

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

Tuesday, May 9, 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. May 9, 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
Justin LaBenne
Russ Zimmerman

Barbara Caudill, Secretary
Brian Woods

Guests

Chris Schneider, Clerk of Courts
Colleen Carmack, Recorder
Erica Williams, City of Fremont

1. **Approval of Minutes.** The minutes of the April 11, 2023, Regular Meeting were distributed by email. A motion to approve the meeting minutes as received was made by Bob Gross, seconded by Paul Lotycz. Motion was carried by voice vote without objections.
2. **Approval of Financials.** The April 2023 Monthly Financials were distributed by email. Balance as of 04/30/23 is \$388,415.89. A motion to approve the financial reports as received was made by Paul Lotycz, seconded by Justin LaBenne. Motion was carried by voice vote without objections.
3. **Old Business** – Discussions were had about the draft Land Bank Credit Card Policy. The credit card has been received but will not be used until the Board approves the policy. Kimberley Foreman raised several concerns about the policy:
 - a. Reimbursement through the employee payroll
 - b. Language not included Fraudulent use or how the card will be used
 - c. The card being in the Land Banks' name and not the employees' nameKimberley contacted several other land banks. They do not use credit cards and the Lucas County land bank does not have a credit card policy but will reimbursement employee's personal card usage. After much discussion, Scott Miller will have Teresa Garcia send the board members a copy of the County's credit card policy for review and possibly revise the policy to mirror the County's policy. Approving the current policy as is will be tabled until next month.
4. **New Business.** Scott Miller announced Barbara Caudill has given her resignation effective May 26. A motion to accept the resignation was made by Bob Gross, seconded by Tim Freeman. Motion passed unanimously by roll call vote. Kimberley Foreman suggested going into executive session at the end of the meeting pursuant to ORC121.22(G)(1) to consider the appointment and employment replacement needs and requirements.
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. Owner states that he does not have funds to have electricity disconnected and reconnected to trailer. There were many discussions on cost sharing, reimbursement methods, liability, liens, etc. It was decided to contact the City of Helena counsel and fire chief to help resolve the issue through nonconformance, health issues and declare the property a nuisance. The utilities could be disconnected, and the building torn down through the nuisance.

b. Update on Brownfield Remediation Grant program.

- Former Atlas – Asbestos abatement has been completed – demo to start soon.
- Former Commercial Oil Service – the oil tanks have been removed; cleanup of the site has been started and straw has been placed on the grass. Now that the tanks have been removed, more testing on the ground can be done.
- 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. waiting approval from Ohio EPA on commended action.

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 – The City of Clyde is interested in purchasing the property. The demo has been completed. Once all the expenses have been accumulated will get a purchase price established and move forward with the paperwork.
- Scott Miller inquired about the two properties the City of Fremont was interested in purchasing – 322 Elliott and 720 Front Street. Brian said those had been completed. However, after discussion, it was discovered that funds have not been received from the City and title is still in the Land Bank's name. After speaking with Ken Frost, the City of Fremont has not received a Quit Claim deed to continue with the closing. Brian will have legal counsel prepare the paperwork and submit to Ken Frost as soon as possible.

6. **Prosecuting Office.** No one was present to give an update on foreclosures. The Treasurer's report on foreclosures was given to the Board for review.

7. **Other Business:** Colleen asked about if the property adjacent to the Appleby property being sold together. Scott Miller stated that the project stopped at the Appleby property and did not believe it was part of the sale. They would need to find the owner to discuss purchasing options.

8. **Executive Session:** Kimberly Foreman motioned to move to executive session to discuss the letter of resignation and how the Land Bank will move forward with the appointment and employment replacement needs and requirements pursuant to ORC121.22(G)(1). Seconded by Bob Gross. The regular meeting was adjourned and board members only entering into Executive Session at 2:26 pm.

The board returned from executive session at 3:05pm. The administrative job description needs to be revised to reflect the position responsibilities. An exit interview with Barbara will be set up to get more insight into those responsibilities and what office skills would be needed. In the interim, Scott Miller will ask Teresa Garcia to post the job position and move forward with finding a replacement as soon as possible. Barbara said she would be willing to return to assist in training her replacement if needed.

A motion to adjourn the meeting was made by Tim Freeman, seconded by Kimberley Foreman.

Meeting adjourned.

9. **Meeting Attestation**

I hereby certify that the minutes related to the Board of Directors' regular meeting May 9, 2023, set forth above are the minutes approved by the Board of Directors at their meeting of June 13, 2023.

Attested: _____ Dated: _____
Barbara Caudill, Sandusky County Land Reutilization Corporation Secretary