

**MINUTES**  
**Portage County Land Reutilization Corporation**  
**Reed Memorial Library**  
**Wednesday, September 28, 2016**  
**2:30 P.M.**

The Board of Directors of the Portage County Land Reutilization Corporation met for a regular monthly meeting on Wednesday, September 28, 2016 at the Reed Memorial Library. The meeting was called to order at 2:30 PM by Chair Vicki Kline.

**ROLL CALL** – Evelyn Beeman

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

**Absent:** Ina Sayre

<b><u>Also Present:</u></b>	Dave Vaughan	Mike Bogo	Jennifer Robison
	Alecia Bencze	Julia Adkins	Dan Morganti
	Evelyn Beeman	Lisa Reeves	John Zizka
	Chad Murdock	Julie Aldried	Arzella Meleyk
	Chris Moravec	Glenn Reigelman	Teresa Steinlechner

**APPROVAL OF OFFICIAL MEETING MINUTES**

**August 24, 2016 Regular Meeting Official Minutes**

B. Susel made a motion to excuse Ina Sayre from today’s meeting. Motion seconded by B. Cromes. Motion carried with 6 Yeas.

A few corrections were noted. J. Kohl made a motion to approve the minutes of August 24, 2016 as corrected. Motion seconded by W. O’Neal. Motion carried with 6 Yeas.

**FORECLOSURE CONTRACT UPDATE** – Alecia Bencze

By September 30, 2016 fifty-two parcels will have been given to the Land Bank to transfer which includes 12 parcels in Windham Village. By the end of October the Land Bank should have four additional parcels and by the end of November an additional 15 parcels. Alecia Bencze said there could be more.

Denise Smith wants to meet with Chad Murdock within the next couple of months to discuss the contract for next year. Alecia Bencze said she has received all of the bills however she has been

having some issues with invoices getting paid late because of the process in which invoices have to get paid.

Alecia Bencze said she is having a little bit of a break down because when she receives a letter of interest from the Land Bank they are being sent over to Dave Vaughan however, it's taking some time to get his signature because Dave Vaughan is so busy. Alecia Bencze asked if it would be easier for Brad Cromes to sign as a member of the Land Bank since them rather than Dave Vaughan since Brad Cromes is readily available. Brad Cromes said he would be happy to. B. Susel said this was more of an administrative aspect and it should not be moved over to a forward function and should be discussed before signatories are changed.

Summit County is holding their Land Bank Update on October 21, 2016 from noon until 1:00 p.m. if anyone is interested in attending.

## **REPORTS AND COMMUNICATIONS**

### **Treasurer's Report** - Dan Morganti

Dan Morganti presented the August Financial Statement. Total revenue for the month was \$111,628.49. Total expenses for the month were \$66,100.43. B. Cromes made a motion to approve the financial statements as presented. Motion seconded by J. Kohl. Motion carried with 6 Yeas.

B. Cromes questioned what "Land Bank Reserve" was on the Balance Sheet. D. Vaughan said that it was agreed by policy that \$12,000 would be put into a reserve account every year for the Land Bank.

### **NIP Update** – Dave Vaughan

Dave Vaughan presented an update on the NIP Program.

Dave Vaughan said that Ravenna Township, Freedom Township, Village of Windham, Windham Township, Atwater and Palmyra Township have provided them with houses.

John Zizka asked for the status of the lot in Freedom Township. Alecia Bencze said she was waiting for the title search to come back and expected it within the next couple of days.

Dave Vaughan said that OHFA got into a bit of trouble with the Ohio Historic Preservation Office and they had to resubmit photos to them so that they could conduct a Section 106 review on each of the structures.

Dave Vaughan said no structures have been demolished to date.

Dave Vaughan said the asbestos surveyor could not conduct their asbestos testing on the structure in Brimfield Township because there were cars, people and a vicious dog on site. Dave Vaughan said the asbestos surveyor will go back on Friday with police escort.

K. Chandler said there is a house located near the railroad underpass going towards Ravenna on the right side of the road that looks to be abandoned or in need of home repair. V. Kline said she has passed the house and said she would stop by and see if there is anyone living in the house.

### **OTHER BUSINESS**

#### October/November/December Meeting – Vicki Kline

V. Kline, B. Susel and D. Morganti said they would not be able to attend the meeting scheduled for October 26, 2016. After further discussion it was recommended that the meeting in October be changed to **Wednesday, October 19, 2016 – 2:30 PM** at the Reed Memorial Library.

It was also recommended there be no meeting in November and that the meeting in December be held on Wednesday, December 7, 2016 at 2:30 p.m. at the Reed Memorial Library.

#### NDS/PCLRC Contract Renewal – Dan Morganti

The contract between NDS and the Land Bank expires next month. The existing agreement was for two years at \$40,000 per year and it became effective on October 23, 2014. There is also a separate contract for the NIP with NDS and the term on that contract is through the duration of the NIP Program and is still ongoing. An outline of documented billable time against the contract was presented. Dan Morganti said he looked at the first six months of this year and felt that this time period was indicative of the day-to-day activities to fully operate the Land Bank. This time period's recommendation for the new contract is \$60,000 per year for a two year time period. Dan Morganti said this is actually less than what the proration calculation would be during the first six months of the sample size that was looked at. NDS is okay with the new contract amount. Dan Morganti recommended that the new contract realign with the fiscal year which would start January 1, 2017 and would go through December 31, 2018. With that NDS agreed to extend their current contract through December 31, 2016 with no additional compensation.

K. Chandler made a motion to extend NDS current contract through the end of the year. Motion seconded by B. Cromes. Motion carried with 6 Yeas.

B. Cromes recommended presenting a draft contract at the next meeting before acting on it.

#### Heidi Larew – Adjoining Parcels – Dave Vaughan

Three parcels Heidi Larew owns and is current on her property taxes. The other three parcels (in white) she wants to purchase. Two of the three parcels qualify as a side lot. Dave Vaughan said the Land Bank could sell the two of the lots where she has 50% borders for \$100 per side lot. The Land Bank could then make her wait until she owns those two and then she could buy the other lot as a side lot. Dave Vaughan said she didn't intend to build on the lots. B. Susel didn't feel that it met the intent of a side lot.

After much discussion K. Chandler recommended the lots be combined and then offered for sale to Heidi Larew as a buildable lot.

#### 439 Meridian Street

Alecia Bencze said there is a delay and not quite sure what the delay actually is. Everything has been recorded however Tax Ease attorney hasn't received the necessary documents in order to have the case dismissed.

#### 501 (C)(3) Application – Dave Vaughan

The 501 (C)(3) Application has been submitted. A list of questions was sent back and NDS has answered the questions and have resubmitted them yesterday and are waiting on a response back.

#### Old Forge Road – Chad Murdock

Chad Murdock said it is underway as Dave Vaughan indicated earlier. Dave Vaughan said an asbestos survey will need to be completed before demolition can be completed.

#### MOF Lien Releases – Chad Murdock

A letter has gone out to all communities and a few communities have not returned anything back yet. Once the letter is signed by the Township Trustees then the liens can be released.

John Zizka stated that Freedom Township hasn't received the letter yet.

Chad Murdock said he was going to contact Ravenna Township tomorrow and find out why they haven't returned their letter.

C. Murdock said the Auditor's Office will then remove the liens once they receive the letter from the Community.

#### 417 South Diamond Street, Ravenna City

This property has been a problem for the City for a long time and they have a court case the first part of October. The court case will allow them to demolish the property however it will not give them ownership of the property. The property will qualify for the NIP Program. The house has had a demolition order because the whole house is coming off of its foundation. Dave Vaughan asked if the board would like to pay for the demolition out of the DETAC funds. B. Cromes made a motion to use the DETAC funds to demolish the structure. Motion seconded by V. Kline. Motion carried with 6 Yeas.

John Zizka questioned why none of the properties the Land Bank are acquiring are not showing up in the newspaper under the transfers? It was noted that the reason could be because they can put on the deed "Do Not Publish". It was also noted that there have been changes in personnel in the legal department at the Record Courier.

### **ADJOURNMENT**

B. Cromes made a motion to adjourn the meeting at 3:45 p.m. Motion seconded by V. Kline. Motion carried with 6 Yeas.

We do certify that the foregoing is a true and certified record of the Board, the official meeting of September 28, 2016.

Vicki Kline  
Chairman

David Vaughan  
Secretary/Administrator