

MINUTES

**Portage County Land Reutilization Corporation
Reed Memorial Library
October 21, 2019
Quarterly Board Meeting**

The Board of Directors of the Portage County Land Reutilization Corporation met for a regular quarterly meeting on Monday, October 21, 2019 at the Reed Memorial Library. The meeting was called to order at 1:07 p.m. by Brad Cromes.

ROLL CALL – Jennifer Robison

Board Members Present

Brad Cromes	Vicki Kline	Sue Fields
Kathleen Clyde	Bridget Susel	

Board Members Excused

Jack Kohl	Ina Sayre
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Also Present

Dan Morganti	Chris Moravec	Chad Murdock	Jenna Cariglio-Dorris
Teresa Steinlechner	Janet Esposito	Bob Finney	Mike Bogo
Chris Meduri	John Zizka	Diane Smith	Kaitlyn McNerney
John Kovacich	Julia Adkins	Holly Bloom	Jennifer Robison
Frank Hairston	R.L. Sanders	Stacy Brown	

APPROVAL OF OFFICIAL MEETING MINUTES

July 29, 2019 Official Quarterly Meeting Minutes

The July 29, 2019 minutes were presented. S. Fields made a motion to approve the minutes as presented. Motion seconded by B. Susel. Motion carried with 5 Yeas.

Note: A correction was made to page 4 *Ohio Land Bank Conference 2019* the last sentence should read CLE credit and not CLR credit.

Executive Summary - Jenna Dorris

B. Cromes asked J. Dorris to give some upper level highlights to those that did not have time to review their packet in advance. J. Dorris noted that we have completed the last NIP demolition and have submitted the reimbursement packet to OHFA, this was the Lovers Lane property in Ravenna Twp. that the board approved via electronic vote. The A/R/R property at 6669 Henderson, Ravenna Twp. sold for \$75,000. The A/R/Rs at 3878 Richardson, Ravenna Twp. and 5189 Wayland, Palmyra Twp. are nearly complete.

FORECLOSURE STATUS UPDATE – J. Adkins

We are waiting on two deeds to be signed by the courts, hopefully these will transfer by the end of the month. We had two properties go to sheriff sale today, these were the properties that the land bank requested and then did not want. No one bid on the properties the taxes are far higher than the properties will ever be worth, maybe someone will bid at the second sale. Hopefully after the next sale the land bank will be willing to accept them. B. Cromes gave a status reminder on the reason why these properties were requested, they were requested by neighboring owners. 1371 Fairview, Atwater Twp. 01-038-20-00-009-000, (requested by neighbor) 01-038-20-00-010-000 (not requested by neighbor). T. Steinlechner stated that this is the Ruggles property located at 6762 Tallmadge Rd, Edinburg Twp. 11-431-00-00-015-000, this was requested by a commercial property to extend their parking lot. It was discussed amongst the board and they didn't think it was fair to offer it to them because someone else may have wanted that property, we took it to sale, not offering to anyone. B. Cromes mentioned that if this ends up on the forfeiture list this would be a good acquisition to transfer.

REPORTS AND COMMUNICATIONS

Financials and Property Inventory – D. Morganti

Third quarter highlights the land bank received its 2nd DTAC check of the year \$48,810 was a little lower we are usually around \$65,000. A/R/R for the quarter is (\$87,119) that is a net figure, the way the budget was setup the revenue and expenses were captured there, currently there are a couple of A/R/Rs underway when those sell I anticipate that moving around. Total Revenues for the quarter \$143,041, Expenses \$68,849 and Net Income \$74,192. K. Clyde ask Dan to explain the Property Transfers YTD \$146,610 value, Dan replied that is the book value of the property.

A motion was made by V. Kline to accept the financial statement and asset register as presented. Motion seconded by K. Clyde. Motion carried with 5 Yeas.

NIP Update/Agreements – J. Robison

J. Robison the NIP tracking sheet is up to date and in your packet. The last NIP (Neighborhood Initiative Program) property was uploaded to OHFA (Ohio Housing Finance Agency) on 10/11/19, 3854 Lovers Lane, Ravenna Twp. The cut off for reimbursement was 10/18/19, to date we have not been reimbursed for this demolition. The land bank was able to demolish 68 blighted properties in Portage County spending close to \$1,000,000 of grant funds. B. Cromes thanked NDS for the work that was done using the grant funds.

Property List for ED Transition – J. Dorris

The attached list are requests that we have received from the public, township trustees and zoning officials since the board put a pause in place we are trying to keep this in one place and it is in PPS, the land banks software management system. Holly Bloom, asked about a property that she requested in 2017, this was a property that was put on hold. This is an on demand side lot and will be added to the transition list in that category.

J. Zizka asked about the property on ST. RT. 700, that he inspected with R. Duckworth for a possible acquisition rehab. This is an issue with TaxEase and the parcel being split in an odd spot, we had asked if they would donate the parcel to the land bank and did not hear back. T. Steinlechner said that the

Treasurer's Office has reached out to TaxEase the house sits on two parcels and TaxEase is the lien holder to one of those parcels, we had to sign a new contract with them and waiting to hear back. The Treasurer's Office will follow-up today after the meeting. J. Zizka mentioned that he had agreed to keep the property mowed and wanted to check the status.

Board Approval

Confirmation of Electronic Votes

B. Cromes our last meeting was in July since then we have had a lot of activity with the resignation of NDS as the Executive Director. The board had to come up with a job description and posting for the ED position. We also had a conversation on what the best model of employing that person would be. Whether we would employ that person directly and maintain all of the Human Resources required documentation and everything that comes along with that or rather if it would be wiser for us to look for an organization that already does that administrative work and utilize their services for the administrative piece of the hire. We have selected Family & Community Services and put together a draft agreement with them to provide that service we then went about the conversation regarding job interviews and posted the position in a number of public places including indeed and some others. We then received 22 applications and we interviewed 3 finalist, one of them was very familiar to us and the best qualified, Dan Morganti of Kent who has been the treasurer of the land bank board. We will be voting in a moment to confirm that process. Dan has accepted and we are very excited in working with Dan in this position.

D. Morganti thanked the board, I look forward to working with you and advancing our mission, there's a lot to do. I also want to say thanks to NDS for their work over the years in administering the land bank, Stacy and her team have already reached out, I appreciate that, to coordinate the conversion of operations from NDS to the new executive director. I anticipate a smooth and quick transition. I'm excited to get started November 4, 2019.

B. Cromes would like to thank NDS again for their service, this was a big project and starting it up from scratch was no small doing.

Family & Community Services Agreement

A motion was made by V. Kline to accept the Family & Community Services Agreement to act as the employment agent for the Executive Director. Motion seconded by K. Clyde. Motion carried with 5 Yeas.

Recommendation of ED Candidate

A motion was made by K. Clyde to accept Dan Morganti to serve as the new Executive Director of the Portage County Land Reutilization Corporation. Motion seconded by V. Kline. B. Susel abstain. Motion carried with 4 Yeas.

Request to Commissioners/Space Quotes

A motion was made by B. Susel to accept the Request to Commissioners/Space Quotes to likely house the Executive Director at the Administration building. Motion seconded by S. Fields. V. Kline and K. Clyde abstain. Motion carried with 3 Yeas.

Authorizing Chair to Sign Contracts with ED/F&CS

A motion was made by K. Clyde to Authorize the Board Chair to Sign Contracts with Executive Director and Family & Community Services. Motion seconded by V. Kline. B. Cromes abstain. Motion carried with 4 Yeas.

Renew PPS Software Agreement

J. Dorris this is the software used to house all of the land banks property and notes associated with each parcel, this will help with a smooth transition.

A motion was made by B. Susel to Renew the PPS Software Agreement with the Cuyahoga County Land Bank. Motion seconded by V. Kline. Motion carried with 5 Yeas.

Demolish 3854 Lover's Ln. with NIP Grant Funds

J. Dorris we asked for approval to demolish the property at 3854 Lover's Lane, Ravenna Twp. with NIP grant funds and received approval from OHFA.

A motion was made by S. Fields to Approve the demolition of 3854 Lover's Lane, Ravenna Twp. with NIP Grant Funds. Motion seconded by K. Clyde. Motion carried with 5 Yeas.

A/R/R Home Warranty

The buyer of 6669 Henderson, Ravenna Twp. requested a home warranty the board requested that C. Murdock look into that and report back with his findings.

A motion was made by B. Susel to Approve the A/R/R Home Warranty for 6669 Henderson, Ravenna Twp. Motion seconded by V. Kline. Motion carried with 5 Yeas.

Reimbursement to NDS

Our finance department accidentally cut checks out of the wrong account, we asked for approval to be reimbursed for those funds.

A motion was made by B. Susel to Approve the Reimbursement of funds to NDS. Motion seconded by V. Kline. Motion carried with 5 Yeas.

B. Cromes in regards to the electronic votes as a reminder for everybody in the room we have in our rules that if we are unanimous in our approval votes we can conduct intermediate business that way.

Approval of 990

The land bank is a 501(c)(3) and must file a 990. K. McNerney the 990 has nothing out of the ordinary, it was prepared by the CPA firm and submitted to the Land Banks Finance Committee for review.

A motion was made by S. Fields to Approve the filing of the 990. Motion seconded by V. Kline. Motion carried with 5 Yeas.

Park District

- 6941 Berry Rd, Ravenna Twp, 29-216-00-00-001-003
This property does need cleanup and could be extensive. There is not a structure however, about 6 vehicles which includes an RV. B. Susel would like to have more information regarding cleanup costs and recommends that the new ED go out to the site and assess the situation and get estimates of cleanup cost. C. Murdock said that cleanup is included in the agreement, these agreements have not been executed.
- ST RT 303 Streetsboro, 35-041-00-00-021-000 (Thirty Second Corp.)
There is nothing unusual about this parcel, it is adjacent to the park district.

These parcels have not been foreclosed on. D. Morganti will report on this at the next meeting.

Other Business

6669 Henderson – Land Bank Addendum

J. Dorris mentioned that this was an A/R/R that sold we did check their taxes it did not show as delinquent, they signed the addendum saying that they were not tax delinquent. B. Cromes thinks this is easily correctable, as part of the process we should check with the Treasurer's Office to confirm that the buyer is not delinquent on taxes in the county.

Payment of Prosecutor Contract our counsel recommends that we discuss this at an executive session following today's quarterly meeting.

McElrath/Skeels Projects

F. Hairston and R.L. Sanders are concerned where the land bank is headed. Mr. Hairston would like the land bank board to take a tour of McElrath and Skeels. McElrath is 110 acres and Skeels 88 acres, these properties started out as a farm and were used for the employees of the arsenal. The farmer of the property decided to take these small parcels and raffle them off at a movie theater in Cleveland, these were going to be summer homes, well that didn't happen, people are everywhere and the properties have become delinquent. F. Hairston is hearing that people don't want to build in McElrath and Skeels, that's not true we have several new homes going up, we are making progress, people are interested in building here. We invite everyone out for the monthly breakfast at the Winfield Church. We have a lot of activities going on in our community. We are asking the land bank to please, understand something, there are a lot of delinquent properties, we want to see housing, we are going to the Commissioner's Office in a few weeks to lay a plan down. It's important for us to be a part of the community and important for you to be a part of our community. I look forward to learning about the land bank and plan to attend all of your meetings. R.L. Sanders said that bringing in new homes will help the community, we have seen a lot of changes in the last 40 years. Mark Frisone has put in a grant for the King Kennedy Center to build a new gym, the grant is for \$500,000.

B. Cromes my personal thanks to you. I recall one of the first meetings I attended for the land bank was with R.L. and Cindy Sanders and Ms. Mitchell to get the history on this community and all of the challenges they have faced over the years, this is some of the work that I'm most proud of in our land bank is the work in this community. We have made progress and there is a lot of work left for us to do. I think it is very important for our land bank to be good partner in the community. I'm not speaking for the board in that capacity and not making any commitments on that front, I want you know how important it is.

F. Hairston mentioned what the land bank has done in McElrath has made a big difference. We have several more properties that we would like to have demolished, I will forward that list.

Next Meeting – D. Morganti will follow up with the board on the next meeting date, Dan would like to set a budget before the year begins.

B. Cromes after speaking with Portage Community Bank we need to have additional signers for the land bank checks and the motion on record.

A motion was made by V. Kline to add the Chair, Brad Cromes and Vice Chair, Kathleen Clyde as authorized signers on the checking account at Portage Community Bank for the Portage County Land Reutilization Corporation. Motion seconded by S. Fields. Motion carried with 5 Yeas.

ADJOURNMENT - QUARTERLY MEETING

Adjourn the quarterly meeting at 1:58 p.m. The Board of Directors will hold an Executive Session immediately following the Quarterly Land Bank Meeting to discuss the Prosecutors Contract.

Executive Session began at 2:00 PM.

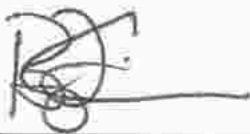
A motion was made by K. Clyde to Discuss the Prosecutors Contract. Motion seconded by V. Kline. Motion carried with 5 Yeas.

Contract discussion out 2:17 PM.

A motion was made by V. Kline to end the Prosecutors Contract discussion. Motion seconded by S. Fields. Motion carried with 5 Yeas.

Resolution 2:18 PM.

A motion was made by V. Kline that the Prosecutor, Executive Director and Legal Counsel will discuss and give a recommendation to the Board of Directors. Motion seconded by B. Susel. Motion carried with 5 Yeas.



Brad Cromes, Chairman



Dan Morganti, Secretary/Executive Director