CIRCLEVILLE NEW COMMUNITY AUTHORITY BOARD MEETING AUGUST 20, 2025

Circleville New Community Authority convened in Council Chambers Wednesday, August 20, 2025, at 6:00 p.m. Members present at Roll Call: President Barry Keller, Sheri Theis, Tom Klitzka, Katie Logan Hedges, Jeff Hallinin, John Moats, Audrey Lukasak, Tom Duvall, Auditor Mark Bidwell, Clerk Melissa Burns and Assistant Clerk Sarah Kolesar. Invited guests present: Rob McCarthy and Tyler Bridge, Attorneys for Bricker & Graydon, and Mayor Michelle Blanton.

1. Keller called the meeting to order at 6:00 p.m. with Roll Call.

2. Council Member Audrey Lukasak and Assistant Clerk Sarah Kolesar were sworn in by Law Director Kendra Kinney.

3. President Keller highlighted that currently, the Chairperson for the NCA is the Council President, the Vice Chairperson is the Council President Pro Tempore, the Secretary is the Council Clerk, and the Treasurer is the City Auditor. Keller recommended that the format of these positions should remain in place if there are no objections.
   MOTION-ROLL CALL-VOTE:
   Hallinin motioned to keep Council President as the NCA Chairperson. Moats seconded. Motion carried.
   MOTION-ROLL CALL-VOTE:
   Duvall motioned to keep Council President Pro Tempore as Vice Chair. Klitzka seconded. Motion carried.
   MOTION-ROLL CALL-VOTE:
   Theis motioned to keep Council Clerk as the Board Secretary. Duvall seconded. Motion carried.
   MOTION-ROLL CALL-VOTE:
   Hallinin motioned to keep City Auditor as the Treasurer. Klitzka seconded. Motion carried.

4. Duvall motioned to approve the NCA minutes from October 7, 2024. Theis seconded. Motion carried.

5. **Reports and/or Communications from Officers of the Board/Attorney**:

   a) Chairperson Barry Keller stated that in working with the Secretary and Bricker and Graydon in preparation for this meeting, there are specific documents that must be prepared for the NCA's, deadlines to meet and Public Hearing's to be published. Keller explained that all deadlines have been met to add these properties, noting that the meeting this evening is the last step in adding those properties.

   b) Statutory Developer Report (City): Planner Hannah Wynne gave an overview of all properties/projects. Wynne explained Batch one includes the new Valvoline, River Ridge Subdivision and Heritage Pond section 5 subdivision, noting all have received Certificate of Occupancy. Batch two are projects added to tonight's meeting and include the Alto PUD project, Frito Lay warehouse, RaceTrac gas station, the Clifton Estates subdivision, and the 1185 N. Court St. gas station/convenience store. Projects in Batch three include the Jodiro PUD, the Wesley Commons PUD, and the Cellar Townhome project.

6. **Considerations of Resolutions:**

a) **Resolution No. 2025-01 – Is a Resolution providing for the adoption of insurance and bond coverage for the Authority and the Board pursuant to Ohio Revised Code Section 349.04 (TAB #4).**

DICUSSION: Rob McCarthy stated this resolution is similar to the Resolution the Board approved last year and would authorize the Board to obtain both general liability coverage as well as bond coverage for each Board Member which is required by statute.

MOTION-ROLL CALL-VOTE:

Klitzka motioned to approve Resolution No. 2025-01. Duvall seconded. Roll call. (9 Yeas - 0 Nays.) Resolution no. 2025-01 is approved.

b) **Resolution No. 2025-02 – Is a Resolution budgeting an amount from the existing funds and accounts of the authority and the future revenues of the authority to pay administrative expenses and other expenses of the authority for calendar year 2026. (TAB #5).**

DISCUSSION: Rob McCarthy explained that this is an annual appropriation Resolution for funds of the NCA. McCarthy noted this time last year the NCA did not have any revenue and the City has been paying the cost of the NCA, however now the NCA will begin collection process in 2026. McCarthy highlighted for calendar year 2026 budget, the Board is requesting insurance up to $3,000 and administrative expenses up to $5,000 for a total of $8,000. McCarthy noted that in some cases the developer will be required to contribute to NCA costs as part of negotiations. Keller emphasized that in 2026, some NCA money will come in and will be used for offset expenses, related projects, and infrastructure.

MOTION-ROLL CALL-VOTE:

Hallinin motioned to adopt Resolution no. 2025-02. Lukasak seconded. Roll call. (9 Yeas - 0 Nays.) Resolution no. 2025-02 is approved.

c) **Resolution No. 2025-03 – Is a Resolution approving the addition of Additional Property to the Circleville New Community Authority, Pickaway County, Ohio (TAB #6).**

DISCUSSION: Rob McCarthy noted that City Council has completed the process of approving the discussed five properties to the NCA and this Resolution is the final step in which the NCA accepts those properties.

MOTION-ROLL CALL-VOTE:

Theis motioned to adopt Resolution no. 2025-03. Hedges seconded. Roll call. (9 Yeas - 0 Nays.) Resolution no. 2025-03 is approved.

d) **Resolution No. 2025-04 – Is a Resolution authorizing the Authority to join in on one or more Supplemental Declarations of Covenants and Restrictions for the Circleville New Community Authority, Pickaway County, Ohio to be recorded with the Pickaway County Recorder (TAB #7).**

DISCUSSION: Rob McCarthy explained that since the Authority and City Council have approved the addition of these properties, the next step is to record against those properties a Declaration that runs with the land, so as the developers sell homes or commercial properties, the charge continues to carry forward. This Resolution authorizes the Authority to sign the declaration before it is recorded against those properties.

MOTION-ROLL CALL-VOTE:

Moats motioned to adopt Resolution no. 2025-04. Duvall seconded. Roll call. (9 Yeas - 0 Nays.) Resolution no. 2025-04 is approved.

e) Resolution No. 2025-05 – Is a Resolution levying the Community Development Charge of the Circleville New Community Authority for Tax Year 2025 payable in Calendar Year 2026 (TAB #8).

DISCUSSION: Rob McCarthy stated the County Auditor has a certification deadline at the beginning of September each year to put taxes and charges on for the following year and this is certifying to the County Auditor that those properties that have an Occupancy certificate are ready to be charged.

MOTION-ROLL CALL-VOTE:

Theis motioned to adopt Resolution no. 2025-05. Lukasak seconded. Roll call. (9 Yeas - 0 Nays.) Resolution no. 2025-05 is approved.

Other Business: None

Hallinin motioned to adjourn the NCA meeting at 6:37 p.m. Moats seconded. Motion carried.

Minutes prepared by: Sarah Kolesar, Assistant Clerk.