

MEETING MINUTES

1. ROLL CALL AND CALL TO ORDER

The regular meeting of the Lower South Valley Land Bank was called to order at 9:07am on February 12th, 2025 by Chair Donna Wall.

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

Others Present:

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

2. PUBLIC COMMENT

Jamie Smith of Wilkes-Barre City commented verbally regarding the status of W-B properties and quiet title process.

3. APPROVAL OF 01.08.25 MEETING MINUTES

Motion: Mr. Guesto – 2nd: Mr. Hillan

Motion passed unanimously.

4. FINANCE REPORT

A. Ms. Wall announced that Elite Revenue had sent bills for back taxes for Land Bank.

1. Attorney Slusser explained that the 501(c)3 application would remedy this issue and that the municipalities would need to be contacted as correspondence for taxes comes in.

2. Mr. Guesto and Attorney Slusser discussed the presentation of bills from Elite Revenue. Elite Revenue will send bills from the moment that the LSV Land Bank receives title on the property. Attorney Slusser will be reaching out to Elite Revenue regarding a presentation on the process for the Land Bank.
3. Mr. Guesto requested a report in monthly packets outlining the status of all properties.

B. Review and approve finance report:

Motion: Mr. Hillan – 2nd: Mr. Wilson

Motion passed unanimously.

C. Review and approve the following invoices:

1. Hailstone Economic for Consulting Invoice #1542 for \$3909.55
2. Wyoming Valley Sanitary Authority Invoices for \$796.20

Motion: Mr. Hillan – 2nd: Mr. Guesto

Motion passed unanimously.

5. STAFF REPORT

A. Solicitor's Report - Attorney Slusser provided a report on potential or actual litigation of these properties in Executive Session.

- a. The executive session from the 01.08.25 meeting was announced.

B. Administrator's Report

- a. Statement of Financial Interest Forms

- i. Hailstone will be collecting statements of financial interest forms for all members. Forms will be stored in Nanticoke City Hall. Forms are due by May 1, 2025.

- b. 501(c)3 Application Update

- i. No additional updates at this time. Application pending.

- c. 2024 Audit Update

6. UNFINISHED BUSINESS

7. NEW BUSINESS

A. Executive session regarding property disposition and pending litigation.

- i. An Executive Session was held at this meeting to discuss the topics referenced above.

B. Motion regarding purchase of yard signs for \$198.75

Motion to purchase yard signs for \$198.75

Motion: Ms. Riviello – 2nd: Mr. Jones

Motion passed unanimously.

C. Motion regarding disposition of 128 W Main St, Newport (46-K651-013-013-000).

Motion to allow disposition for a minimum of \$2,500.

Motion: Mr. Hillan – 2nd: Mr. Guesto

Motion passed unanimously.

D. Approval of Contract with Elbross Sambrough for real estate services.

- i. As part of this agenda item, the board discussed the need for additional services from additional appraisers as Mr. Sambrough could not provide direct appraisals and would have to coordinate with an outside entity.

Motion to approve use of presented contract for as needed services.

Motion: Mr. Jones – 2nd: Mr. Wilson

Motion passed unanimously.

Motion to allow administrator to seek appraisals as necessary.

Motion: Mr. Guesto – 2nd: Mr. Hillan

Motion passed unanimously.

E. Quickbooks and Financial Tracking

- i. The board discussed the purchase of QuickBooks software and reviewed three software options

Motion to purchase Quickbooks Online Plus

Motion: Mr. Guesto – 2nd: Ms. Riviello

Motion passes unanimously.

F. Discussion regarding properties for potential demolition.

- i. No action was taken as part of this item.

8. ADJOURNMENT

Motion: Mr. Guesto – 2nd: Mr. Hillan

Motion passed unanimously. Meeting adjourned at 9:56am.