

MEETING MINUTES

1. ROLL CALL AND CALL TO ORDER

The regular meeting of the Lower South Valley Land Bank was called to order at 9:12 am on November 13th, 2024 by Vice-Chair Sondra Riviello.

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

Others Present:

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

2. PUBLIC COMMENT

Jamie Smith – Wilkes-Barre City commented verbally regarding his interest in 64 W Ross and the Land Bank's disposition process for allowing members of the public to purchase.

3. APPROVAL OF 10.09.24 MEETING MINUTES

Motion: Mr. Sorokach – 2nd: Mr. Wilson

Motion passed unanimously.

4. FINANCE REPORT

A. Review and approve finance report:

Motion: Mr. Guesto – 2nd: Mr. Hillan

Motion passed unanimously.

B. Review and approve the following invoices:

1. \$15,404.88 for Hailstone Economic, consulting services from September-October 2024

2. \$3,158.87: Slusser Law Firm, legal services
3. Prociak & Associates for \$4,600, 2023 audit
 - Mr. Guesto requested the auditor present the 2024 audit to the board.
4. Wyoming Valley Sanitary Authority \$79.06 quarterly bill for 49 N Main Ashley
Motion: Mr. Sorokach – 2nd: Mr. Hillan
Motion passed unanimously.

5. STAFF REPORT

- A. Solicitor's Report
 - a. Update on ARPA Discussion with Luzerne County
 - i. Luzerne County has taken a firm stance on requiring recipients to return ARPA interest.
 - b. 775 Hazle Street
 - i. No response was provided from the property owner to Attorney Slusser regarding the settlement proposal.
 - c. Hanover Township Property Transfer Update
 - i. Properties for quiet title were posted on 11/10/24
- B. Administrator's Report
 - a. Demolition/Fencing Project for Newport Township, Ashley and Hanover Township Update
 - i. The demolition project has been completed. Land Bank members reviewed photos of the completed work. Neighbors in Ashley and Hanover reached out regarding purchase of properties.
 - b. 501(c)3 Application Update
 - i. The ethics policy for approval later in the agenda is the final step required for the 501(c)3 application to be submitted.

6. UNFINISHED BUSINESS

- A. Discussion and vote on course of action for ARPA interest disbursement to Luzerne County.
Motion to repay Luzerne County \$568.48 in ARPA interest due October 2024.
Motion: Mr. Guesto – 2nd: Mr. Hillan
Motion passed unanimously.
- B. Discussion and vote on reimbursement of permit fees for Brdaric construction demolition.
Mr. Guesto expressed that there would be more administrative difficulty in reimbursing the fees.
Motion to table item indefinitely.
Motion: Mr. Hillan – 2nd: Mr. Guesto
Motion passed unanimously.

7. NEW BUSINESS

A. Approve issuance of request for proposal for the following properties

i. 5 Arch Street, Newport Township.

Mr. Hillan inquired about income qualifications to be added for financial assistance and interest in the property. Mr. Ritsick added information regarding income qualifications for the property. The board also discussed a press release highlighting the RFP and demolition project.

Motion to issue RFP for 5 Arch Street

Motion: Mr. Guesto – 2nd: Mr. Sorokach

Motion passed unanimously.

B. Approve Issuance of RFP for Real Estate Broker Services

Mr. Ritsick will add a 30 day requirement to complete services to RFP. The board will be reaching out to any known qualified professionals.

Motion to approve RFP for Real Estate Broker Services.

Motion: Mr. Hillan – 2nd: Mr. Wilson

Motion passed unanimously.

C. Discussion and Motion Regarding Promotion of Properties and RFP Notice Yard Signs.

The board discussed options for yard signs to advertise properties.

No motion was made.

D. Review and approve 2023 audit.

The audit was positive and recommended a segregation of duties and presentation of bills. These recommendations are already addressed.

Motion to approve 2023 audit.

Motion: Mr. Sorokach – 2nd: Mr. Jones

Motion passed unanimously.

E. Discuss and vote on ethics policy for land bank

Motion: Mr. Hillan – 2nd: Mr. Sorokach

Motion passed unanimously.

F. Discussion regarding property disposition policies

Land Bank members discussed changes to property disposition policies. No changes were recommended at this time.

8. ADJOURNMENT

Motion: Mr. Sorokach – 2nd: Mr. Guesto

Motion passed unanimously. Meeting adjourned at 9:53am.