

Lawrence County Land Reutilization Corporation

Committee Meeting Minutes

September 14, 2017 @ 10:00 AM

I. Call to order

Stephen Dale Burcham called to order the meeting of the Lawrence County Land Reutilization Corporation Committee at 10:02AM on September 14, 2017 located at 327 Vernon St. Ironton, Ohio.

The following persons were present:

Board Members

- Stephen Dale Burcham, CPA, Lawrence County Treasurer, Chairman
- Katrina Keith, Mayor
- DeAnna Holliday, Commissioner and Vice Chair
- Carla Salyers designee for DeAnna Holliday

Absent Board Members

- Bill Pratt, Commissioner and designee
- Tyler Walters Fiscal Officer for Upper TWSP and designee

Land Bank Staff

- Thomas Schneider, Land Bank Director of Operations
- Marie McKenzie, Lawrence County Deputy Treasurer

Public Attendees:

- Jim Hayes
- Jim Kratzenberg
- Danny Sullivan
- Frederick Fisher Jr. from McCown & Fisher, LPA
- Andy Bowen

II. Prior Minutes Resolution (Item 17.10) Motion made by Stephen Dale Burcham to accept prior meeting minutes as emailed. Second by Katrina Keith. All agreed. Motion passed.

III. Financials Motion by Stephen Dale Burcham to approve financial report. Second by Katrina Keith. All agreed. Motion passed.

IV. Old business

A. Resolution (Item 17.32) Motion made by Stephen Dale Burcham to re-open at 351 TWP Rd 1013 South Point. OH for sale under silent bid effective do to the expiration of the thirty-day bid grace period allowed to Bernard and Jesse Conwell. DeAnna Holliday asked if there have been any other interested parties and do the other interested parties know about the restrictions. Tom Schneider answered yes to other interested parties and no they are not aware of restrictions because of no further action do to phone inquiries only. Second by Katrina Keith. All agreed. Motion passed.

B. Resolution (Item 17.50 and 17.48) Motion by Stephen Dale Burcham to table Jim Hayes and Mark Rutledge bid offers until September 28, 2017 due to a review of side lot policy. Second by Katrina Keith. All agreed. Motion Passed.

New Business

A. Revolution (Item 17.66) Motion made by Stephen Dale Burcham to approve Womack Excavating, LLC. As a Land Bank contractor with no disqualifying factors. Second by Katrina Keith. All agreed. Motion passed.

B. Resolution (Item 17.67) Motion by Stephen Dale Burcham to table the option, of selling buildable residential lots pending the completion of the applicable policy and procedure governing side-lot program until September 28, 2017. At board discretion, Land Bank may decide to hold buildable residential lots in surplus unless fair market value bids are received, on any properties where NIP funding was used to acquire, demolish, and complete greening improvements. A policy and procedure will be created governing the disposition of any such property and addressed by the board on the September 28, 2017 Land Bank board meeting. DeAnna Holliday asked, "can the Land Bank be self-sustaining during the 3 years period if residential lots are not sold?" Stephen Dale Burcham answered yes primarily using DTAC funding. Second by DeAnna Holliday. All agreed. Motion Passed.

C. Resolution (Item 17.68) Motion by Stephen Dale Burcham to award Thermal Solutions, Inc. the asbestos sampling contract for bid amount \$9,450. Second by Katrina Keith. All Agreed. Motion passed.

C. Point of Order DeAnna Holliday left Land Bank Board Meeting at 10:56AM. Carla Salyers entered meeting as designee. Roll call was taken at 10:57AM.

D. Resolution (Item 17.68-A) The Board finds that the Lawrence County Land Reutilization Corporation has been operating under the necessary Code of Regulations as set forth by the Ohio Revised Code since June 2016, however through a cursory review of the prior minutes no adoption of the regulations can be found, therefore the Board formally adopts said Code of Regulations as of this day and further adopts The Lawrence County Land Reutilization Corporation Public Records Policy and The Lawrence County Land Reutilization Corporation Comprehensive Ethics Policy.

E. No Further New Business.

V. Meetings and Demolition

- A. Land Bank Board Meeting September 28, 2017 @ 10:00AM
- B. October 3, 2017 Judicial Hearing Judge Ballard 9:30AM
- C. October 18, 2017 BOR Hearing 8:30AM

VI. Information

- A. OFHA -Review and Guidelines on September 28, 2017.
- B. Demolition Issues. Thomas Schneider expressed concern about incomplete demolitions from Solid Rock, LLC. and Sullivan Excavating, LLC. regarding the thirty-day completion date. The board's decision was not to penalize the contractors for the amount \$500, due to inclement weather and interference by local utility companies AEP and Columbia Gas.

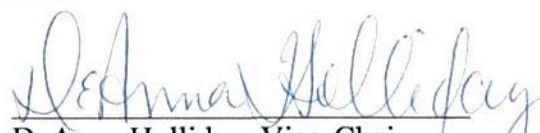
VII. Audience Participation

None

VIII. Resolution (Item 17.69) Entered Executive Session with counsel Frederick Fisher Jr. at 11:11AM. Motion to begin Executive Session made by Stephen Dale Burcham. Second by Katrina Keith. All agreed. Motion Passed. Roll call. Stephen Dale Burcham, Carla Salyers, and Katrina Keith present. Additional parties present were: Frederick Fisher Jr. attorney, counsel for Lawrence County Land Reutilization Corporation, Thomas Schneider Administrator, and Marie McKenzie Deputy Treasurer. Executive Session ended at 12:01PM.

Stephen Burcham adjourned the meeting at 12:02PM.


Stephen D. Burcham, Chair


DeAnna Holliday, Vice-Chair

Lawrence County Land Reutilization Corporation

Committee Meeting Minutes

September 28, 2017 @ 10:00 AM

I. Call to order

Stephen Dale Burcham called to order the meeting of the Lawrence County Land Reutilization Corporation Committee at 10:04AM on September 28, 2017 located at 327 Vernon St. Ironton, Ohio.

The following persons were present:

Board Members

- Stephen Dale Burcham, CPA, Lawrence County Treasurer, Chairman
- Katrina Keith, Mayor
- DeAnna Holliday, Commissioner and Vice Chair
- Carla Salyers designee for DeAnna Holliday
- Summer Sullivan designee for Bill Pratt

Absent Board Members

- Bill Pratt, Commissioner
- Tyler Walters Fiscal Officer for Upper TWSP and designee

Land Bank Staff

- Thomas Schneider, Land Bank Director of Operations
- Marie McKenzie, Lawrence County Deputy Treasurer
- Patricia Fields, Fiscal Officer

Public Attendees:

- Andy Holmes Village Councilman
- Frederick Fisher Jr. from McCown & Fisher, LPA

II. Prior Minutes Resolution (Item 17.10) Motion made by Stephen Dale Burcham to accept prior meeting minutes as emailed. Second by Katrina Keith. All agreed. Motion passed.

III. Financials Motion by Stephen Dale Burcham to approve nineteen submissions to OFHA for reimbursements. Second by Katrina Keith. All agreed. Motion passed.

IV. Old business

A. Resolution (Item 17.67) Motion made by Katrina Keith to approve the adoption of the New Policies and Procedures Governing Side Lot Program, disposition and pricing, As well as, commercial and residential property disposition and pricing, as was emailed to the board by Thomas Schneider on September 19, 2017. Second by Stephen Dale Burcham. All agreed. Motion passed.

V. New Business

A. Revolution (Item 17.69) Motion made by Summer Sullivan to mail Bid Rejection Letters from the Land Bank, explaining why bid offer was not accepted and send via certified mail the side lot letters to the adjacent property owners for purchase if qualified (no delinquent taxes, own 50% common boundary line, the contiguous property is used as residential property and occupied; either by the end user or a qualified tenant, and surveyed by end user and at end user's cost). Second by Katrina Keith. All agreed. Motion passed.

B. Resolution (Item 17.27) Motion made by DeAnna Holliday to extend Jason Ford's commencement date to September 27, 2017. Second by Katrina Keith. All agreed. Motion passed.

C. Resolution (Item 17.50 and 17.48) Originally Old Business that was tabled to New Business due to voting new policy and procedures. Motion made by Stephen Dale Burcham to

table until October 12, 2017 due to policy and procedure requirements and mail letters. Second by Katrina Keith. All Agreed.

VI. Hearings and Meetings

- A. BOR Hearing October 28, 2017 at 8:00AM
- B. Land Bank Board Meeting October 12, 2017 at 10:00AM

VII. Informational

- A. DeAnna Holliday entered the meeting at 10:10AM and took over Vice-Chair from designee Carla Salyers.
- B. Greening Completed on 0 Marion Pike and 715 Marion Pike.
- C. Andy Holmes requested the **War Monument** to be moved from The Monitor School, to the 715 Marion Pike/ 0 Marion Pike greened location at the cost of Village of Coal Grove. Possible purchase from Village of Coal Grove and transfer of property, at a future date.
- D. Ohio University Ribbon Ceremony, for the community walking track is scheduled for 12:00PM at the Proctorville branch. Trees provided by Tiddy Up Lawrence County (TLC).

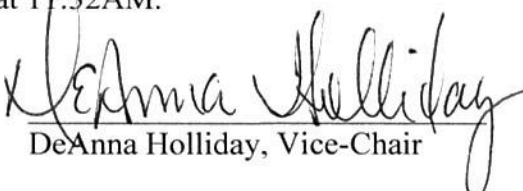
VIII. Audience Participation

A. None

- IX. Resolution (Item 17.69)¹⁰ Entered Executive Session** to discuss litigation with counsel Frederick Fisher Jr. at 11:15AM Motion to begin Executive Session made by Stephen Dale Burcham. Second by DeAnna Holliday. All agreed. Motion Passed. Roll call. Stephen Dale Burcham, DeAnna Holliday, Summer Sullivan, and Katrina Keith present. Additional parties present were: Frederick Fisher Jr. attorney, counsel for Lawrence County Land Reutilization Corporation, Thomas Schneider Administrator, Marie McKenzie Deputy Treasurer, and Patricia Fields Financial Officer. Executive Session ended at 11:30 AM.

Stephen Dale Burcham adjourned the meeting at 11:32AM.


Stephen D. Burcham, Chair


DeAnna Holliday, Vice-Chair