

**ELSMERE LAND BANK
MEETING MINUTES
NOVEMBER 9, 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 | SALLY JENSEN | PRESENT |
| TREASURER | CHARLES MCKEWEN | PRESENT |
| DIRECTOR | ROBERT GOERLITZ | PRESENT |
| DIRECTOR | TED PFIRRMANN | PRESENT |
| DIRECTOR | VACANT | |
| DIRECTOR | VACANT | |

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

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Minutes of the September 14, 2017 Elsmere Land Bank Meeting

ACTION: A motion was made by Chairman Jaremchuk to approve the minutes of the September 14, 2017 meeting with no corrections. The motion was seconded by Treasurer McKewen.

VOTE: 5-0 with 1 Absent and 2 Vacant 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 it has been two months since the last meeting. He presented a report to Council regarding the status of the Land Bank. After the report, the Council decided to revisit the future of the land bank in one year. They would like to see progress and properties being obtained and revitalized.

Mr. McNally stated that he has selected three properties from the list of vacant properties to move forward with filing receivership. These properties were selected based on two criteria;

1. They were unoccupied.
2. They were classified as abandoned (whether due to unpaid fines or unkempt/dilapidated).

The properties which were selected are 112 Washington Avenue, 147 Bungalow Avenue, 2122 Seneca Road (which is two units).

Chairman Jaremchuk stated that he was concerned with moving forward with the property at 2122 Seneca Road because he was told that one of the units was occupied, however, he has recently been informed that the Code Enforcement Department determined it is entirely vacant.

Mr. McNally stated that he will send initial action letters to the owners on record for each of these properties and provide them with a 30-day deadline in which they must contact the Town regarding the issues located at each property.

Consideration of changing the By-Laws in order to make the President of the Elsmere Business Association an advisor to the board and not a voting member.

Mr. McNally stated that the Mayor and Council expressed concerns regarding the voting abilities of the President of the Elsmere Business Association. He has drafted a resolution which would make the President an advisor to the board with no voting powers.

Chairman Jaremchuk stated that while we are not required to make this change, however, the State Law has a list of criteria which states you must have an odd number of members, preferably 7 members. In addition, since this is a recommendation by Council, not making this change could be perilous to the Board.

Director Goerlitz stated that while it makes it easier to have an odd number of members, he is unsure why this is a priority when there are vacant seats on the board and the priority is the housing situation.

Chairman Jaremchuk stated that based on the direct decision by Council regarding this matter, he would like to introduce the following resolution:

***WHEREAS**, the Council and Mayor of the Town of Elsmere have determined that the Elsmere Land Bank shall be managed by seven individuals in accordance with the provisions of the Delaware Neighborhood Conservation and Land Bank Act, and*

***WHEREAS**, in addition to the seven members of the Elsmere Land Bank, it is desirable that the President of the Elsmere Business Association serve as an advisor to the Elsmere Land Bank,*

***NOW IT IS RESOLVED** that the membership of the Elsmere Land Bank consist of those seven individuals appointed by the Mayor and Council of the Town of Elsmere and that the President of the Elsmere Business Associations act as an advisor, without any power to vote, to the Elsmere Land Bank.*

ACTION: A motion was made by Chairman Jaremchuk to amend the By-Laws of the Elsmere Land Bank to make the President of the Elsmere Business Association an advisor to the Board and not a voting member. The motion was seconded by Secretary Jensen.

VOTE: 5-0 with 1 Absent and 2 Vacant All-in-favor Motion Carried

At this time Robert Goerlitz became an advisor to the Board no longer had the authority to vote on any matters during the remainder of the meeting and the votes will only total 7 positions on the Board, not 8.

Update concerning the hiring of a person to perform the needed part-time clerical duties for the Land Bank.

Mr. McNally stated that he is willing to have his secretary file necessary paperwork for the land bank at no cost until such time that a property is acquired.

Chairman Jaremchuk stated that he had met with Town Manager John Giles and came to an agreement where the Town would be willing to have two employees work on Land Bank Business during operating hours for 10 hours a week each. These employees would be required to work the additional hours for the Town outside of the standard business hours. In addition, the employees would be restricted to Land Bank Business only during those time, and would not be permitted to work on Land Bank Business while on Town time. One employee has already agreed, and the other employee must make her decision by November 10th.

Chairman Jaremchuk stated that he was happy to have been meeting with the Town Manager that day because he learned that the Land Bank is eligible for the Community Development Block Grant through HUD. With the Boards authority, he intends to apply for this grant. The grant application is due by December 11, 2017.

Secretary Jensen asked what the grants could be used for.

Chairman Jaremchuk stated that the grant could be used for the following items:

- New Construction
- Rehabilitation
- Reconstruction
- Conversion
- Site Improvements
- Acquisition of property
- Acquisition of vacant land
- Demolition
- Relocation Costs
- Refinancing
- Capitalization of project reserves
- Project-related soft costs

Town Manager John Giles stated that in addition to the grant, he has learned that the State Bank Settlement Funds are still available if we can find a property which qualifies.

Chairman Jaremchuk gave a brief overview regarding the grant and stated that he will be meeting with the grant administrators on Thursday, November 16th at 9am to discuss the application process.

Chairman Jaremchuk stated that the following resolutions will need to be adopted by the Land Bank to apply for the grant.

At a meeting held on November 9, 2017 the executive board of the Elsmere Land Bank, the Board of Directors authorizes the application of and use of funds from New Castle County Department of Community Services for activities described in the proposal entitled _____.

ACTION: A motion was made by Chairman Jaremchuk to adopt this resolution with the proposal title to be determined and inserted at a later date. The motion was seconded by Secretary Jensen.

VOTE: 4-0 with 1 Absent and 2 Vacant All-in-favor Motion Carried

The Board of Directors certifies that if awarded funds by New Castle County Department of Community Services the Elsmere Land Bank shall implement the activities in a manner to ensure compliance with all acceptable federal and local laws and regulations.

ACTION: A motion was made by Chairman Jaremchuk to adopt this resolution. The motion was seconded by Secretary Jensen.

VOTE: 4-0 with 1 Absent and 2 Vacant All-in-favor Motion Carried

Mr. McNally stated that there is likely a score sheet for ranking the grant application and he would bet that there are likely points for including housing options for those with disabilities. He would be happy to work with the Land Bank to include those, as this is a cause that he supports personally.

Update concerning the property at 112 Washington Avenue.

Chairman Jaremchuk stated that this has already been covered previously in the meeting.

ITEMS SUBMITTED BY BOARD MEMBERS:

Secretary Jensen asked if any work had been completed to identify additional contractors who may be willing to partner with the Land Bank.

There were no responses

Secretary Jensen asked if EBA President Bob Goerlitz had obtained the proposed contracts with Justin Meyer, the contractor that the Board has met with.

Bob Goerlitz stated that he did not, however, he would like to remind everyone that Mr. Meyer would require that we use him as the realtor and contractor.

Secretary Jensen stated that is the reason she was asking if anyone had identified any different contractors. We need to identify other contractors and start meeting with them ASAP.

Town Manager John Giles stated that he would like the Board to review the business plan prior to the next meeting so that some decisions can be made about who will be responsible for what. In addition, what tasks would be completed by Town Staff or would everything be completed by the Land Banks employees and board members. He stated that he would like to see some of these questions answered and assign some of these tasks before the new year.

Chairman Jaremchuk stated that he would reach out to some contractors prior to the next meeting and he would also consider assigning tasks at the next meeting.

Director Pfirrmann asked how long it typically takes for the courts to make a decision regarding receivership.

Mr. McNally stated that it all depends on the responses received from the property owner and the data provided to the court. He has had a receivership awarded in a week and he has seen them take much longer like 3-6 months.

PUBLIC COMMENT: None

ADJOURNMENT:

ACTION: A motion was made by Treasurer McKewen to adjourn. The motion was seconded by Chairman Jaremchuk.

VOTE: 4-0 with 1 Absent and 2 Vacant 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