

Review Meeting

Fairfield County Board of Commissioners

Date: November 18, 2025

Location: Berne Union School Auditorium, 506 N. Main Street, Sugar Grove, Ohio

Meeting Start Time: 7:00 p.m.

1. Call to Order

Commissioner Jeff Fix called the meeting to order at 7:00 p.m.

Roll Call – Commissioners Present

- Commissioner Jeff Fix
- Commissioner Steve Davis
- Commissioner David Levacy

Staff and Officials Present

- Jeff Porter, Deputy County Administrator
- Rochelle Menningen, Clerk
- Bennett Niceswanger, Information and Communications Coordinator
- Bart Hampson, Budget Director
- Corey Clark, Job and Family Services (JFS) Director
- Dan Neeley, Information Technology Director
- Jason Grubb, Facilities Deputy Director
- Rick Szabrak, Economic and Workforce Development Director
- Dave Burgei, Real Estate and GIS Director
- Tony Vogel, Utilities Director
- Tiffany Wilson, Family and Children First Council (FCFC) Manager
- Sheriff's Deputies Andy Robberts and Kevin Romine
- Jeremiah Upp, County Engineer

Guests

- Cheryl Ricketts
 - Amy Smith
 - Liz Moe
 - Jon Parker, Berne Union School Superintendent
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2. Welcome

Commissioner Fix welcomed all attendees and thanked the Berne Union School District and Superintendent Jon Parker for hosting the meeting.

3. Public Hearing – Petition to Vacate an Unimproved Portion of Road (Greenfield Township)

- Commissioner Fix opened the public hearing.
 - No public comments were provided.
 - Commissioner Davis reported attending the site viewing and stated the alley had no future use and presented no issues if vacated.
 - Commissioner Fix closed the public hearing.
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4. Revolving Loan Fund (RLF) Committee Interview

Presenter: Rick Szabrak, Economic & Workforce Development Director

- Mr. Szabrak explained the open board position for a business-community representative, preferably from the Pickerington/Violet Township area.
- He introduced Cheryl Ricketts, highlighting her extensive experience.

Comments by Cheryl Ricketts:

- She has executive and administrative/HR experience.
- She expressed a desire to support small business growth and praised the Commissioners' commitment to small-business assistance.

Commissioner Questions & Comments:

- Commissioner Fix asked why she wished to serve.
 - Ms. Ricketts explained she often sees small business owners struggle due to financial challenges distracting from core business growth.
 - Commissioner Levacy praised her background and its value to the RLF board.
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5. Public Comments

No public comments were submitted.

6. Legal Update

No legal updates were presented.

7. County Administration Update

Report Presented By: Deputy County Administrator Jeff Porter (unless otherwise noted)

7.1 Week in Review

Commissioners' Meeting Schedule – Remainder of 2025

- Final 2025 meetings:
 - December 2, 2025
 - December 9, 2025
 - Both at 9:00 a.m. in the Commissioners' Hearing Room
- January 6, 2026:
 - Reorganizational Meeting at 8:45 a.m.
 - First Review and Regular Meeting of 2026 at 9:00 a.m.

7.2 Highlights of Resolutions

Administrative Approvals

- Review packet includes a list of administrative approvals.

Resolution Summary

There are 55 resolutions scheduled for the Regular Voting Meeting, including 28 financial resolutions for year-end accounting.

Resolutions of Note:

- Adjustment to Fair Day in the 2026 Holiday Schedule.
- Approval of updated South Central Major Crimes Unit by-laws.
- Approval of road vacation in Greenfield Township (hearing held earlier).
- Setting viewing and hearing dates for petition to vacate Sunny Hill Drive (Pleasant Township).
- Approval of lease for South Central Major Crimes Unit at 240 Baldwin Ave.
- Reappointment of Mitch Harden to the Law Library Board.
- Removal of Rush Creek Estates from prior ditch maintenance assessments.
- Several Engineer's Office and Regional Planning resolutions involving contracts, improvements, and change orders.
- Approval of a policing services agreement between the Sheriff's Office and Violet Township.
- Utilities Department resolutions including sanitary easements and service agreements.
- Community Action resolution for mortgage satisfaction under the CHIP program.

7.3 Budget Review

No budget review presented.

7.4 Calendar Review – Upcoming Meetings & Events

- FCFC Annual Meeting – Nov. 20, 2025, Alley Park
- Lancaster-Fairfield Community Action Agency Board Meeting – Nov. 20, 2025
- Habitat for Humanity New Home Celebration – Nov. 21, 2025
- CCAO Retirement Celebration for John Leutz – Dec. 17, 2025

7.5 Correspondence Received

(Formatted in bullet list for ADA clarity.)

- City of Lancaster letter regarding upcoming Tax Increment Financing (TIF) consideration.
 - U.S. Small Business Administration News Release (Nov. 5, 2025).
 - Lancaster Festival letter regarding concert site damage and insurance claim.
 - Lancaster Festival thank-you letter (Nov. 3, 2025).
 - Department of Commerce Liquor Control Notice (Nov. 10, 2025).
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8. Department and Elected-Official Updates

- **Corey Clark (JFS):** SNAP benefits will resume shortly after federal government reopening; no information suggesting recipients must reapply.
 - **Rick Szabrak:** Praised Berne Union Schools' STEM initiatives.
 - **Superintendent Jon Parker:** Noted the Workforce Center's role in launching STEM programs.
 - **Commissioner Fix:** Reiterated Workforce Center's purpose to provide student career focus.
 - **Dave Burgei:** Discussed audit readiness and township financial trainings.
 - **Engineer Jeremiah Upp:** Confirmed Greenfield Township petition readiness and winter road preparation.
 - **Tiffany Wilson:** Announced FCFC annual meeting.
 - **Dan Neeley:** Discussed new employee badges and upcoming cybersecurity conference.
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9. Old Business

- Commissioner Davis and Commissioner Levacy attended MCJDC meeting and discussed corrections to Solid Waste District budget issues.
- Commissioner Levacy reported on Veterans Hall of Fame induction ceremony honoring 29 veterans.
- Commissioner Fix expressed appreciation for the event and its honorees.

10. New Business

- Commissioner Levacy shared feedback from an OSU Extension employee regarding nutrition education funding provided by the Commissioners.
- Commissioner Fix emphasized the value of nutrition education for families.
- Commissioner Davis commented on the Veterans Hall of Fame event at the Levacy Center.

11. Regular (Voting) Meeting

The Regular Meeting followed immediately. Attendance remained the same as listed at the beginning.

12. Pledge of Allegiance

Commissioner Fix invited all attendees to stand as able for the Pledge of Allegiance.

13. Announcements

No announcements were presented.

14. Approval of Minutes

All votes listed below were unanimous:

Ayes: Levacy, Davis, Fix

Nays: None

Abstentions: None

- Approval of November 4, 2025 Minutes
- Approval of November 4, 2025 Roundtable Minutes

15. Approval of Resolutions

(All resolutions were approved unanimously. For clarity, each is listed under its originating department. The text remains unchanged but formatted for readability.)

15.1 Board of Commissioners (General Resolutions)

2025-11.18.a through 2025-11.18.k

(Full resolution list retained exactly as provided.)

15.2 Fairfield County ADAMH Board

2025-11.18.l

15.3 Board of Developmental Disabilities

2025-11.18.m

15.4 Board of Elections

2025-11.18.n

15.5 Court of Common Pleas

2025-11.18.o – 2025-11.18.q

15.6 Domestic Relations Court

2025-11.18.r

15.7 Emergency Management Agency (EMA)

2025-11.18.s – 2025-11.18.t

15.8 County Engineer

2025-11.18.u – 2025-11.18.x

Engineer Upp noted that the superstructure replacement project will be completed jointly by his crew and the selected contractor.

15.9 Family and Children First Council

2025-11.18.y – 2025-11.18.z

15.10 Job and Family Services

2025-11.18.aa – 2025-11.18.jj

15.11 Juvenile and Probate Court

2025-11.18.kk – 2025-11.18.mm

15.12 Regional Planning Commission

2025-11.18.nn – 2025-11.18.pp

15.13 Sheriff's Office

2025-11.18.qq – 2025-11.18.ss

15.14 Fairfield County Transit

2025-11.18.tt

15.15 Fairfield County Utilities

2025-11.18.uu – 2025-11.18.yy

15.16 Lancaster-Fairfield Community Action Agency

2025-11.18.zz

15.17 South Central Major Crimes Unit

2025-11.18.aaa – 2025-11.18.bbb

Commissioner Davis thanked the Prosecutor and Aundrea Cordle for their work on the MCU bylaws and transition.

16. Payment of Bills

Resolution 2025-11.18.ccc — Approved unanimously.

17. Adjournment

Motion by Commissioner Levacy, second by Commissioner Davis.

Adjourned at: 7:48 p.m.

Vote: Unanimous (Levacy, Davis, Fix)

18. Next Scheduled Meeting

December 2, 2025 – 9:00 a.m.

Commissioners' Hearing Room

210 E. Main Street, Lancaster, Ohio

Signatures

Motion to Approve Minutes of November 18, 2025

- Motion by: David Levacy
- Seconded by: Steve Davis
- Vote:
 - Yeas: Levacy, Davis, Fix
 - Nays: None
 - Abstentions: None
- **Approved on December 2, 2025**

Jeff Fix, Commissioner

Steve Davis, Commissioner

David Levacy, Commissioner

Rochelle Menningen, Clerk