

Wayne County Land Bank
May 2, 2018
1:00 p.m.

Present: Brian Manktelow, Steve Groat, Laurie Crane, Chuck Verkey, Sandy Pagano, Karen Ambroz, Brian Pincelli, and Patrick Schmitt

Mrs. Crane thanked Brian Pincelli for the work he did on the Land Bank policies and procedures.

5/2/18 AGENDA:

Mrs. Crane motioned to accept the presented agenda items. Mr. Schmitt second. Passed.

NEW BUSINESS

Temporary Chair:

Mrs. Crane made the motion to nominate Mr. Manktelow as the Temporary Chairman. Mr. Schmitt seconded. Passed.

Temporary Secretary:

Mrs. Crane made the motion to appoint Kelley Loveless as the temporary secretary for the board. Mr. Verkey second. Passed.

It was noted that officers will be appointed on an annual basis.

PERMANENT OFFICERS:

- Mrs. Ambroz nominated Mr. Manktelow for permanent Chairman, seconded by Mrs. Crane. Passed.
- Mrs. Crane nominated Mr. Pincelli for Vice Chairman, seconded by Mr. Schmitt. Passed. It was noted that the Vice Chair officer will need to be added to the bylaws.
- Mr. Verkey nominated Mrs. Pagano for Treasurer, seconded by Mrs. Crane. Passed.
- Mrs. Crane nominated Kelley Loveless for Secretary, seconded by Mr. Pincelli. Passed.

Bylaws:

- Mr. Schmitt asked to bring the Vice Chair addition to the next meeting
- Section 14, Page 9: Mr. Pincelli made the motion to change the word to "annual" at annual meeting, and the Board shall chose a new Chairman. Mrs. Crane second. Passed.
- Mr. Schmitt made a motion to approve the bylaws as amended. Mr. Pincelli second. Passed.
- Brian Pincelli will rework the bylaws before the next meeting.
- Mrs. Crane made the motion to accept the policies and procedures. Mr. Verkey second. Passed.
- The Board agreed upon 26 Church St. as their official office until a director is hired.
- Mr. Schmitt will talk with County Administration about the use of the old Tourism directors' office for Land Bank purposes.

Bank Accounts:

- Mr. Schmitt told the Board that he asked Mrs. Bornheimer at the Treasurers' office to reach out to a number of banks for possibilities on bank accounts.

Points of Contact:

The Board agreed that the Points of Contact would be the Chairman and Vice Chair.

Meeting Schedule:

- The 1st and 3rd Thursday of the month convening at 11 a.m. at the 9 Pearl St. 2nd Floor Conference Room.
- Mr. Schmitt will contact the newspapers regarding the notice.

- Mrs. Crane made a motion to advertise in the Times of Wayne County and the Sun and Record. Mr. Schmitt second. Passed.

Mr. Pincelli announced \$727,000 in CDBG funds will need to be allocated to a project by 3/31/19.

Mr. Manktelow stressed the importance of keeping the Land Bank separate from the county.

Action Items/May 17th Meeting:

- Read through first 5 policies and procedures for possible amendments.
- Work on establishing a full time director position, salary.
- Addition of the Vice Chair to the Bylaws.

The meeting adjourned at 2:30 p.m.

The next meeting of the Wayne County Land Bank is scheduled for May 17th, 11:00 a.m. at the 9 Pearl St. 2nd Floor Conference Room.

Respectfully submitted,

Kelley Loveless