Following that there is no meeting during the week of November 24. The last two meetings of the year will be December 2 and 9th.

Highlights of Resolutions

Administrative Approvals

The review packet contains a list of administrative approvals.

Resolution Review

There are 29 resolutions on the agenda for the Regular voting meeting.

Resolutions of note:

- The First resolution on the agenda is to adopt a comprehensive cybersecurity policy for the county.
- There is a resolution to approve a .59 acre annexation from Walnut Township to the Village of Thurston.
- As mentioned in review last week, we have a resolution to reappoint Kellie Smith, Jessica Roth, and Becky Schaade to the DD Board.
- There is a resolution to establish a new fund for enhanced 9-1-1 services.
- Economic Development has a resolution to approve an agreement with the State of Ohio, Department of Development, for \$350,000 per year, for two years, for programming at the Fairfield County Workforce Center.
- The Engineer's Office has a resolution to approve a 2nd amendment to the Road Usage Maintenance Agreement (RUMS) between the Commissioners and the Ohio Power Company.
- Facilities has Change Order #3 on the agenda for Gutknecht Construction for additional work being performed at the Workforce Center.
- MCU has a resolution for a fund-to-fund transfer. This is recognizing matching grant funds that were received from the City of Lancaster Police Department.

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- The Prosecutor's Office has a resolution to accept Victims of Crime Act and State Victims Assistance Act grants, which will be administered through that office.
- Regional Planning has a resolution to approve conditional acceptance of the OUCU Credit Union Subdivision.
- And Transit has 5 resolutions on the agenda. One resolution authorizing the filing of applications with ODOT for grants through the FTA. Another resolution approving the application for the Standard 2026 Certifications and Assurances for ODOT. And three resolutions authorizing service agreements with DD, the Workforce Center, and with Cintas for uniforms.

Budget Review

There was no additional budget review.

Calendar Review/Invitations Received

Informational Items

- WLOH Interview with Commissioner Levacy, November 4, 2025, 4:45 p.m.
- Regional Planning Commission Meeting, November 4, 2025, 6:00 p.m., Fairfield County Records Center, 138 W. Chestnut St., Lancaster
- Commissioner Levacy Shadowing of CPS Screener, November 5, 2025, 9:00 a.m., 239 W. Main St., Lancaster
- Fairfield County Economic Update, December 12, 2025, 8:30 a.m., Fairfield County Workforce Center, 4465 Coonpath Rd. NW, Carroll

Correspondence

- Expedited Type II Annexation, .51 Acres +/- Acres, Walnut Township to the Village of Millersport, Agent for the Petitioner, Zachary Walker
- Email from JobsOhio for Commissioner Fix, October 29, 2025, Regarding Appreciation of Partnership in Driving Economic Development
- Thank You from the Fairfield County Fair Board to the Commissioners for their Support

Updates from Elected Officials and Department Heads

Sherif Lape stated that deputies have been busy patrolling at polling locations

Dr. David Uhl spoke about the three DD Board Members on the agenda for reappointment. He thanked the Commissioners for working to ensure all Boards have quality Board members and added that the three on for reappointment have been serving at a high level. He added that the DD Board will be losing approximately 75% of property tax funding and the reappointments are the best people for the Board considering that revenue loss.

Treasurer Bahnsen had an RFP close Friday for credit card processing. His office will come to the commissioners for the approval of a new processor.

Garrett Davis from United Way of Fairfield County spoke about an upcoming 5k fundraiser.

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Recorder Lisa McKenzie stated she will be attending the State Records' conference.

Auditor Dr. Carri Brown spoke about the Making Numbers Count seminar and added that her office will host a training course in November for townships. Dr. Brown thanked the Commissioners for the Holiday Schedule and stated that the November Map of the Month is about former and current Fairfield County railroads. She spoke about proposed tax reform and added that there are two House Bills that will limit increases to inflation.

Commissioner Levacy spoke about the major misconception regarding property taxes.

Holly Mattie stated she is working with Hicks Partners to get information to villages regarding the Neighborhood Revitalization Grant.

Chad Lucht stated 33 lbs. of medication were collected at one location and 55 at another for DEA Takeback Day. He added that Soil & Water is working on their cybersecurity plan.

Tony Vogel stated his office is assisting the Village of Millersport with a proposal for a new wastewater treatment facility.

Rick Szabrak stated that the Utilities department has been invaluable with the project, which will be transformational Millersport. The economic update is coming up in December and should be very interesting.

Jon Kochis stated that the facilities department is wrapping up the Levacy Center project and Veterans Services has successfully moved to their new location. Two hangars at the airport were involved in an incident that will slow that project down.

Dan Neeley acknowledged Brian Plummer who assisted with the election processes.

Corey Clark stated SNAP benefits have been suspended due to the Federal Government shutdown.

Jeff Porter stated that open enrollment for benefits had started and added that the Dog Shelter currently has 52 dogs in its care.

Old Business

Commissioner Davis stated he recently met with Representative Thomas and added that the CCAO is working on language from the change in the Tax and Finance Committee's position.

Commissioner Levacy spoke about attending a recent AI workshop.

Commissioner Fix spoke about the rapid changes in AI. He added his appreciation for the CCAO and County Administration who organized the AI workshop.

New Business

Commissioner Levacy spoke about the State of Ohio Veterans Hall of Fame induction ceremony and the Fairfield County Veterans Hall of Fame induction ceremony that would occur November 13th.

Commissioner Davis spoke about the CFLP Solid Waste District meeting and added that staff consulted with the Licking County Treasurers Office on their inaccuracies on their return on investment estimates.

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Regular (Voting) Meeting

The Commissioners continued to the Regular/Voting portion of the meeting, and the following Commissioners were present: Jeff Fix, Steve Davis and David Levacy. Also present: County Administrator, Aundrea Cordle; Deputy County Administrator, Jeff Porter; Clerk, Rochelle, Menningen; Information and Communications Coordinator, Bennett Niceswanger; Budget Director, Bart Hampson; Treasurer, Jim Bahnsen; Recorder, Lisa McKenzie; Auditor, Dr. Carri Brown; Assistant Prosecuting Attorney, Steven Darnell; Utilities Director, Tony Vogel; IT Director, Dan Neeley; EMA and Facilities Director, Jon Kochis; JFS Director, Corey Clark; FCFC Manager, Tiffany Wilson; Records Center Clerk, Ash Sark; DD Superintendent, Dr. David Uhl; Interim RPC Director, Holly Mattei; Urban Technician, Chad Lucht; Sheriff's Deputy, Kevin Romine; Sergeant, Austin Schoor; Financial Analyst, Taylor Forquer; Economic & Workforce Development Director, Rick Szabrak; Budget Officer, Staci Knisley; Economic Development Specialist, Vince Carpico; and Sheriff, Alex Lape. Also in attendance: Brooke Bihlman, Sherry Pymmer, Garrett Davis, Chris Snider, and Stephanie Taylor.

Virtual attendees: Tony Vogel, Deborah, Jessica Murphy, Lori Hawk, Barry, Josh Horacek, Lori Lovas, Shannon Ward, Greg Forquer, Lynette Barnhart, Stacy Hicks, Jared Collins, Jennifer Morgan, Andy Boystel, Andy Robberts, Bayley Fields, Ashley Arter, and Toni Ashton.

Pledge of Allegiance

Commissioner Fix asked everyone to rise as able and lead the Pledge of Allegiance.

Announcements

None.

Approval of Minutes for October 28, 2025

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Minutes for the Tuesday, October 28, 2025, meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of Budget Hearing Minutes for October 28, 2025

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Budget Hearing Minutes for the Tuesday, October 28, 2025, meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of Resolutions from the Fairfield County Board of Commissioners

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions:

2025-11.04.a	A Resolution to adopt a comprehensive Cybersecurity program and policy for Fairfield County
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- 2025-11.04.b A resolution to approve the annexation of 0.59+/- Acres, more or less, from Walnut Township into the Village of Thurston, Pursuant to ORC 709.16, Petition by Municipality for Annexation, Agent for the Petitioner, Brian Zets.
- 2025-11.04.c A resolution approving the reappointment of Kellie Smith, Jessica Roth, and Becky Schaade to the Fairfield County Board of Developmental Disabilities
- 2025-11.04.d A resolution to authorize the establishment of a new fund for Enhanced 9-1-1 Services.
- 2025-11.04.e A resolution authorizing the approval repayment of an advance to the General Fund for FAA grant fund# 2788, sub fund# 8317.
- 2025-11.04.f A resolution to appropriate from unappropriated funds in a major expense object category for contractual services.
- 2025-11.04.g A resolution authorizing a fund to fund transfer for an allocation to South Central Major Crimes Unit

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of a Resolution from Fairfield County ADAMH

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from Fairfield County ADAMH:

- 2025-11.04.h A Resolution to Appropriate from Unappropriated in a Major Expenditure Object Category for 5000 ADAMH; Fund 2066, ADAMH

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of a Resolution from Fairfield County Economic & Workforce Development

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from Fairfield County Economic & Workforce Development:

- 2025-11.04.i A resolution to approve the agreement with the State of Ohio, Department of Development.

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Emergency Management Agency

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Emergency Management Agency:

- 2025-11.04.j A resolution authorizing a fund to fund transfer.

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Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of Resolutions from the Fairfield County Engineer

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from the Fairfield County Engineer:

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| 2025-11.04.k | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for repairs and maintenance. |
| 2025-11.04.l | A resolution to approve a 2nd Amendment to the Road Usage Agreement between Fairfield County and Ohio Power Company, a unit of AEP. |
| 2025-11.04.m | A resolution to approve the Final Plat for Vacation of Sleepy Hollow Subdivision (Recorded in P.B. 11, PG. 107). |

Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of a Resolution from Fairfield County Facilities

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from Fairfield County Facilities:

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| 2025-11.04.n | A Resolution for a Change Order #3 to the Contract with Gutknecht Construction and the Fairfield County Commissioners for the Workforce Center |
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Roll call vote of the motion resulted as follows:

Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of Resolutions from Fairfield County Job and Family Services

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from Fairfield County Job and Family Services:

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| 2025-11.04.o | A Resolution to approve FCJFS' share of cost for postage as a Memo Expenditure for Fund# 2018 |
| 2025-11.04.p | A resolution to approve a memo exp./ memo receipt for the costs of Transportation paid to Fairfield County Transit as a memo expenditure for fund# 2599 Workforce Fund |
| 2025-11.04.q | A resolution to approve a memo exp./ memo receipt for the costs of Transportation paid to Lancaster-Fairfield Public Transit as a memo expenditure for fund# 2018 Public Assistance Fund |
| 2025-11.04.r | A resolution authorizing the approval of a service agreement by and between Fairfield County Job & Family Services, Child Protective Services Division and Mayo Home for Youth Development. |

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- 2025-11.04.s A Resolution regarding an amendment for a previously approved Network Placement and Related Services Agreement between Dimensional Phases Group Home and Child Protective Services Department.
- 2025-11.04.t A resolution authorizing the approval of a service agreement by and between Fairfield County Job & Family Services, Child Protective Services Division and Brighter Future for Youth, LLC.
- 2025-11.04.u A resolution to approve a memo exp./ memo receipt for the costs of Bus Passes paid to Lancaster-Fairfield Public Transit as a memo expenditure for fund# 2072 Public Children's Services

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Prosecutor

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Prosecutor:

- 2025-11.04.v A resolution accepting Victims of Crime Act (VOCA) and State Victims Assistance Act (SVAA) Grants for October 1, 2025 through September 30, 2026, grants to be administered by the County Prosecutor.

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of a Resolution from the Fairfield County Regional Planning Commission

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolution from the Fairfield County Regional Planning Commission:

- 2025-11.04.w A resolution to approve Conditional Acceptance of the OUCU Credit Union Subdivision

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of Resolutions from Fairfield County Transit

On the motion of David Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following resolutions from Fairfield County Transit:

- 2025-11.04.x A resolution to authorize the filing of applications with the Ohio Department of Transportation (ODOT) for grants through the United States Department of Transportation Federal Transit Administration (FTA), and any other grants that become available through ODOT and executing a contract with ODOT upon each grant application approval
- 2025-11.04.y A Resolution to Approve an Application for the Standard 2026 Certifications and Assurances for the Ohio Department of Transportation (ODOT) Office of Transit and Fairfield County Transit and the Fairfield County Board of Commissioners

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- 2025-11.04.z A Resolution Authorizing the Approval of a Service Agreement by/between Fairfield County Transit and Fairfield County Board of Developmental Disabilities
- 2025-11.04.aa An resolution for an agreement between Fairfield County Transit (FCT) and the Fairfield County Workforce Center.
- 2025-11.04.bb A Resolution Authorizing the Approval of a Service Agreement by/between Fairfield County Transit and Cintas Corporation

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Approval of the Payment of Bills

On the motion of David Levacy and the second of Steve Davis, the Fairfield County Board of Commissioners voted to approve the following resolution for the Payment of Bills:

- 2025-11.04.cc A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

Adjournment

With no further business, on the motion of David Levacy, and the second of Steve Davis, the Board of Commissioners voted to adjourn at 9:49 a.m.

Roll call vote of the motion resulted as follows:
Voting aye thereon: David Levacy, Steve Davis and Jeff Fix

The next Regular Meeting is scheduled for 7:00 p.m. on Tuesday, November 18, 2025, at the Berne Union School District, 506 N. Main St., Sugar Grove, OH.

