

MEETING MINUTES

1. ROLL CALL AND CALL TO ORDER

The regular meeting of the Lower South Valley Land Bank was called to order at 9:08am on December 10th, 2025 by Vice-Chair Sondra Riviello.

<u>Members Present:</u>	<u>Members Absent:</u>
Newport Township - Joe Hillan	Hanover Area SD - Rick Oravic
Municipality of Kingston - Sondra Riviello	Ashley Borough - Frank Sorokach
Hanover Township – Sam Guesto	
Citizen Member – Ronald Jones	<u>Members Excused:</u>
Wilkes-Barre City – Dave Wilson	Nanticoke City – Donna Wall

Others Present:

Slusser Law Firm – Attorney Chris Slusser
Hailstone Economic – Ted Ritsick, Sara Hailstone

2. PUBLIC COMMENT

Jamie Smith, Wilkes-Barre City - Commented verbally regarding the status of the quiet title process for 64 W Ross and other properties.

Tony Brooks, Wilkes-Barre City - Requested information regarding the distribution of funds for the Homebuyer Program.

3. APPROVAL OF 11.12.25 MEETING MINUTES

Motion: Mr. Guesto – 2nd: Mr. Wilson

Motion passed unanimously.

4. FINANCE REPORT

- A. Mr. Ritsick reported that the finance report reflects expenses from the last meeting. Mr. Guesto emphasized the need for an additional meeting to discuss utilization of funds. Mr. Ritsick reminded members to get them repository properties to purchase from Luzerne County.

Motion to Approve: Mr. Hillan – 2nd: Mr. Jones

Motion passed unanimously.

B. Review and approve the following invoice(s):

1. Hailstone Economic for Consulting

- Invoice 1702 for \$3260.61 – This was reflected as 1706 in the packet and incorrectly shown on the agenda as 1702.

Motion to Approve: Mr. Hillan – 2nd: Mr. Guesto

Motion passed unanimously.

2. Slusser Law Firm for Legal Services

- Invoice 43090-43093 for \$1479.18

Motion to Approve: Mr. Guesto – 2nd: Mr. Hillan

Motion passed unanimously.

3. Innamorati Appraisal Service for \$3,200.

Motion to Approve: Mr. Hillan – 2nd: Mr. Guesto

Motion passed unanimously.

5. STAFF REPORT

A. Solicitor's Report:

- a. Attorney Slusser reported on a 11/12 executive session regarding property purchases and litigation.

B. Administrator's Report

a. Property Status Spreadsheet

- i. Mr. Ritsick reported that deed was received at 775 Hazle, pending on W-B properties on Judicial Sale, and sales agreements complete for Hanover Township and Newport Township properties. Mr. Ritsick reported that 3 Loxley will be completed in early 2026 after Hanover subdivision approval.

b. PHARE Update

- i. Mr. Ritsick reported that the PHARE homebuyer program was well received after a post by Wilkes-Barre City and invitation to speak from Century 21 realtors. Mr. Ritsick reminded the board of the Brian's place check presentation, and made the board aware that extensions would need to be filed for the PHARE dollars.

c. Grant Update

- i. The Statewide LSA was submitted.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

A. Discussion and motions on 2026 Budget

Motion to adopt 2026 Budget

Motion: Mr. Guesto - 2nd: Mr. Hillan

Motion passes unanimously.

B. Discussion and motions on EPA Brownfields Grant

Motion to table to 2026 funding round.

Motion: Mr. Hillan - **2nd:** Mr. Wilson

Motion passes unanimously.

C. End of Year Action Items

Motion to authorize administrator to disburse homebuyer program funds.

Motion: Mr. Guesto - **2nd:** Mr. Hillan

Motion passes unanimously.

8. ADJOURNMENT

Motion: Mr. Guesto – **2nd:** Mr. Hillan

Motion passed unanimously. Meeting adjourned at 09:56am.