



Necol Washington, Chair
Shanette Strickland,
Treasurer/Secretary
Shelly Ipacs, Etna Township
Jackie Cotugno, Owners
Rozland McKee, Employees

Etna-Reynoldsburg Joint Economic Development District #3

Etna Township Hall
81 Liberty Street
Etna, OH 43018

Mollie Prasher, Clerk
City of Reynoldsburg

Etna Reynoldsburg Joint Economic Development District #3 Board of Directors Meeting

Friday, August 22, 2025	11:00 AM	Etna Township Hall
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1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - a. Regular Meeting Minutes May 16, 2025
5. NEW BUSINESS
 - a. New Board Member Appointment
Etna Township Owner (Previously Jackie Cotugno)
6. OLD BUSINESS
7. TREASURER'S REPORT
 - a. Finance and Distribution Report
8. ATTORNEY'S REPORT
 - a. Report Regarding Developer Reimbursement
 - b. Policy Regarding Related Party Transaction Disclosures
9. BOARD MEMBER COMMENTS
10. ADJOURNMENT

ADJOURNMENT



**MINUTES REGULAR MEETING
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #3
May 16, 2025**

CALL TO ORDER

Chair Washington called the meeting to order at 11:22am.

ROLL CALL

APPROVAL OF AGENDA

Chair Washington indicated that there was an addition to the New Business section of the agenda - the annual invoice for clerk services. As there were no other additions, Board member Cotugno moved to approve the agenda as amended. Second by Treasurer Strickland. Motion carried.

APPROVAL OF MINUTES

Meeting Minutes of March 7, 2025

Board member McKee moved to approve the regular meeting minutes from the March 7, 2025 JEDD Board meeting. Second by Board member Cotugno. Motion carried.

NEW BUSINESS

**New Board Member Appointment August 2025
Etna Township Owner**

Board member McKee indicated that the Township Trustees were made aware of the need to appoint someone for Jackie Cotugno's employee position. She indicated that the new Administrator, Bill Spurgeon, would be handling all aspects of seeking a replacement. Board member McKee also commented that she felt Board members should be able to serve more than one term to allow for contiguity in service to the Board. She would like to see Board members have the opportunity to learn the position by serving multiple terms.

Attorney McCarter agreed that having Board members be able to serve multiple terms would allow for contiguity and more fluidity in Board service. This choice would be a policy decision by the Board.

Board member Cotugno indicated that she agreed with extended terms as she has a greater understanding of her role and position.

Chair Washington stated that Clerk Prasher had a list showing the terms of each position, but the former Administrator Elizabeth also had a document showing the terms and how appointments were made. Administrator Spurgeon advised that he would contact Clerk Prasher.

Insurance Renewal Process

Attorney McCarter indicated that it was time for the annual renewal process for insurance. Each year, the JEDDs are required to complete a new application requesting a quote for rates. The JEDD Board Chair was usually responsible for signing the application and a statement of the amount of money flowing through the organization.

Chair Washington stated that the previous year's premium was \$2,592. As the renewal is due in September, waiting until the August meeting makes payment more difficult for the Township to process a payment. Chair Washington suggested that the JEDD Board approve the payment of a premium not to exceed \$3,500 in order to start the insurance renewal process.

Board member McKee moved to approve requesting a quote for the annual JEDD insurance and approving payment of a premium not to exceed \$3,500. Second by Board member Cotugno. Motion carried.

Clerk Service Agreement Invoice

Chair Washington stated that the JEDD Board received an invoice for clerk services provided to the JEDD Board by the City of Reynoldsburg. Per the Clerk Services Agreement, the City of Reynoldsburg would provide a clerk to attend JEDD Board meetings, produce packets, and take minutes during meetings for a cost of \$1,000 per year.

Treasurer Strickland moved to approve the payment of the invoice for clerk services for 2024 of \$1,000 to the City of Reynoldsburg. Second by Board member Cotugno. Motion carried.

OLD BUSINESS

There was no Old Business.

TREASURER'S REPORT

Finance and Distribution Report

Treasurer Strickland reported that the fiscal reports were included in the Board's packet, including the distribution report. The first quarter revenues for 2025 were

\$292,611.86. During this reporting period, there were invoices in the amount of \$3,937.50 for professional/paralegal services.

Board member McKee moved to approve the Treasurer's Report. Second by Board member Cotugno. Motion carried.

JEDD #3 Audit and AOS Audit Letter

Chair Washington advised that JEDD 3 was in the rotation for an audit. The previous audit cost was \$1,000. She suggested that the Board approve moving forward with the audit based on a cost not to exceed \$1,000.

Board member McKee moved to move forward with the audit with a cost not to exceed \$1,000. Second by Board member Cotugno. Motion carried.

Chair Washington added that the State Auditor required a Letter of Engagement in order to proceed with the audit and sign the Letter.

Board member McKee moved to approve signing a Letter of Engagement for the JEDD 3 audit. Second by Board member Cotugno.

Certificates of Deposit Expiration

Chair Washington reported that JEDD 3 has three \$50,000 Certificates of Deposit at Heartland Bank that were up for renewal on May 31, 2025. The Board needs to address how to proceed with these CD renewals. The CDs can be renewed for twelve months at the same rate (4.89%), invest in seven months at a rate of 4.10%, or not renew. Additional funds could also be added to an additional CD.

Board member Cotugno moved to reinvest all three CD for a twelve-month period at 4.89%. Second by Treasurer Strickland. Motion carried.

ATTORNEY'S REPORT

Report Regarding Developer Reimbursement

Attorney McCarter reported that he was delayed in sending out the letters, which were just sent out. The responders have 30-days to respond. He indicated that he expected to have some conversations with developers as substantial funds were involved.

BOARD MEMBER COMMENTS

There were no additional Board comments.

ADJOURNMENT

Board member McKee moved to adjourn the meeting. Second by Board member Cotugno. Motion carried.

Necol Washington, Board Chair

Mollie Prasher, Clerk



STAFF REPORT
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #3

DATE: August 22, 2025

RE: New Board Member Appointment
Etna Township Owner (Previously Jackie Cotugno)

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:



STAFF REPORT
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #3

DATE: August 22, 2025

RE: Finance and Distribution Report

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

INCOME TAX DEPARTMENT
Lori Gischel, Tax Financial Manager
7232 EAST MAIN STREET
REYNOLDSBURG, OHIO 43068
(614) 322-6865 phone
(614) 322-6864 fax



MEMORANDUM

DATE: August 8, 2025

TO: Etna-Reynoldsburg Joint Economic Development District (JEDD) Board 3

RE: Fiscal Information

The attached reports include the Income Tax Revenue, Distribution and Comparison Reports, Period Invoices, as well as the Balance Sheet and Receipts and Disbursements documentation.

Income Tax Revenue Comparison Report - JEDD 3

Period Tax Collected	Month Distributed	Calander Year 2025	Calander Year 2024	Calander Year 2023	2025 / 2024	
					Year Over Year Growth	
4th Qtr 2024/2023/2022	January 2025/2024	\$ 139,259.80	\$ 92,701.81	\$ 157,091.18	\$ 46,557.99	50.22%
1st Qtr 2025/2024/2023	April 2025/2024	\$ 292,611.86	\$ 284,095.83	\$ 147,000.57	\$ 8,516.03	3.00%
2nd Qtr 2025/2024/2023	July 2025/2024	\$ 75,260.82	\$ 231,864.68	\$ 35,571.04	\$ (156,603.86)	-67.54%
3rd Qtr 2025/2024/2023	October 2025/2024					
Net Revenue YTD		\$ 507,132.48	\$ 608,662.32	\$ 339,662.79	\$ (101,529.84)	-16.68%

Invoices Submitted Under the Township Reimbursement Agreement this Period

Company	Services Rendered	Date	Amount
Albers and Albers	Professional/ Paralegal	May-25	\$ 600.00
Albers and Albers	Professional/ Paralegal	Jun-25	\$ 1,156.16
Assured Partners	Insurance	Jul-25	\$ 2,592.00
Total			\$ 4,348.16

Audit

ERJ 3 audit by AOS is underway.

2025 Distribution Summary - JEDD 3
 Combined CRG and Cohen Project Site Distributions

Vendor	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date
SWLSD	\$58,522.37	\$15,052.17	\$0.00	\$0.00	\$73,574.54
JEDD Board	\$5,852.24	\$1,505.21	\$0.00	\$0.00	\$7,357.45
CITY (RITA)	\$8,778.36	\$2,257.82	\$0.00	\$0.00	\$11,036.18
CITY	\$32,918.84	\$8,466.84	\$0.00	\$0.00	\$41,385.68
JEDD BIA	\$43,891.78	\$11,289.12	\$0.00	\$0.00	\$55,180.90
Licking County TID	\$10,972.95	\$2,822.28	\$0.00	\$0.00	\$13,795.23
C-Tec	\$10,972.95	\$2,822.28	\$0.00	\$0.00	\$13,795.23
Licking County Commissioners	\$32,918.84	\$8,466.84	\$0.00	\$0.00	\$41,385.68
Etna Township	\$76,810.58	\$19,755.98	\$0.00	\$0.00	\$96,566.56
West Licking Joint Fire District	\$10,972.95	\$2,822.28	\$0.00	\$0.00	\$13,795.23
	\$292,611.86	\$75,260.82	\$0.00	\$0.00	\$367,872.68

ETNA-REYNOLDSBURG JEDD 3 Distribution Report
Cohen Project* Distributions In Accordance With JEDD Contract and Amendment
2025 - Cash Basis

2025

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date
Gross Cohen Project Collections	\$1,457.57	\$5,697.68	\$0.00	\$0.00	\$7,155.25
Miscellaneous Adjustments +/-					\$0.00
Total Cohen Project Collections to Distribute	\$1,457.57	\$5,697.68	\$0.00	\$0.00	\$7,155.25
Distribution of Funds Per JEDD Contract (Cohen Portion)					
20% of Gross Revenue payable SWLSD	\$291.51	\$1,139.54	\$0.00	\$0.00	1,431.05
Per JEDD Contract, Section 4.2.1.1 as provided for in Section 4.3					
2% of Gross Revenue payable to JEDD Board	\$29.15	\$113.95	\$0.00	\$0.00	143.10
Per JEDD Contract, Section 4.2.1.2					
3% of Gross Revenue payable to City for Tax Administration	\$43.73	\$170.93	\$0.00	\$0.00	214.66
Per JEDD Contract, Section 4.2.1.3					
Repay Contracting Parties - if necessary; payable to ETNA	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Per JEDD Contract, Section 4.2.1.4 (Invoices received to date paid in full)					
Net JEDD Collections	\$1,093.18	\$4,273.26	\$0.00	\$0.00	5,366.44
Distribution of Funds Per JEDD Contract (Cohen Portion)					
15% of Net Revenue payable CITY	\$163.98	\$640.99	\$0.00	\$0.00	804.97
Per JEDD Contract, Section 4.2.2.1					
20% of Net Revenue payable to BIA	\$218.64	\$854.65	\$0.00	\$0.00	1,073.29
Per JEDD Contract, Section 4.2.2.2					
5% of Net Revenue payable to West Licking Joint Fire District	\$54.66	\$213.66	\$0.00	\$0.00	268.32
Per JEDD Contract, Section 4.2.2.3					
5% of Net Revenue payable to Licking County Transportation Improvement District (TID)	\$54.66	\$213.66	\$0.00	\$0.00	268.32
Per JEDD Contract, Section 4.2.2.4					
5% of Net Revenue payable to Career and Technology Centers of Licking County (C-Tec)	\$54.66	\$213.66	\$0.00	\$0.00	268.32
Per JEDD Contract, Section 4.2.2.5					
15% of Net Revenue payable to Licking County Commissioners	\$163.98	\$640.99	\$0.00	\$0.00	804.97
Per JEDD Contract, Section 4.2.2.6					
Amount = Net Revenue minus the sum of 4.2.2.1 to 4.2.2.6 payable to ETNA					
Per JEDD Contract, Section 4.2.2.7	\$382.60	\$1,495.65	\$0.00	\$0.00	1,878.25
Balance After Distributions Per JEDD Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

* Cohen Project includes Parcel 010-018048-01.000

ETNA-REYNOLDSBURG JEDD 3 Distribution Report
CRG Project Distributions In Accordance With JEDD Contract and Amendment
2025 - Cash Basis

	2025				Year-to-Date
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Gross Collections					\$360,717.43
CRG Project	\$291,154.29	\$69,563.14			\$0.00
Miscellaneous Adjustments +/-					\$7,155.25
Cohen Project (see page 2)	\$1,457.57	\$5,697.68			\$367,872.68
Total Gross Collections to Distribute	\$292,611.86	\$75,260.82	\$0.00	\$0.00	\$360,717.43
Total CRG Project Collections (including adjustments) to Distribute	\$291,154.29	\$69,563.14	\$0.00	\$0.00	
Distribution of Funds Per JEDD Contract (CRG Portion):					
20% of Gross Revenue payable SWLSD	\$58,230.86	\$13,912.63	\$0.00	\$0.00	72,143.49
Per JEDD Contract, Section 4.2.1.1 as provided for in Section 4.3					
2% of Gross Revenue payable to JEDD Board	\$5,823.09	\$1,391.26	\$0.00	\$0.00	7,214.35
Per JEDD Contract, Section 4.2.1.2					
3% of Gross Revenue payable to City for Tax Administration	\$8,734.63	\$2,086.89	\$0.00	\$0.00	10,821.52
Per JEDD Contract, Section 4.2.1.3					
Repay Contracting Parties - if necessary; payable to ETNA	\$0.00	\$0.00	\$0.00	\$0.00	0.00
Per JEDD Contract, Section 4.2.1.4 (Invoices received to date paid in full)					
Net JEDD Collections	\$218,365.71	\$52,172.36	\$0.00	\$0.00	270,538.07
Distribution of Funds Per JEDD Contract (CRG Portion)					
15% of Net Revenue payable CITY	\$32,754.86	\$7,825.85	\$0.00	\$0.00	40,580.71
Per JEDD Contract, Section 4.2.2.1					
20% of Net Revenue payable to BIA	\$43,673.14	\$10,434.47	\$0.00	\$0.00	54,107.61
Per JEDD Contract, Section 4.2.2.2					
5% of Net Revenue payable to West Licking Joint Fire District	\$10,918.29	\$2,608.62	\$0.00	\$0.00	13,526.91
Per JEDD Contract, Section 4.2.2.3					
5% of Net Revenue payable to Licking County Transportation Improvement District (TID)	\$10,918.29	\$2,608.62	\$0.00	\$0.00	13,526.91
Per JEDD Contract, Section 4.2.2.4					
5% of Net Revenue payable to Career and Technology Centers of Licking County (C-Tec)	\$10,918.29	\$2,608.62	\$0.00	\$0.00	13,526.91
Per JEDD Contract, Section 4.2.2.5					
15% of Net Revenue payable to Licking County Commissioners	\$32,754.86	\$7,825.85	\$0.00	\$0.00	40,580.71
Per JEDD Contract, Section 4.2.2.6					
Amount = Net Revenue minus the sum of 4.2.2.1 to 4.2.2.6 payable to ETNA					
Per JEDD Contract, Section 4.2.2.7					
Balance After Distributions Per JEDD Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ETNA REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT DISTRICT 3

Balance Sheet and Receipts and Disbursements

As of and for the Six Month Period Ended June 30, 2025

	<u>June 30, 2025</u>		
ASSETS			
Checking/Savings			
Heartland-BIA Account - Checking	\$	203,340.99	
Heartland-BIA Account - Certificates of Deposit		156,871.14	
Heartland-Board Account		47,947.84	
Total Checking/Savings		<u>408,159.97</u>	
JEDD-Combined Fund 943-City		123,019.46	(1)
Total Current Assets		<u>531,179.43</u>	
TOTAL ASSETS		<u>\$ 531,179.43</u>	
LIABILITIES & EQUITY			
Equity			
Fund Balance-Board Account		47,947.84	
Fund Balance-BIA Account		360,212.13	
Fund Balance-Restricted for Distribution		123,019.46	(1)
Total Equity		<u>531,179.43</u>	
TOTAL LIABILITIES & EQUITY		<u>\$ 531,179.43</u>	
Board Account-Beginning Balance 01/01/25	\$	39,310.40	
Board Account - Receipts 2025		8,637.44	
Board Account - Disbursements 2025		-	
Board Account-Ending Balance 06/30/25	\$	<u>47,947.84</u>	
BIA Account - Beginning Balance 01/01/25	\$	292,913.96	
BIA Account - Receipts 2025		67,298.17	
BIA Account - Disbursements 2025		-	
BIA Account-Ending Balance 06/30/25	\$	<u>360,212.13</u>	(2)

(1) These monies are not available for JEDD purposes but must be distributed to various entities per the distribution formulas that are set. Both the JEDD Board and the JEDD BIA will receive their proportional share in the subsequent distributions.

(2) This account includes three certificates of deposit of \$50,000 each purchased on May 31, 2024. Interest of \$6,871.10 has also been added to these certificates of deposit to accumulate to the above noted balance.



**STAFF REPORT
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #3**

DATE: August 22, 2025

RE: Report Regarding Developer Reimbursement

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:



STAFF REPORT
REYNOLDSBURG ETNA-REYNOLDSBURG JOINT ECONOMIC DEVELOPMENT
DISTRICT #3

DATE: August 22, 2025

RE: Policy Regarding Related Party Transaction Disclosures

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:
