

LANCASTER NEW COMMUNITY AUTHORITY  
BOARD OF TRUSTEES  
INITIAL ORGANIZATIONAL MEETING  
September 25, 2025  
4:00 p.m.

Lancaster City Hall  
104 E Main Street  
1897 Conference Room  
Lancaster, Ohio 43130

AGENDA

- I. Welcome and Introduction
- II. Roll Call (TAB #1)
- III. Administer Oaths of Office to Board Members (TAB #2)
- IV. Election of Chairperson and Vice Chairperson; Selection of Secretary and Treasurer
- V. Reports and Communications from Officers of the Board
  - A. Board Training Presentation by Bricker Graydon LLP (TAB #3)
    - A1. Ohio Ethics Law Memoranda for Board Members and Commission Members
    - A2. Fiduciary Duties of Public Board Members
  - B. Statutory Developer Report
- VI. Consideration of Resolutions
  - A. Resolution No. 2025-01 – Authority By-Laws Resolution is a resolution adopting By-Laws with respect to the operation of the Board pursuant to Ohio Revised Code Section 349.04. (TAB #4)
  - B. Resolution No. 2025-02 – Authority Public Records Resolution is a resolution adopting a Public Records Policy and Records Retention Schedule for the Authority and the Board in compliance with Ohio Revised Code Sections 121.22 and 149.43. (TAB #5)
  - C. Resolution No. 2025-03 – Authority Insurance Resolution 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 #6)
  - D. Resolution No. 2025-04 – Authority Budget Resolution is a resolution providing for the adoption of a 2025 budget for the Authority and the Board pursuant to Ohio Revised Code Section 349.06. (TAB #7)
  - E. Resolution No. 2025-05 – Authority General Counsel Resolution is a resolution approving retention of general counsel for the Authority pursuant to Ohio Revised Code Section 349.06. (TAB #8)
  - F. Resolution No. 2025-06 – Authority Declaration Resolution is a resolution authorizing the Authority to join in the Declaration of Covenants and Restrictions

to be recorded with the Warren County Recorder pursuant to Ohio Revised Code Section 349.06 (TAB #9)

VII. Other Business

- A. Acknowledgement and Certification as to the Receipt of the Public Records Policy by the Secretary. (TAB #10)
- B. Discussion on where to publicly display the Public Records Policy in accordance with the requirements of R.C. 149.43(E)(2).
- C. Discussion on the existence of a Public Records Request Tracker and a Standard Public Records Request Form. (TAB #11)

VIII. Establish Next Meeting Date

IX. Adjournment

TAB #1

TAB #2

TAB #3

TAB #4

TAB #5

TAB #6

TAB #7

TAB #8

TAB #9

TAB #10

TAB #11