

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

Tuesday, July 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. July 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  
Russ Zimmerman  
Paul Lotycz

Brian Woods

Guests

Mary Sorg  
Colleen Carmack, Recorder

1. **Approval of Minutes.** The minutes of May 9, 2023, and June 13, 2023, Regular Meetings were distributed by email. A motion to approve the meeting minutes as received was made by Paul Lotycz, seconded by Kim Foreman. The motion was carried by voice vote without objections.
2. **Approval of Financials.** The June 2023 Monthly Financials were distributed by email. Balance as of 06/30/23 is \$307,336.19. A motion to approve the financial reports as received was made by Paul Lotycz, seconded by Russ Zimmerman. The motion was carried by voice vote without objections.
3. **Old Business.** Discussions were had about the Land Bank Credit Card Policy provided by Justin LaBenne. After some discussion, a motion was made by Paul Lotycz seconded by Russ Zimmerman that the policy be adopted and used. A roll call vote was taken, and it was unanimous to adopt.
4. **New Business.** Kim Foreman and Bob Gross conducted interviews for the Executive Assistant position on June 22, 2023. Kim Foreman discussed the process and the results of the interview with Mary Sorg. After a short discussion, a motion was made by Paul Lotycz to hire Mary Sorg to replace Barb Caudill at a rate of \$17.00 per hour. The motion was seconded by Russ Zimmerman. A roll call vote was taken, and it passed unanimously.
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. Paul Lotycz and I went to a village council meeting on Monday 7-11-23 to discuss the removal of the building and what was going to have to be done in order to take it down. There were many discussions on cost sharing, reimbursement methods, liability, liens, etc. It was decided to contact the City of Helena would move forward with assistance to Jack Jarvi at 241 Main Street in moving the utilities for him. They hope to have that completed in a couple of weeks. At that time they will contact SS demo company directly to move forward with the tear down.

- b. Update on Brownfield Remediation Grant program.
- Former Atlas – Asbestos abatement has been completed – demo is complete. Both the Asbestos and Demo cost have been paid. It will take 30-60 days to be reimbursed and the board should be expecting a short fall in our normal balance.
  - Former Commercial Oil Service – the oil tanks have been removed; cleanup of the site has been Completed 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 in June and 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:
- 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.**

8. **Executive Session.**

A motion to adjourn the meeting was made by Paul Lotycz, seconded by Kimberley Foreman.

Meeting adjourned.

9. **Meeting Attestation**

I hereby certify that the minutes related to the Board of Directors' regular meeting July 11, 2023, set forth above are the minutes approved by the Board of Directors at their meeting of August 8, 2023.

Attested: Mary Sorg Dated: 8-8-23  
Mary Sorg, Sandusky County Land Reutilization Corporation 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 members 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 needed 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, July 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, June 13th, 2023 and May 9<sup>th</sup> 2023
4. Approval for Financials: July 2023 balance: Old Fort Checking Acct. \$
  - a. Financials will be sent to the Board Members via email for July 2023
5. Old Business: Review draft Credit Card Policy for approval, Hire Administrative Assistant
6. 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

## Regular Board Meeting Sign In

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

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

PRINT Name	SIGNATURE	ORGANIZATION
MARY SORG	Mary Sorg	LAND BANK
Paul Lopez	Paul Lopez	
Kimberly Foreman	Kimberly Foreman	Treasurer
Russ Zimmerman	Russ Zimmerman	County Comm.
Colleen Carmack	Colleen Carmack	Recorder
Scott Miller	Scott Miller	Commissioner

Attested by: Mary Sorg MARY SORG  
Barbara Caudill, Secretary