



## East Palestine Community Improvement Corporation

January 27, 2026

### Minutes

1. **Call to Order:** Chris Page, Barb Herriott and Tim Blythe. Tom Brittain arrived at 10:45 a.m. and Melissa Smith was absent.  
**Others Present:** Village Manager Antonio Diaz-Guy, David Powers, Mike Jacoby via Teams, Misti Martin, Ben Ratner, Councilman Lenny Glavan, Misti Martin and Courtney Stewart.
2. **Minutes:** The minutes from the regular meeting of 12/9/25 as well as the special meeting minutes of 12/15/25 & 12/29/25 were approved on a motion by Mr. Page seconded by Mr. Blythe. Passed unanimously.
3. **Financial Report:** Total operating income as of the end of December totaled \$2,256,698.76 which included BOF campaign donations totaling \$91,698.00. Total operating expenses were \$156,561.52 for a net profit of \$2,100,137.24. Total liabilities/equities were at \$2,278,714.24. Mr. Page motioned to approve the December 2025 financial reports seconded by Ms. Herriott. Passed unanimously.
4. **Old Business:**
  - a. **Project Updates**
    - i. **Depot Update:** Final design is close and bid documents and the lease agreement are being prepared; the County states target date for the CDBG grant agreement is between 2/25 and 3/5. If fully funded the amount would be \$250,000.00. It was noted the trusses will be sufficient moving forward. In reference to the truck parking issue, it appears that the concrete pad at the former Jasar property where the planned to park the trucks has been ripped out however there are additional locations on the property that would work. Construction could begin in the spring.

- ii. **Plaza Update:** The demo has begun after the mandatory asbestos testing waiting period, the building is leveled and the walls of the underground vault have been excavated out, the floor of the vault will come out next. The rear of the building will not need soil borings however they will be needed in the front. Completed design/construction documents are forthcoming. CIC Attorney David Powers and lessee Ben Ratner met to review the lease with the hopes of passing said lease at 2/24/26 CIC meeting. Joint “Coming Soon” signage is a good idea for promotion and should be addressed when the lease is signed. In reference to actual construction, we need to verify with the architects but it could also be as soon as this spring.
- iii. **Former Jasar Property:** The properties are now listed with Platz Commercial Real Estate with interest. The oldest building has not yet been listed as they needed to still confirm the office space. The addresses to the buildings are being reassigned as they were all previously listed under one address.
- iv. **90/94 N. Market St:** Brock Builders noted 9 items in their inspection report for 90 N. Market St. most having to do with floor supports and water intrusion issues. A cost estimate for repairs will follow. There is still a tenant who wants to move in when the project is complete. 94 N. Market has also seen some interest however it is still open. There is a quote for cleaning off of the hood/duct work; once all inspections are complete, we will make decisions on the repairs. At this time Councilman Glavan stated he is now the President of the Chamber; they are working on a mission statement, new bylaws and a vibrancy grant program. The role of the Chamber should be filling spaces/storefronts that are acquired/renovated by the CIC. He also noted he is working personally on a potential investment opportunity (a rentable arcade space) for the downtown. The properties that were gifted to the CIC are assets and should the group need cash flow the properties could be sold with a substantial discount to potential owner-occupied business.
- v. **Business Park:** The application for the AMLER Grant was not funded in reference to the business park property. The first due diligence study did come back; 11 soil borings were done going down 20 ft each. There were mine spoils in various locations which will result in a higher cost when building. In reference to utility extension to the Rt. 14 corridor a feasibility study has already been performed funded by Jobs Ohio, the study has been adjusted to reflect the location of the business park. The water would be a looped system which will development other opportunities which is why the JEDD is necessary; the JEDD will create areas in the township served by the new utilities. There will also be income tax sharing from businesses that then

develop in that area. It was noted that residential properties cannot be in the JEDD to start, however any vacant land in the JEDD that would later become a housing development would be a part of the JEDD and be subject to taxation. The Village will also have to go through the RFQ process for utilities extension to adhere to public procurement requirements. Multiple avenues are being pursued for construction funding.

**b. Property Management Service Discussion:** No Updates.

**5. New Business:**

**a. A motion was needed to authorize DG Perry to compile annual financial statements and submit required state Hinkle reports & IRS 990 form for the same price as last year. \$2500 for financials, \$750 to \$1000 for state and federal filings.** Mr. Page made the requested motion seconded by Mr. Brittain. Passed unanimously.

**b. Drawing on \$500k Village loan/cash flow plan for upcoming expenses.** The money that has been previously raised has been used; it is now time to draw on the Village loan. Mike Jacoby of Bricker Graydon stated he is going to put together some cash flow projections for all of the projects.

**c. Discussion on executive/staff management help.** Mr. Page noted that the time is drawing near as the volume of work picks up where the CIC needs to look into hiring someone; this also goes hand and hand with the need to hire a property manager. The groups need to think about what type of person they want to hire for example a boots on the ground, paperwork person, organize the meetings person or a drive the CIC day to day person such as a development professional. A goal for the next meeting to decide what skill set and type of person the group wants to look for.

**6. Motion to enter executive session to discuss the relocation, location, expansion, improvement of preservation of a business opportunity- ORC 1724.11 (B) (1).** Mr. Page made the aforementioned motion inviting in Manager Diaz-Guy, Courtney Stewart, Mike Jacoby, Dave Powers and Misti Martin. The motion was seconded by Ms. Herriott. Passed unanimously.

**7. Return to public session:** Mr. Page motioned to return to public session seconded by Mr. Brittain. Passed unanimously.

**8. Next Meeting: Tuesday February 24, 2026 @ 10:00 am**

**9. Adjourn:** Mr. Page made a motion to adjourn the meeting seconded by Ms. Herriott. All in favor, meeting adjourned.