

**ELSMERE LAND BANK
MEETING MINUTES
SEPTEMBER 14, 2017
ELSMERE TOWN HALL
5:00 p.m.**

CALL TO ORDER: Chairman John Jaremchuk called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE:

MOMENT OF SILENT PRAYER FOR THOSE WISHING TO DO SO:

ROLL CALL:

CHAIR	JOHN JAREMCHUK, JR	PRESENT
VICE CHAIR	RONALD RUSSO	ABSENT
SECRETARY	VACANT	
TREASURER	CHARLES MCKEWEN	PRESENT
DIRECTOR	VACANT	
DIRECTOR	ROBERT KACPERSKI	ABSENT
DIRECTOR	SALLY JENSEN	PRESENT
DIRECTOR	ROBERT GOERLITZ	PRESENT

Town Solicitor, Edward McNally – Present
Town Manager, John Giles – Absent

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Minutes of the August 10, 2017 Elsmere Land Bank Meeting

ACTION: A motion was made by Chairman Jaremchuk to approve the minutes of the August 10, 2017 meeting with no corrections. The motion was seconded by Treasurer McKewen.

VOTE: 4-0 with 2 Absent All-in-favor Motion Carried

OLD BUSINESS: None

NEW BUSINESS:

Chairman Jaremchuk updated the Board regarding activity since the last meeting.

Chairman Jaremchuk stated that Mr. McNally has submitted a proposed Business Plan for adoption. He has had a chance to read this plan and believes that it is well written and gives the Board some official direction.

There was a brief discussion regarding the rating of properties to understand the process.

ACTION: A motion was made by Chairman Jaremchuk to approve Elsmere Land Bank Business Plan as drafted by Mr. McNally. The motion was seconded by Director Jensen.

VOTE: 4-0 with 2 Absent All-in-favor Motion Carried

Mr. McNally stated that he believes that the next step in the process would be to contact Mr. Larrimore and have him complete assessments on all the remaining properties on the vacant property list. These assessments should be like those completed during the site visits he conducted before. Once completed, the assessments should be presented to the Board for review and consideration.

Chairman Jaremchuk stated that he would coordinate with the Town Manager to obtain the list of vacant properties and forward to Mr. Larrimore.

Mr. McNally stated that it may be time to discuss hiring an office assistant to complete some of the paperwork that is required of the Land Bank. Now that there is a business plan and the site visits will be completed. Someone will need to be available during business hours for a day or two each week who can handle paperwork and coordinate the visits, contractors, send letter and receive reports that are coming back in. In addition, when the Land Bank does get a property under receivership, there will be a significant amount of paperwork and reports that will need to be completed on a regular basis and his firm will not be able to complete this work.

ACTION: A motion was made by Chairman Jaremchuk to hire a part time office assistance for up to 2 days per week, as a contract employee with an hourly rate of no more than \$25.00 per hour. The motion was seconded by Treasurer McKewen.

VOTE: 4-0 with 2 Absent All-in-favor Motion Carried

Chairman Jaremchuk state that he will discuss the hiring process with the Town Manager and handle anything needed on the Board's behalf.

At this time, there were multiple conversations occurring at once and the tape was unable to be transcribed.

Discussion regarding a meeting held with a contractor who would make the repairs that will be needed to any property that the Land Bank may purchase.

Director Goerlitz gave a brief overview of a meeting which occurred with Mr. Justin Meyers. He stated that if Mr. Meyers is expected to invest money into the property, he would require that he be the contractor and the realtor.

Chairman Jaremchuk stated the Board does have the option to pay him as just a contractor and bear all renovation costs.

Update on properties that the Land Bank is pursuing.

Chairman Jaremchuk stated that there is currently only one property that the Land Bank is pursuing. That property is 112 Washington Avenue. He gave a brief overview of the property and stated that it was the most marketable of the 5 properties that were visited. He has contacted the mortgage company via phone and email and has received no response to his requests.

Mr. McNally stated that this may be the first property for receivership. It will likely be time to send the first letter of the process. This letter will state that they have a certain amount of time to contact the Land Bank regarding their plans for the property or the Land Bank will file for receivership, inspect the property, make any necessary repairs and sell the property.

ACTION: A motion was made by Chairman Jaremchuk to send the first letter of contact to the owner of record for 112 Washington Avenue. The motion was seconded by Treasurer McKewen.

VOTE: 4-0 with 2 Absent All-in-favor Motion Carried

ACTION: A motion was made by Chairman Jaremchuk to appoint Sally Jensen as Secretary of the Land Bank. The motion was seconded by Treasurer McKewen.

VOTE: 4-0 with 2 Absent All-in-favor Motion Carried

Discussion concerning the fact that all members of the Land Bank except Mr. Russo are due for re-appointment by the Mayor and Council at their October 2017 Meeting. In addition, the Board will consider the fact that two members have resigned and one member does not wish to be re-appointed.

The four members present all stated that they are willing to be reappointed to the Board.

Mayor Thompson asked if the two members who resigned gave reasons as to why they resigned.

Chairman Jaremchuk stated that they did not.

Councilman Pfirrmann stated that he would be willing to serve as a Council representative.

Director Jensen asked if the Board Members present had any interest in amending the by-laws to stagger the terms of appointment to prevent a complete turnover and lost progress.

Chairman Jaremchuk stated that he is interested in making that change prior to the next reappointments in two years. Unfortunately, he does not believe that there is enough time to make that change prior to the October reappointments.

ITEMS SUBMITTED BY BOARD MEMBERS: None

PUBLIC COMMENT: None

ADJOURNMENT:

ACTION: A motion was made by Secretary Jensen to adjourn. The motion was seconded by Chairman Jaremchuk

VOTE: 4-0 with 2 absent All-in-Favor Motion carried

These minutes summarize agenda and other issues discussed at this Board Meeting. Votes are recorded accurately. The audio recordings of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio recordings may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

JOHN JAREMCHUK
CHAIRMAN

SALLY JENSEN
SECRETARY