

**SANDUSKY COUNTY LAND REUTILIZATION CORPORATION  
BOARD OF DIRECTORS**

Tuesday, April 11, 2023, at 1:30 p.m.

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

The Regular meeting was held at 1:30 p.m. April 11, 2023. The meeting was called to order by Scott Miller, 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  
Scott Miller  
Bob Gross  
Paul Lotycz  
Tim Freeman-Absent  
Justin LaBenne-Absent  
Russ Zimmerman

Barbara Caudill, Secretary  
Brian Woods

Guests

Colleen Carmack, Recorder  
Mike Mezinger, Fremont Fire Dept.  
Jaime Hafford  
Roger Hafford  
Erica Williams, City of Fremont  
Scott Houston, BJAAM Environmental  
Justin Burel, Pader Co

1. **Approval of Minutes.** The minutes of the March 14, 2023, Regular Meeting were distributed by email. A motion to approve the meeting minutes as received was made by Paul Lotycz, seconded by Russ Zimmerman. Motion was carried by voice vote without objections with Tim Freeman and Justin LaBenne absent.
2. **Approval of Financials.** The March 2023 Monthly Financials were distributed by email. Balance as of 03/31/23 is \$302,138.58. A motion to approve the financial reports as received was made by Bob Gross, seconded by Paul Lotycz. Motion was carried by voice vote without objections with Tim Freeman and Justin LaBenne absent.
3. **Old Business** – Barbara Caudill gave the Board a draft Land Bank Credit Card Policy as asked. A decision was made to table the matter and allow members to review the document. Any changes should be sent via email to Barbara to incorporate into the draft for approval at next month’s meeting. The credit card has been received but will not be used until the Board approves the policy.
4. **New Business.** No new business was discussed.
5. **Brian Woods, Executive Director**
  - a. Update on Building Demolition & Site Revitalization Grant program.
    - All buildings are completed except for 241 Main Street in Helena; the owner has not disconnected electricity. Has given the owner 2 weeks to have electricity disconnected or property will be withdrawn from the grant program.
  - b. Update on Brownfield Remediation Grant program. Scott Houston from BJAAM was present and gave the Board an update on various projects -see attached. Discussions were had on each project as to status.
    - Former Kellogg – Asbestos abatement has been started. Additional asbestos was found--may have to have a budget reallocation or negotiation with owner for additional match funding for asbestos abatement – looking at demoing 75% of the building.

- Former Atlas – Asbestos abatement planned for end of month – demo to follow in May; the BJAAM follow up with environmental assessment.
- Former Commercial Oil Service – Scheduled this month to remove above ground tanks; small trees to continue with environmental assessment sampling in May.
- Former Triple – In contact with Ohio EPA on an approved sampling and analysis plan. Will need to have them approved. Expect environmental sampling– May or June.
- Former Lumber yard – More samplings were taken and are being evaluated at owner expense. Owner will work with BJAAM for remediation and look for another grant that this could fall under.

The grants have been given an extension by the State to be completed by next June 2024.

c. Update on Land Bank-owned properties:

- 326 Vine Street and McPherson Highway properties have not been demoed yet. Had a potential buyer make several requests to buy the McPherson Highway property without demolition. Instructed him to attend the board meeting to discuss his intentions of renovating the property. As of now, the land bank has not received any other information, therefore the property will be demoed as planned. 326 Vine Street – The delay was due to the Gas company had not disconnected the line at the curb. It has since been resolved and Garza will be starting demo shortly.
  - 320 Herbster Street has been demoed. Entered negotiations to sell for \$12,000 – Roger working on paperwork. Bob Gross made a motion to accept the offer of \$12,000; Paul Lotycz seconded. Motion carried with voice vote with Tim Freeman and Justin LaBenne absent.
  - 2650 Port Clinton Road was given to the Land Bank through the courts; demoed, listed for sale for \$9,500. Sold for \$8,500 – Bob Gross made a motion to accept the offer of 8,500, Russ Zimmerman seconded. Motion carried with voice vote with Tim Freeman and Justin LaBenne absent.
  - 612 South Street entered negotiations to buy the property for \$8,000; Roger is working on the paperwork must send to British Columbia. Have a potential buyer, will bring to the Board for approval to sell.
  - 521 Front Street owner has contacted the Land Bank to sell property. It is not under the grant; would need to be torn down.
  - Fangboner Road properties. Sold properties asked \$1,500 per lot; sold all six for \$6,000 or \$1,000 each. Scott Miller asked for a motion to accept the sale of the properties with Paul Lotycz making the motion; Russ Zimmerman seconded. Motion passed without objection with Tim Freeman and Justin LaBenne absent.
6. Roger Hafford spoke about the case law recently in front of the Ohio Supreme Court; its constitutionality of direct transfers to the land banks, how a property is declared abandoned and who oversees declaring it abandoned. Recommended further review of the findings.
  7. **Prosecuting Office.** No one was present to give an update on foreclosures. Gave the Prosecutors update received from Kimberley Foreman on foreclosures to the Board for review.
  8. **Other Business:** Discussions were had on the process of buying/selling properties. The Board decided that Brian would email the Board on any offers to buy/sell property under \$10,000. The Board would have an opportunity to express any concerns they had about the transactions or decide to have them tabled until further review. Any offers to buy/sell property over \$10,000 would be brought before the Board for approval prior to the transaction taking place.

9. With no other items being brought before the Board and no executive session asked, a motion to adjourn the regular meeting was made by Bob Gross, seconded by Russ Zimmerman. Meeting adjourned.

**10. Meeting Attestation**

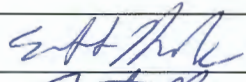
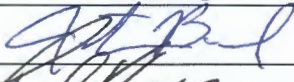
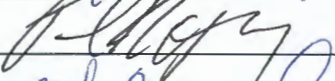
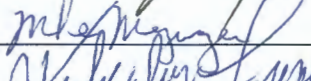
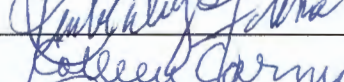
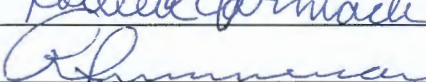
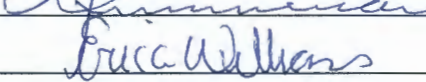
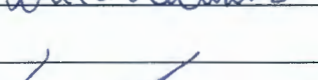
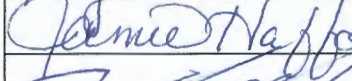

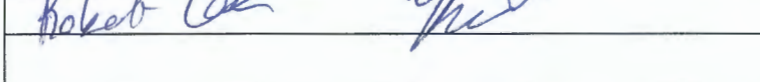
I hereby certify that the minutes related to the Board of Directors' regular meeting April 11, 2023, set forth above are the minutes approved by the Board of Directors at their meeting of May 9, 2023.

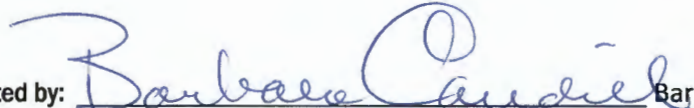
Attested: Barbara Caudill Dated: 5-9-2023  
Barbara Caudill, Sandusky County Land Reutilization Corporation Secretary

## Regular Board Meeting Sign In

Meeting Date: Tuesday April 11, 2023, at 1:30pm

Meeting Place: Sandusky County Land Bank Conference Room  
2511 Countryside Drive, Suite C Fremont, Ohio

PRINT Name	SIGNATURE	ORGANIZATION
Scott Houston		BSAAM Environmental, Inc.
Justin Burel		PADER CO.
Paul Hotyca		Sandusky Twp.
Mike Mezinger		Fremont Fire
Kimberly Foreman		Treasurer
Colleen Carmack		Recorder
Russ Zimmerman		Co. Commissioner
ERICA Williams		CITY OF FREMONT
Roger Hafford		attorney
Jamie Hafford		Secretary of Attorney
Robert Coe		City of Fair

Attested by:  Barbara Caudill, Secretary

**SANDUSKY COUNTY LAND REUTILIZATION CORPORATION**

**AGENDA**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**NOTE: MEETINGS WILL NOW BEGIN AT 1:30 P.M.**

**Notice to the Attending Public:** Please mute all digital devices and refrain from texting. If public comment is not specifically requested for an Agenda item, the member of the public who are attending will be given the opportunity to make comments at the end of the meeting. Comments will be limited to three (3) minutes per person; however, the Chairperson may decide to shorten or lengthen the public comment period at his/her discretion. Members of the public may not transfer their time to others. Please be aware that the Board will take comments under advisement and is not required at this time to respond to your remarks during their meeting.

**LOCATION:** Sandusky County Land Bank Monthly board meeting will be held at Sandusky County Land Bank office 2511 Countryside Drive, Suite C, Fremont, Ohio.

**DAY/TIME:** Tuesday, April 11, 2023, Regular meeting will start at 1:30 p.m.

**PURPOSE:** The Regular meeting to consider the following business:

1. Call to order by: Scott Miller, Chairman
2. Roll Call or sign in sheet
3. Approval of the Regular Minute of Tuesday, March 14, 2023
4. Approval for Budget: March 2023 balance: Old Fort Checking Acct. \_\_\_\_\_.
  - a. Financials will be sent to the Board Members via email for March 2023
5. Old Business: No old business
6. New Business: No new business
7. Brian Woods, Executive Director
  - a. Update on Building Demolition & Site Revitalization Grant program
  - b. Update on Brownfield Remediation Grant program
  - c. Update on Land Bank-owned properties
8. Prosecuting Office – Update on foreclosures
9. Scott Miller, Chairman additional business to be brought before the Board
10. **Public Comments:** Comments will be limited to three (3) minutes per person. Members of the public may not transfer their time to others. Please be aware that the Board will take comments under advisement and is not required at this time to respond to your remarks during their meeting.
11. Executive Session - If required
12. Adjournment