

Wayne County Land Bank
July 26th, 2018
9:30 a.m.

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

7/26/18 Agenda:

Mr. Schmitt added Insurance and Mrs. Ambroz added Website to the presented agenda. Mrs. Crane motioned to approve the agenda with changes made, Mr. Schmitt second. Passed.

6/21/18 Minutes:

Mr. Pincelli motioned to approve the previous minutes from June 21st, 2018. Mr. Schmitt second. Passed.

Land Bank Director:

- Mrs. Pagano, Mrs. Crane and Mrs. Ambroz conducted an interview for the Director's position. The applicant is aware of the pay scale, she did, however, have concerns about benefits. After discussion, it was decided that Mr. Manktelow would look into payroll and health insurance companies and report back at the next meeting.
- **Mrs. Ambroz motioned an 80/20 split for health insurance costs once a carrier is selected. Mr. Schmitt second. Passed.**
- The Board decided to meet on August 2, 2018 at 1:00 p.m. to further discuss benefits for the director's position.
- **Mr. Schmitt motioned to implement a 6 month probationary period for the Director position. Mrs. Ambroz second. Passed.**
- **Mrs. Ambroz made a motion that the Director will be entitled to 26 combined vacation/sick/personal time off days off per calendar year, with 5 eligible days to be used during the 6 month probationary period, upon approval by the Land Bank Chair. Mr. Schmitt second. Passed.**
- It was also noted that Land Bank personnel would follow the County holiday schedule.
- It was agreed that Mrs. Ambroz would supervise the Land Bank Director, as this person will eventually be located at the 16 William St. building once improvements are completed.

Land Bank Budget:

Mrs. Ambroz will prepare a budget to be submitted to County Administration for consideration.

Website:

Mrs. Ambroz asked to be officially taken off website preparation; Mr. Groat volunteered to take over.

Insurance:

- Mr. Schmitt reviewed one received insurance proposal of \$7284.04 (which includes Workers Compensation and Disability rates) from Ely & Leene, Mead-Maloy Agency. Mr. Schmitt suggested refraining from buying Workers Comp & Disability at this time in order to start moving on properties. Premium's to go forth in this manner will cost \$4181.40. Fire Insurance will be a separate add-on per property address.
- **Mr. Groat motioned to buy insurance from Ely & Leene, Mead-Maloy Agency Inc. (emitting the Workers Comp and Disability Premiums). Mrs. Ambroz second. Passed.**

Funds Management:

- \$125,000.00 was received from the County and will be deposited once the two signatories have signed.

Logo:

- Mrs. Pagano reworked the logo and distributed samples to the Board for critique.
- Mrs. Crane motioned to place the logo in the center of the letterhead and remove the town names on the business card. Mrs. Ambroz second. Passed.

Other Business:

- Mr. Groat mentioned an August 9th conference call regarding land bank grants. This would be something to look into attending next year.
- Mr. Pincelli will forward the Derelict Properties Survey to Board members.
- The director candidate will be contacted regarding the Land Bank process.
- Mrs. Crane inquired about a Quick books license.

Mr. Schmitt motioned to adjourn the meeting at 11:04 a.m. Mr. Verkey second.

The next meeting of the Wayne County Land Bank is scheduled for August 2nd, 1:00 p.m. at the 9 Pearl St. 2nd Floor Conference Room.

Respectfully submitted,

Kelley Loveless