

MINUTES
Portage County Land Reutilization Corporation
Reed Memorial Library
Wednesday, December 7, 2016
2:30 P.M.

The Board of Directors of the Portage County Land Reutilization Corporation met for a regular monthly meeting on Wednesday, December 7, 2016 at the Reed Memorial Library. The meeting was called to order at 2:30 PM by Chair Vicki Kline.

ROLL CALL – Lisa Reeves

<u>Present:</u>	Vicki Kline	Brad Cromes	Kathleen Chandler
	Wendi O’Neal	Bridget Susel	Jack Kohl
	Ina Sayre		

<u>Also Present:</u>	Dave Vaughan	Mike Bogo	Jennifer Robison
	Kate DeAngelis	Kaitlyn McNerney	Alecia Bencze
	Julia Adkins	Denise Smith	Lisa Reeves
	John Zizka	Dan Morganti	Chad Murdock
	Bob Finney	Glenn Reigelman	Janet Esposito
	Chris Moravec	Teresa Steinlechner	

APPROVAL OF OFFICIAL MEETING MINUTES

October 19, 2016 Regular Meeting Official Minutes

A correction was noted. On the second page in the first paragraph last sentence it should have said, “K. Chandler questioned WHETHER or not this would be legal.” J. Kohl made a motion to approve the minutes as corrected. Motion seconded by I. Sayre. Motion carried with 7 Yeas.

FORECLOSURE CONTRACT UPDATE – Alecia Bencze

Nineteen properties were transferred and there will be more properties that will be transferred within the next month.

Vicki Kline presented the agreement between the Portage County Land Bank and the Portage County Treasurer. The contract will be for a period of 1 year (January 1, 2017 – January 31, 2018) and for an amount not to exceed \$75,000. J. Kohl made a motion to enter into contract with the Portage County Treasurer. Motion seconded by B. Cromes. Motion carried with 7 Yeas.

REPORTS AND COMMUNICATIONS

Treasurer's Report - Dan Morganti

Dan Morganti presented the October and November Financial Statement. Total revenue for the month of October was \$93,282.55. Total expenses for the month of October were \$58,571.24.

Total revenue for the month of November was \$6,565.90. Total expenses for the month of November were \$79,027.13.

B. Cromes made a motion to accept the financial statement as presented. Motion seconded by K. Chandler. Motion carried with 7 Yeas.

NIP Update – Dave Vaughan

Dave Vaughan presented an update on the NIP Program.

Dave Vaughan stated that there are 30 properties in various stages. Dave stated that if they close the NIP in March, not all of the money will be spent out. If they close before the work is completed then the Land Bank will need to pay the remainder of the costs.

One property has been sold. Six side lot agreements are in process. Two properties are in process of being donated. Five nuisance abatement agreements are in process.

PROPERTY INVENTORY – Kaitlyn McNerney

A list of the properties owned by the Land Bank was presented.

A mistake was noted on the 2nd page of the inventory. It is showing a parcel on Hill Street in Atwater. It should have said Ravenna Township rather than Atwater Township.

OTHER BUSINESS

January Meeting – Vicki Kline

The next meeting has been scheduled for January 25, 2017 at 2:30 p.m. at the Reed Memorial Library.

Set Policy Committee Meeting Date – Vicki Kline

Options for when to hold the next Policy Committee Meeting will be emailed out to everyone.

Draft Budget

The Draft 2017 Land Bank Budget was presented. K. Chandler made a motion to accept the 2017 Land Bank Budget as presented. Motion seconded by B. Susel. Motion carried with 7 Yeas.

Insurance – Kaitlyn McNerney

Sutton insurance will not cover the properties with vacant structures on them unless you are doing something with the property. Jack Kohl felt that they were misinterpreting what they are saying. Jack Kohl said he would check into it.

Kaitlyn said they were shopping around for another insurance company to see if they will cover the properties while there is still structure on them.

Audit – Kaitlyn McNerney

The Audit went out to bid and there for 5 – 6 firms that bid on it. It will take a 1 week to review to determine who will do the audit.

8957 Wilverne Drive, Windham – Dave Vaughan

The property was offered for sale at \$7,000 however a councilwoman was interested in purchasing a piece of property and offered \$750. Dave Vaughan said the property is a buildable lot.

B. Susel raised her concerns about selling the property to an elected official. B. Cromes felt that the Policy Committee needed to meet to discuss how to go about marketing the properties that are being offered for sale.

B. Susel felt that her reference about talking to the former Treasurer and then not notifying her about the Sheriff Sale was the right thing to do. Providing information to an elected official outside of the purview of what you would do to the general public is providing them a favor which is in violation of the Ohio Ethics Commission Laws.

K. Chandler felt that if a property is offered for Sheriff Sale and it doesn't sell then the board needs to set a value at a much lower price and market it. K. Chandler felt the property should be either listed with a realtor or advertised at a lower price. Dave Vaughan felt that the property should be listed through a real estate agent but in order to do that RFP or RFQ would need to be done to obtain one. Dave Vaughan did not feel there were enough properties offered for sale to warrant obtaining a realtor.

John Zizka questioned how the selling prices were determined. Dave Vaughan said it is determined through a true realtor market opinion of the property. B. Susel felt that the price

being offered was an insulting price. Janet Esposito stated that the market value on the property being offered for sale is listed at \$10,000 without any buildings on it. Sewer and water are available to the lot and it would be considered to be a buildable lot. Janet Esposito asked questioned how it can be determined that the property could be offered for sale at \$7,000 when it's worth more than that. K. Chandler questioned if the \$10,000 was the market value or the taxable value. Janet Esposito said it was the market value. Janet Esposito said the two lots that were sold for \$500 a piece were worth more than that.

B. Cromes reiterated again that a conversation around what the marketing policy is going to be needed to happen with the Policy Committee.

W. O'Neal felt that the properties offered for sale should be prioritized and mapped out. W. O'Neal felt that the mapping should be done next year.

K. Chandler felt that an offer should be put on hold until such time that a policy as to how this should be handled and she agreed that it should be listed with a real estate agent.

B. Cromes felt that it should be tabled until such time that the Policy Committee could meet and discuss this and until t a policy is in place. B. Susel did not feel that it should be tabled when everyone is in agreement that the offer should be rejected.

W. O'Neal asked Dave Vaughan to discuss the email that went out to selected board members on November 29, 2016. Dave Vaughan said he sent an email to selected board members for advice and not board action on the offer provided by the elected official. K. Chandler questioned whether they could take formal action by email. Chad Murdock said that if you unanimously say "yes" or "no", then that's board action. K. Chandler questioned if it was in the By-Laws. Chad Murdock said it was in the By-Laws. Chad Murdock said that "if some of you said "yes" and one of you says "no" then it has to become before the board." B. Cromes said he was glad he asked questions but there are members of the Board who do not know what is going on frequently until the day of the Board meeting, which becomes problematic. B. Cromes felt that everyone should be copied on communications.

B. Cromes made a motion to table this until such point that we have an opportunity for the Policy Committee to meet and discuss a marketing policy. B. Susel questioned whether or not the board needed to have a policy in place to reject a 10% offer on a piece of property. B. Susel felt that anyone who owned the property would not accept 10% on anything. Motion seconded by W. O'Neal. B. Susel asked B. Cromes if he was including the sale or acceptance of the offer. B. Cromes said they didn't need to make a decision on the acceptance or denial of the offer. K. Chandler felt that the motion should include that the discussion on 8957 Wilverne Drive, Windham is being tabled until a decision is made about policy. Motion carried with 5 Yeas and 2 Nays (B. Susel and J. Kohl).

V. Kline felt that a response was needed as to whether or not the Board was accepting the offer. J. Kohl made a motion to reject the offer. Motion seconded B. Susel. Motion carried with 7 Yeas.

Abandoned Gas Station Cleanup – Bob Finney

Bob Finney said they received a bid BJAAM Environmental, Inc. to perform a Phase 1 and 2 just under \$6,500.

The original default judgement the City received on this property which dates back to 2013 stated that it be demolished and the property owner be assessed for the costs. Bob Finney felt the City needed to go back to court to get authorization to enter the property. B. Susel said that any environmental costs would be part of the demolition costs and didn't need to be separated. The environmental tests are a requirement in order to do the demolition and needs to be done prior to the demolition. B. Susel felt that a legal opinion was needed to determine if the City would need to court order to gain access to the property.

Bob Finney said he would like to see the Land Bank own the property.

John Zizka said that NEFCO has money available and has given money to communities to cover the costs of the environmental study. After further discussion it was agreed that John Zizka contact NEFCO to see if there were any funds available to cover the cost of the environmental studies.

There are clean up grants available if it turns out there is a contamination on the site.

Franklin Township Park Soil Testing – Dave Vaughan

Dave Vaughan said there used to be junk cars on the site and the Township is concerned whether or not oil or gas has leaked into the ground would like to have a soil test conducted to determine if there is any contamination on site. Dave Vaughan said it would cost approximately \$2,500 to complete the soil test.

The property is currently in the name of the State of Ohio due to the taxes owed on the property. K. Chandler recommended asking the adjoining property owners if they are interested in purchasing the property and if so to split the cost of what is owed for taxes. Dave Vaughan said he could ask. Dave Vaughan said the land is being offered to the Land Bank however, because it is a small parcel it would make more sense to give it to an adjoining property owner.

MOF Liens – Chad Murdock

Ravenna City is the only community that hasn't returned their letter back to the Land Bank. Chad Murdock said he will be following up on it tomorrow.

501 (c) (3) Update – Kaitlyn McNerney

A letter from the IRS was received giving the Land Bank the exemption from Federal tax under IRC Section 501 (c) (3).

NDS Contract Renewal – Chad Murdock

The contract between PCLRC and NDS for administrative services was presented. Chad Murdock said there were some changes made after the executive session. B. Susel made a motion to approve the contract as presented. Motion seconded by J. Kohl. Motion carried with 7 Yeas.

ADJOURNMENT

B. Cromes made a motion to adjourn the meeting at 3:55 p.m. Motion seconded by J. Kohl. Motion carried with 7 Yeas.

We do certify that the foregoing is a true and certified record of the Board, the official meeting of December 7, 2016.



Vicki Kline
Chairman



David Vaughan
Secretary/Administrator