

## **RECORD OF PROCEEDINGS**

### **Minutes of the CIC Meeting Sycamore Township, Hamilton County, Ohio**

**November 19, 2013**

The meeting was called to order at 1:37 p.m. Present for the meeting were Tom Weidman, Cliff Bishop, Denny Connor, Doug Miller, Rob Porter and Greg Bickford.

#### **New Board Member**

Mr. Bickford reported that a new member would be required due to Mr. Raabe's departure. Mr. Bishop made a motion, seconded by Mr. Connor to remove Mr. Raabe from the Board. All voted, Yes. Mr. Bishop made a motion, seconded by Mr. Connor to appoint Mr. Rob Porter to the Board. All voted, Yes. Mr. Bishop made a motion, seconded by Mr. Connor to appoint Mr. Porter as the Secretary / Treasurer. All voted, Yes.

#### **Economic Development Grant Program**

Mr. Bickford reported that the grant program will follow the following guidelines - Proof of residence can be in the form of a utility bill, real estate tax duplicate, drivers license or other document acceptable to the CIC that proves the applicant resided in Sycamore Township for the tax year. This information will be verified with the JEDZ partners. Partial year residency will be prorated to the amount of time you lived in the Township. After the withholding amount and residency are verified, a grant will be issued for the amount of tax withheld. The goal will be within 30 days. If the applicant provides an email address a status update can be provided. Grant checks will either be mailed to the address on file or they may be picked up at the Township office. Direct Deposit will not be available. The applicant will be advised to check with a tax professional to see if there are additional tax implications because of the grant and Grant applications are not subject to Public Records request per Section 1724.11 of the Ohio Revised Code.

Mr. Bickford stated that final rules, terms and conditions are still being worked on and will be ready by the end of December along with the entire process and forms. The Board discussed program cut off dates and it was agreed that applications for a certain tax year will be cut off three years into the future.

Mr. Weidman asked if the various bank accounts were established. Mr. Porter reported they were.

There was additional discussion on how the funds would flow to the CIC. Mr. Miller reported that the Township would transfer money to the CIC in order to issue the grant.

Mr. Bickford stated the program and CIC will be ready when the first grant applications arrive sometime in late January.

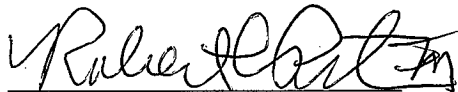
A resolution establishing a grant program for Sycamore Township residents who reside in Sycamore Township and work in Sycamore Township Joint Economic Development Zones was read by title only. Mr. Bishop moved for adoption of the resolution, seconded by Mr. Connor. All voted, Yes.

Mr. Miller reported that the IRS is still reviewing the 501C3 status of the CIC and he hopes to have an answer soon.

No future meeting time was announced. Mr. Bickford will coordinate the next meeting when it is needed.

Mr. Bishop made a motion to adjourn the meeting, seconded by Mr. Connor. All voted yes.

The meeting adjourned at 1:48pm.

A handwritten signature in dark ink, appearing to read "Robert C. Porter III", is written over a horizontal line.

Robert C. Porter III, Secretary

Record of Proceedings 11/19/2013