

**SANDUSKY COUNTY LAND REUTILIZATION CORPORATION
BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

Tuesday, December 14, 2021 at 1:00 p.m.

Sandusky County Land Bank office
2511 Countryside Drive, Suite C, Fremont, Ohio

The regular board meeting was called to order by John Havens, Chairman. The sign in sheet was distributed for signatures with the following Board Members present and constituted a quorum for conducting the business of the Land Bank.

Kimberley Foreman	Brian Woods, Land Bank Coordinator
Scott Miller	Barbara Caudill, Secretary
Bob Gross	<u>Guests</u>
John Havens	Heather Whitcum
Tim Freeman-Absent	Kaitlin Klucas
Charles Schwochow-Absent	Roger Hafford
Paul Fiser-Absent	Jaime Hafford

1. **Approval of Minutes.** The minutes of the November 9, 2021, Regular Meeting Minutes were distributed by email. A motion to approve the minutes was made by Bob Gross seconded by Scott Miller. Motion carried by voice vote with Charles Schwochow, Tim Freeman and Paul Fiser absent.

The minutes of the November 23, 2021 Special Meeting Minutes were distributed by email. A motion to approve the minutes was made by Bob Gross seconded by Scott Miller. Motion carried by voice vote. Motion carried by voice vote with Charles Schwochow, Tim Freeman and Paul Fiser absent.

2. **Approval of Financials.** The November 2021 Monthly Financials were distributed by email. A motion to approve the financials as received was made by Kimberley Foreman, seconded by Bob Gross. Motion carried by voice vote without objection. Motion carried by voice vote with Charles Schwochow, Tim Freeman and Paul Fiser absent.
3. **Old Business**
 - a. John Havens commented that anyone who has items to be addressed with the Land Bank Board could do so at the end of the meeting. Any issues relating to the Land Bank should be addressed directly with the Land Bank office.
 - b. Code of Regulations Article VI, 6. Officers
 - The employment job descriptions were sent by email to the Board for review. John Havens asked for a committee to be formed for finalization of the job descriptions in order for them to be voted on at the next Board meeting in January. Kimberley Foreman and Scott Miller volunteered to be on the review committee and prepare the documents for approval.

4. New Business

a. Approval of Resolution 2021-6 Adopting an Interim Budget for 2022

RESOLUTION NO. 2021 - 6

ADOPTING AN INTERIM BUDGET FOR 2022

WHEREAS, the Board of Directors of the Sandusky County Land Reutilization Corporation ("Board" and "Corporation" respectively) held its monthly meeting on December 14, 2021; and

WHEREAS, the Code of Regulations of the Sandusky County Land Reutilization Corporation requires an annual budget governing the expenses of the Corporation; and

WHEREAS, the Corporation now desires to approve an Interim Budget for the 2022, attached hereto as Exhibit A; and

WHEREAS, the Board of Directors 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 the deliberations of this Board, and of its committees, if any, which resulted in formal actions, were taken in meetings open to the public, in full compliance with applicable legal requirements, including ORC Section 121.22;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sandusky County Land Reutilization Corporation that:

Section 1. This Board of Directors hereby approves the form of the Budget for 2022.

Section 2. This Resolution shall take effect and be in force immediately upon its adoption.

Motion to approve the Resolution 2021 – 6 was made by Kimberley Foreman; seconded by Bob Gross. Motion carried by voice vote without objection with Charles Schwochow, Tim Freeman and Paul Fiser absent.

b. Annual Comprehensive Ethics/Conflict of Interest Disclosures and Agreements were distributed to Board members who were present. The acknowledgement form must be signed and returned by next meeting, January 11, 2022. Absent members will receive their copies at the January 11th meeting.

c. A proposed resolution to amend to the Code of Regulation Article IV(1)(b) Annual Meeting was discussed as follows:

Annual Meeting. The Board of Directors shall hold an annual meeting each calendar year on the date and time that is thirty (30) minutes prior to the second regularly scheduled monthly meeting that occurs after the close of the SCLRC's fiscal year or on such later date for which notice of such annual meeting is given in accordance with Section 4.e.i. hereof, but in no event later than the date by which the SCLRC is required to file with the Auditor of State the financial report described in R.C. 1724.05. Each annual meeting shall be held in the County at the place set forth in the notice thereof. Notice of such annual meeting shall be given by the Secretary of the SCLRC in accordance with Section 4.e.i. hereof. The purpose of the annual meeting shall be to release the annual report of the SCLRC, the preparation of which is required pursuant to R.C. 1724.05, the election of the Chairperson and Vice-Chairperson of the Board of Directors and any other annual or special reports to the Board of Directors and to transact such other business as may properly come before the Board of Directors at the annual meeting. (Modified and adopted by the SCLRC Board on 12/14/21)

A motion to approve the Resolution 2021-7 as read above was made by Bob Gross; seconded by Scott Miller. Motion carried by voice vote without objection with Charles Schwochow, Tim Freeman and Paul Fiser absent.

5. Brian Woods, Land Bank Coordination

a. **Insurance Renewals for 2022.** Brian met with Huntington to discuss what the current policies are; several changes were suggested and made. He recommended that anyone having access to banking be bonded which costs \$70 per person.

