

**COLUMBIA TOWNSHIP – VILLAGE OF FAIRFAX
JOINT ECONOMIC DEVELOPMENT ZONE (JEDZ)
Meeting Minutes March 8, 2022**

Board Member Attendees: Columbia Township: Mrs. Hughes and Mr. Lamar. Mr. Kubicki was absent.
Village of Fairfax: Mrs. Kaminer, Ms. Lally, and Mr. Shelton.

Also present were JEDZ Board Director Ms. Taylor, JEDZ Tax Administrator Ms. Burandt and Fairfax Fiscal Officer Mr. Doppes.

Mr. Lamar called the meeting to order at 5:00 PM with the pledge of allegiance.

APPROVAL OF MEETING MINUTES

September 4, 2021: Ms. Lally made a motion to approve, seconded by Mr. Shelton. All board members present concurred with the motion. The September 2021 meeting minutes were approved.

December 14, 2021: Mrs. Kaminer made a motion to approve, seconded by Ms. Lally. All board members present concurred with the motion. The December 2021 meeting minutes were approved.

January 11, 2021 special meeting: Mr. Shelton made a motion to approve, seconded by Mrs. Hughes. All board members present concurred with the motion. The January 2022 special meeting minutes were approved.

REPORT OF THE JEDZ TAX ADMINISTRATOR

Ms. Burandt reported that collections are up 4% from last year. Some of the highlights for the past quarter include:

- Approval from CT board and Fairfax council to enter “forced returns” of \$2000/year for tax returns not submitted and turn those balances over to the Ohio Attorney General collections unit if no response as of April 30, 2022. There is a 60-day appeal period required. There are a total of 42 returns between 2018-2020. Certified letters were sent to those accounts on March 1, 2022.
- Certified letters have been sent to 8 accounts that have not been submitted withholding payments for employees or 1099 information for non-employees.
- The 2021 Tax returns and withholding reconciliation forms have been mailed as well as the 2022 withholding payment coupons
- 103 withholding reconciliations for 2021 have been completed YTD and 2021 tax returns have begun processing.

Ms. Burandt will be out of the office for surgery starting March 25 until March 30, then gradually increase work back over the next 2-3 weeks.

Work will continue on processing 2021 tax returns and withholding reconciliations as well as submitting any accounts to OAG on May 1st that are not received.

Work with the JEDZ legal counsel on how to handle withholding and/or 1099 accounts that are not submitted since we cannot enter a “balance due” similar to net profit accounts and the turn over to the OAG.

Ms. Burandt referenced a new report in the packet titled “Columbia Township JEDZ Collections Summary by Month and Tax Type”

Through February 2022 \$205,710.40 has been collected and all reconciliations have been completed and are balanced.

BOARD OF DIRECTOR’S COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

Election of Officers: For Chairperson – Mr. Shelton made a motion to nominate Mr. Lamar as chair, seconded by Ms. Lally. There were no other nominations. Upon roll call: Mrs. Hughes, aye; Mrs. Kaminer, aye; Ms. Lally, aye; Mr. Lamar, aye; Mr. Shelton, aye.

Vice Chairperson – Ms. Lally made a motion to nominate Mr. Shelton as Vice Chair, seconded by Mr. Lamar. There were no other nominations. Upon roll call: Mrs. Hughes, aye; Mrs. Kaminer, aye; Ms. Lally, aye; Mr. Lamar, aye; Mr. Shelton, aye.

Secretary – Ms. Lally made a motion to nominate Mrs. Kaminer as secretary, seconded by Mr. Shelton. There were no other nominations. Upon roll call: Mrs. Hughes, aye; Mrs. Kaminer, aye; Ms. Lally, aye; Mr. Lamar, aye; Mr. Shelton, aye.

Update- OAG Collections Unit: As reported by Ms. Burandt under the Tax Administrator report, any accounts that have not submitted past net profit returns will be submitted to the Ohio Attorney General’s Collections Unit on May 1, 2022 (after the 60- day appeal window).

Companies opening in/vacating the JEDZ: It was reported that Servatti’s in the promenade on Wooster is not yet open for business, nor is the Bigby Coffee on Wooster. The Green Papaya restaurant does intend to reopen at some point, but not information on a date has been received.

APPROVE BILLS/BANK RECS/FINANCIAL REPORTS

Ms. Lally made a motion to approve all bills, bank recs and financial reports. Mrs. Hughes seconded the motion. All board members present concurred with the motion. The motion carried.

ANNOUNCEMENTS

The Board wished Ms. Burandt good luck on her surgery and a speedy recovery.

FUTURE MEETING DATES

July 12, 2022 - the 2023 Budget will be presented
September 13, 2022
December 13, 2022

No other business was discussed. Ms. Lally made a motion to adjourn the meeting, seconded by Mrs. Hughes. All board members present concurred with the motion. The meeting was adjourned.

BOARD MEMBERS

Susan Hughes _____ Jennifer Kaminer _____

David Kubicki _____ Sharon Lally _____

Brian Lamar _____ Carson Shelton _____