

Land Bank  
August 1<sup>st</sup>, 2019  
1:00 p.m.

Board Members Present: Steve Groat, Karen Ambroz, Amber Roberts, Chuck Verkey, Ken Miller and Sandy Pagano

Also in Attendance: Mark Humbert

Excused: Laurie Crane, Brian Pincelli

7/18/19 Minutes: Mrs. Pagano noted that there were invoices received at the July 18<sup>th</sup> meeting as the minutes showed that there weren't. Ms. Roberts motioned to accept the minutes with the change to the Treasurer's Report, seconded by Mr. Miller. Passed.

8/1/19 Agenda:

Mrs. Ambroz added Letterhead and Purchase of Stamps to the agenda. Mr. Miller motioned to approve the updated agenda as presented, seconded by Mr. Groat. Passed.

Treasurer's Report:

There is approximately \$480,000 in the account, this does not include CDBG funds or auction properties. Invoices were received for approval to pay. An invoice was received from the Town of Williamson for mowing services in the amount of \$206.05, which included a \$100.00 administration fee. Mr. Humbert noted that the Land Bank received notice from the Town of Williamson the day after the property auction. Mr. Verkey explained that a 10 day notice should have been given before the town decided to mow. No written notice was received from the town in regards to the length of the lawn violation. The Board agreed not pay the Town of Williamson bill. All other invoices received were approved for payment.

Postal Stamps:

Mr. Miller motioned to purchase 100 stamps seconded by Ms. Roberts. Passed.

Petty Cash:

Mrs. Ambroz motioned to set up petty cash for the Land Bank office in the amount of \$100.00., seconded by Ms. Roberts. Passed.

Mr. Verkey motioned to enter into Executive Session at 1:30 p.m. to discuss potential litigation, seconded by Mrs. Pagano.

The Board entered into Regular Session at 1:40 p.m.

Director's Report:

- Enterprise: Mr. Humbert is waiting on approval, once this is completed \$500,000 will be available to the Land Bank. Three quarters of this amount will be allocated to the director's salary and all demolitions will be allocated as well. There are funds available to rehabilitate trailer parks through Enterprise. The Board agreed not to pursue funding for trailer park rehabs at this time.
- Gray St., North Rose Property: The Board agreed that a physical interior inspection be conducted at this location.
- Bids:
  - Mrs. Pagano motioned to contract with LaBella, pending attorney approval, for the CDBG Administrator, seconded by Mr. Miller. After roll call, all were in favor and the motion was passed unanimously.
  - Mrs. Pagano motioned to contract with LiRo Engineers, Inc., pending attorney approval, for Engineering and Environmental Services, seconded by Ms. Roberts. After roll call, all were in favor and the motion was passed unanimously.

2019 Property Auction:

The Land Bank will be receiving approximately \$350,000 from the 2019 property auction.

Letterhead/Logo:

A few samples of new letterhead were circulated for review. Mr. Miller motioned to use the letterhead with the tree watermark in the center of the page, seconded by Ms. Roberts. After roll call, all were in favor for the tree watermark except for Mr. Groat, who voted for the column letterhead. Mr. Verkey motioned to keep the original logo, seconded by Mrs. Pagano. Passed.

Meeting Schedule:

Mr. Verkey asked if the meeting schedule could change to once a month. Ms. Roberts motioned to change the meeting schedule to once a month on the 3<sup>rd</sup> Thursday starting in September, 2019, seconded by Mrs. Pagano. Passed.

Committee Reports:

No committee reports were received.

Ms. Roberts motioned to adjourn at 2:33 p.m. seconded by Mr. Verkey.

The next meeting of the Wayne County Regional Land Bank, Corp is scheduled for August 15<sup>th</sup>, at 1 p.m. at the 9 Pearl St. 2<sup>nd</sup> Floor Conference Room location.

Respectfully submitted,

Kelley Loveless