

RESOLUTION ESTABLISHING RULES AND SETTING DATES, TIMES AND NOTICE FOR THE REGULAR AND SPECIAL SESSIONS OF THE ASHTABULA COUNTY BOARD OF COMMISSIONERS FOR 2026

WHEREAS, per Ohio Revised Code §121.22, concerning open public meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and providing notice of these meetings; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio:

1. Pursuant to Ohio Revised Code §305.06 the Board of Commissioners shall conduct at least fifty (50) regular sessions each year with said sessions to be conducted at a specific time and date set in advance.
2. It is the desire of the Board to set regular work sessions on Tuesday of each week commencing at 9:00 a.m. and Agenda Sessions to be held at 10:30 a.m. to be held at the offices of the Board, 25 W. Jefferson St., Old Courthouse 2nd Floor, Jefferson, OH 44047, unless and until there may need for an Agenda session to be held at 10:00 a.m. on said Tuesdays due to schedule conflicts. Regular work sessions may be held on a Thursday at 9:00 a.m. and Agenda Sessions held at 10:30 or 10:00 a.m. due to schedule conflicts, holidays or to schedule any regular meetings as needed to meet the required number meetings for the year.
3. At the Board's discretion sessions may be held at a different time and location throughout Ashtabula County, time and place to be furnished in advance, adopted by resolution and with proper notice to the public of said meeting in order to conduct the business of the Board in 2026.
4. The Ashtabula County Board of Commissioners hereby establishes reasonable and proper notice for regular and special sessions by posting said notice on the Ashtabula County Website at www.ashtabulacounty.us/220/Commissioners. (see calendar) Any persons requesting the schedule, including local media such as the: Star Beacon and Gazette Newspapers, are hereby notified to access the website for calendar updates or they may contact the Clerk of the Board via telephone or email.
5. Special and emergency sessions will be held at the call of the Board with proper notice given via the website. In the event of an emergency, the Board member(s) calling the meeting shall request the Clerk to notify the news media that have requested notification immediately of the time, place and purpose of the meeting.
6. The Clerk of the Board shall give notice to the news media that has requested notification of the date, time, location and purpose of a special session no later than twenty-four hours before the meeting is to start, if there is sufficient time.
7. Any person may obtain reasonable advance notification, with payment of a reasonable fee if warranted, of all meetings at which any specific type of public business to be discussed and may be contacted via telephone, special mail or email by submitting a written request to the Clerk of the Board specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months).
8. These rules apply to the following meetings that meet the definition of an open meeting(s) in accordance with the Ohio Revised Code:
 - Any meeting called by Ashtabula County officeholders, department heads, County Administrator or the county's legal counsel, at which a quorum of the Board of Commissioners is or may be present;
 - Any meetings of the County Commissioners' Association of Ohio (CCAO), at which a quorum of the Board of Commissioners is or may be present;
 - Any regular or special meetings of the following Boards, Committees or Councils at which a quorum of the Board of Commissioners is or may be present, including:
 - Any meetings of the Township Board of Trustees, Cities and Village Councils
 - Ashtabula County Board of Health, including Health Advisory Council
 - Ashtabula County Solid Waste Management District
 - Ashtabula County Planning Commission
 - Northeast Ohio Consortium Council of Governments (NOC COG)
 - Ashtabula County Investment Advisory Committee
 - Ashtabula County Records Commission
 - Ohio Public Works Commission (OPWC) District 7
 - Ashtabula County Community Improvement Corporations
 - Ashtabula County Agricultural Society (Fair Board Meetings)
 - Growth Partnership of Ashtabula County
 - Ashtabula County Airport Zoning Board
 - Ashtabula County Land Reutilization Corporation (Landbank)

- Eastgate Regional Council of Governments (includes any committees)
- Any meetings/invitations received by the Ashtabula County Board of Commissioners to attend groundbreaking, ribbon cuttings, openings, celebrations, memorial services and/or parades; and
- Meetings with any organization or other political entities to discuss items of mutual concern at which a quorum of the Board of Commissioners is or may be present.

THAT, FURTHER BE IT RESOLVED, this Board of County Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board; and that all deliberations of this Board and of its committees, if any, which resulted in formal action were taken in meetings open to the public in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

THAT FURTHER BE IT RESOLVED, the regular and special sessions of the Board are hereby set and rules for public notice established as outlined above for the 2026 calendar year.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2026-2

January 06, 2026

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FOR THE REGULAR AND SPECIAL SESSIONS OF THE ASHTABULA COUNTY
BOARD OF COMMISSIONERS FOR 2026**

Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

VOTE:

Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV

Aye
Aye
Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

Lisa Hawkins

Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio