

SENECA REGIONAL PLANNING COMMISSION
***** **Executive Committee Meeting** *****

Wednesday, February 5, 2025 at 4:30 PM
Job & Family Services Building, Conference Room
900 E. County Road 20, Tiffin, OH 44883
Agenda Subject to Change

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MEETING TO BE RECORDED FOR PURPOSES OF MINUTES

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES I'll accept a motion to approve the minutes from the Executive Board Session on December 4, 2024 recorded digitally

FINANCIAL

- 2024 Budget Review (see also Tracking Budget)
 - Revenue as of 12/31/2024: \$124,181.72
 - Expenses as of 12/31/2024: \$114,670.96
 - Statement of Cash Position 3057 General Fund: \$189,372.12 (\$13,588.40 Encumbered YTD)
 - Statement of Cash Position 3060 Budget Stabilization: \$10,000.00
 - Salary Amount used for Auditor's Office staff for 2024 from August 9, 2024 \$28,028.70
- 2025 Supplemental Budget appropriation - other expense line for Charlene's unemployment -possible exposure \$15,158

NEW BUSINESS

- Resignation of Attorney John Kahler, Tiffin City Council effective 1/21/25
- Election of Officers and Executive Committee Members - Proposed slate attached

ADMINISTRATOR'S REPORT (6-month updated)

- Working on lot split workflow with iWorQ – to go live mid-February
- Vacated former office – Coroner's office was able to be outfitted from Board's generosity
- Two closets in the basement are being cleaned out with records being scanned and/or destroyed per Records Retention policy
- Two drives installed on Auditor GIS server and RPC files copied over – eliminates back up concern
- Scott, Bill and Julie met with Adams Township 11/25/24 and Scott and Julie with Pleasant Township 12/4/24 now a
- full membership of RPC
- Website update – Auditor's office migrating to a new website in April or May at that time will incorporate RPC into the site

EXECUTIVE COMMITTEE REPORT

OLD BUSINESS

- Subdivision Regulation – Informal Hearing
- Reviewing proposed document for workflow and clarity – reworking Attachment C with iWorQ capability
 - SRPC and the Commissioners may hold a joint public hearing and meeting to approve/adopt the subdivision regulations when the time comes priority for 2025 – goal of April
 - 16 completed splits since transition
 - 3 proposed lot splits remain open from 2024
 - 2 proposed lot splits open for 2025
 - 1 inactive proposed split since transition
- CDBG PY 2023
 - Homeless Prevention is still being administered by Fostoria United Way & Regional Planning
 - 14 Households Assisted \$16,091.17
 - 3 Pending Application \$2,150
 - \$718.83 remains available to assist
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- **Zoning Maps**
 - Pleasant Township zoning maps complete and are live on Auditor's website
 - Hopewell Township is almost complete
 - Jackson Township is completed waiting for township review

FUTURE MEETING DATES TO BE HELD AT 4:30 P.M. IN THE RTA BUILDING, BASEMENT CONFERENCE ROOM – FIRST WEDNESDAY OF THE MONTH UNLESS OTHERWISE INDICATED:

- April 2, 2025
- June 11, 2025 (Auditor's conference week of June 2nd)
- August 6, 2025
- October 1, 2025
- December 3, 2025

ADJOURN

Note: Member assessment review per bylaws every 3 years. Last done in 2023