

MEETING MINUTES

Portage County Land Reutilization Corporation

Reed Memorial Library – Jenkins Room

July 18, 2023 at 10:00 am

Meeting was called to order at 10:04 am by Chair Brad Cromes

Roll Call – Jeannette H. Jones

Board Members Present: Brad Cromes, Sue Fields, Bridget Susel

Board Members Absent: Mike Tinlin, Sabrina Christian-Bennett

Also Present: Dan Morganti, Jeannette H. Jones, Chad Murdock, John Zizka

Quarterly Land Bank Meeting

Approval of Minutes

Chairman Brad Cromes indicated a quorum was obtained. Sue Fields made a motion to accept the minutes of the April 18, 2023 Board Meeting. Bridget Susel seconded the motion. The motion carried with 3 yeas.

Fiscal Report

Dan Morganti reviewed the Fiscal Report for the second quarter of 2023. The DTAC revenue received was higher than projected. This is the first and larger of two collections that the Land Bank receives. The Treasurer's Office indicated this is partially related to tax lien sales collections that took place last year, and is a result of catch up over a couple of years, as well as normal collections. Dan explained that he will give an update on the ODOT Building Demolition Funds that are reflected on the revenue and expense side. We currently have fifteen projects completed. Some projects have not been reimbursed. This includes ten houses, one large commercial structure, and three multi-family structures. Projected expenditures right now are about \$485,000. The initial grant allocation amount was \$530,000. The first \$500,000 was a grant and the remainder of roughly \$30,000 requires match. There is approximately \$75,000 remaining. ODOT has now allowed flexibility to add or change properties and we are working currently to add properties for the remaining \$75,000. Bridget asked about the drawdown process with the State and Dan explained that we have batched demolitions together, and he waits until projects are fully completed before requesting funding for the full contract amount, he does hold contract retainage for grass growth. Dan explained that the Fixed Asset register now reflects acquisitions and dispositions that took place during the quarter per the discussion at our last meeting. Sue made a motion to accept the Fiscal Report. Bridget seconded the motion. The motion carried with 3 yeas.

2022 Audit

Brad explained that the Board voted electronically to confirm the 2022 audit. Dan indicated that the communication letter from the auditor is also included in the packet. There were no issues, findings, or deficiencies noted in the audit. Bridget affirmed the motion to accept the May 31 electronic vote. Sue seconded the motion. The motion carried with 3 yeas. Dan explained the 990 federal tax return has not been submitted and an extension has been requested. Bridget made a motion to accept and file the 990. Sue seconded the motion. The motion carried with 3 yeas. Dan discussed the StaRs transparency monitoring related to Sunshine Laws. Land Bank was again deemed to be compliant in 2022 and earned an additional 3-stars for best practices that go above and beyond the requirements in the law. Dan explained that the auditor made a verbal recommendation that the Land Bank hold a records commission meeting yearly. The recommendation read: It was noted during StaRS testing that the Corporation did not have a records commission meeting during 2022. While no records were disposed of during 2022 Julian & Grube recommends that a records commission, or regular board should meet at minimum every 12 months. Furthermore, this discussion should be disclosed in the minutes to note that either various records will be disposed or that nothing will be disposed. Dan explained that the Land Bank has not disposed of any records. The Land Bank's records policy is currently a section in its Bylaws. Dan suggested that the January Annual Meeting, where we conduct our business for the year, would be a good time to include a topic related to the records. Brad suggested passing a Resolution declaring the Board as the Records Commission, and to set a schedule for the records commission meetings. Dan had previously been designated the Official Records Custodian for the corporation. Bridget agreed and noted that explicitly stating this is better for everyone to understand the process.

Policy Report

Dan discussed 160 E. Harris Street, Ravenna. This is a Deed-in-Escrow property. We have completed three of these properties. This property is progressing well, the work has been of a quality nature, but it has been moving slowly. The contractor recently had a health issue, which is further delaying the project. Dan is suggesting we transfer the property and get it back on the tax rolls. The home is about 75% complete. This request is outside existing policy because a certificate of occupancy has not been achieved, however, Dan suggests moving forward with transferring the property under these circumstances. Bridget said it appears the contractor has enough money invested in the property that he will want to see it through. Bridget made a motion to transfer the home in its current status prior to the issuance of a CO. Sue seconded the motion. The motion carried with 3 yeas.

OLBA and Legislative Update

Dan noted that he is now on the Board of the Ohio Land Bank Association. There are monthly virtual meetings and in-person meetings quarterly. There is an annual retreat in the fall which is an in-person meeting. July 27th is the next Association meeting in Mansfield, OH. The recently passed state budget includes funding for Building Demolition and Site Revitalization program and the Brownfield Remediation program. Land Banks were identified as the lead entity for both programs. Dan explained this is both an opportunity and a challenge, especially with Brownfield funding. Dan is not aware a large number of assessments that are sitting on the shelf waiting for cleanup, but it provides an opportunity to seek out new projects. It's a two-year funding cycle, so potentially in year one properties could be assessed and

then cleaned up in year two. Bridget confirmed with Dan that it is not a requirement that the Land Bank holds title. Bridget noted the funding opportunity is great, but it will also be a challenge, hopefully the timelines will be extended as they were in the previous round. The Welcome Home Ohio program provides funding for development and renovation of owner-occupied housing by Land Banks. The OLBA is reviewing some of the guidelines and restrictions that were passed in the legislation that may make implementation difficult. There is a 20-year affordability period which appears to require long-term monitoring. Brad noted that Land Bank's did very well in the budget. This is something we should be happy about. Dan thinks the overall funding in the Budget is a testament to the good work of Land Banks around the State. Legislators are seeing the value Land Bank's bring to communities. Brad noted Gayle Pavliga is supportive of the Land Bank.

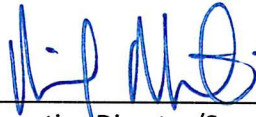
Brad noted there was a meeting at 645 Chestnut, Ravenna yesterday to discuss asbestos and demolition. Dan updated the Board that the buildings there have mostly been demolished at this site by the City, but debris piles remain. The City of Ravenna organized the meeting with Ohio EPA, USEPA, Akron Air Quality, Land Bank, NDS and others. The main discussion was a plan for the property and USEPA has a funding source through their emergency response office to address the debris left on the site. A tentative timeline indicated by USEPA was by the end of this year. Bridget explained the process for a USEPA emergency response action that took place in Kent. Brad noted USEPA is planning to use the City's Court order that was obtained for the demolition to access the site for cleanup, and a Treasurer's foreclosure is going to take place in parallel to get the property to forfeiture eventually. The property is two to three acres and contains 14 parcels. It is zoned industrial. Bridget asked about USEPA's end goal, is it a NFA (No Further Action), or a CNS (Covenant Not to Sue), how far will they take the cleanup? Dan explained that they are planning to address the piles and asbestos issue, which is what triggered their emergency response action. Everything above the ground. It is expected that there would be further assessments required at the site, and likely cleanup needed after the USEPA action. Previous uses include textile manufacturing and rubber production. There was a 2019 USEPA emergency response action on this site where 50, or so, containers of hazardous materials were removed. The cost-recovery process is winding down on that. Bridget noted an urban setting designation would be helpful here, because that removes some of the requirements for cleanup and to ultimately obtain an NFA (No Further Action). USEPA involvement at this site is a big win, but further work will be needed.

John Zizka thanked Jeannette and Dan for their guidance in navigating the side lot process. He is closing on a side lot today.

Brad Cromes adjourned the meeting at 10:35. Bridget motioned to adjourn the meeting. Sue seconded the motion. Motion carried with 3 yeas.



Chairman, Brad Cromes



Executive Director/Secretary, Dan Morganti