

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

Tuesday, June 13, 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. June 13, 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  
Paul Lotycz  
Tim Freeman  
Justin LaBenne  
Charlie Schwochow

Jamie and Roger Hafford  
Beth Tischler  
Brian Woods

1. **Approval of Minutes.** The minutes of the May 9th, 2023, Regular Meeting was not provided. They will be distributed along with the Minutes for the June 13<sup>th</sup> meeting by email and voted on and approved at July Meeting.
2. **Approval of Financials.** The May 2023 Monthly Financials were distributed by email. Balance as of 05/31/23 is \$363,465.00. A motion to approve the financial reports as received was made by Paul Lotycz, seconded by Justin LaBenne. The motion was carried by voice vote without objections.
  - a. **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. Justin LaBenne is still working on a policy and will present it next month.
3. **New Business.** Scott Miller discussed the Hiring process we will use to hire Barb's replacement. The date of June 23 after lunch was decided on. Mr Woods is to call the applicants and set times for them to be interviewed starting at 1:00 PM

Justin LaBenne requested assistance in removing asbestos from a building at 385 North Woodland ave. Clyde Ohio. Clyde is in the process of removing several dilapidated buildings in their city and requested help with the abatement of asbestos due to the high cost. It was agreed that the land Bank would assist the city of Clyde with the asbestos in the amount of up to \$ 18,000 to be paid directly to the vendor upon receiving an invoice. It was also agreed the City of Clyde would assess the cost of both the demo and asbestos with the end result being turning over the property to the Land Bank if the property is foreclosed on. A motion to approve this expenditure was made by Paul Lotycz, seconded by Tim Freeman with Justin LaBenne abstaining. The motion was carried by voice vote without objections.

**4. Brian Woods, Executive Director**

- a. Update on Building Demolition & Site Revitalization Grant program.
  - All buildings are completed except for 241 Main Street in Helena; chief to help resolve the issue through nonconformance, health issues and declare the property a nuisance. The problem is that none of these things resolve the money problems the owner has moving the electric. Working with the owner to see if we can assist him with this process.
  
- b. Update on Brownfield Remediation Grant program.
  - Former Atlas – project is complete
  - 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– still waiting for approval from Ohio EPA on commended action.
  
- 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. Clyde agreed to purchase the property for \$15,000 and we are moving 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. 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 and correct any problem with the deeds such as legal descriptions.

5. **Prosecuting Office.** Beth gave a short update on foreclosures.

6. **Other Business:**

7. **Executive Session:** None requested

8 A motion to adjourn the meeting was made by Charlie Schwochow , seconded by Paul Lotycz.  
Meeting adjourned.

**Meeting Attestation**

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

Attested:    B.L.Woods    Dated: 6-19-23  
Brian Woods Director Sandusky County Land Reutilization Corporation