

MEETING MINUTES

1. ROLL CALL AND CALL TO ORDER

The regular meeting of the Lower South Valley Land Bank was called to order at 9:05am on September 10th, 2025 by Chair Donna Wall.

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

Others Present:

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

2. PUBLIC COMMENT

N/A

3. PRESENTATION BY PROCIAC AND ASSOCIATES ON 2024 AUDIT

- Patti Prociak presented the results of the 2024 audit. The audit report resulted in a change from cash to accrual basis. Ms. Prociak reported there were no significant findings and on minor management recommendations.

4. APPROVAL OF 09.03.25 MEETING MINUTES

Motion: Mr. Guesto – 2nd: Mr. Wilson

Motion passed unanimously.

5. FINANCE REPORT

- Review and approve finance report: Mr. Ritsick reported that the cash to accrual conversion was complete. Ms. Wall reported on the success the Land Bank is having with Quickbooks.

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

Motion passed unanimously.

- Review and approve the following invoice(s):

- Hailstone Economic for Consulting

- Invoice 1669 for \$3593.75
- 2. Slusser Law Firm for Legal Services
 - Invoice 42253-42259 for \$522.60
- 3. 2025 Upset Sale Registration Fee for \$50.00
- 4. Crossin Insurance Liability 08/25–08/26 for \$2570.00

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

Motion passed unanimously.

6. STAFF REPORT

A. Solicitor's Report:

- a. Attorney Slusser introduced the possibility of moving forward with quiet title for properties on a case-by-case basis rather than the current approach of providing quiet title to everything. Mr. Ritsick added that for some properties such as the Newport Township lots, the quiet title process costs more than the value of the properties.

B. Administrator's Report

- a. Property Status Spreadsheet
 - i. Mr. Ritsick reported that the sales agreement will be going out for Wilkes-Barre and Newport Properties and that insurance has been updated.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. Executive session regarding property disposition and pending litigation.

B. Discussion and motions regarding EPA brownfields inventory program - Land bank

members discussed participation in the EPA Brownfields Inventory Program to identify sites. The members discussed the benefits of doing a coapplication with the LSVCOG to cover the largest possible number of municipalities.

Motion to Authorize EPA Engagement: Mr. Guesto 2nd: Mr. Hillan

Motion passes unanimously.

C. Discussion and motions regarding Hanover Industrial Park properties - Mr. Ritsick

reported that there was limited interest in the lots, and received a recommendation from Mr. Samkough to reduce the price to assessed value.

Motion to reduce properties to appraised value: Mr. Guesto 2nd: Mr. Hillan

Motion passes unanimously.

D. Discussion and motions regarding Nanticoke Municipal Authority partnership -

Mr. Ritsick and Ms. Hailsone provided an overview of the Land Bank providing support for developing demolition specs through Nanticoke ARPA funds for the Old Penn Bank in Nanticoke. Support would be to the Nanticoke Municipal Authority.

Motion to provide support to Nanticoke Municipal Authority with partnership:

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

- E. Discussion regarding new LSVLB members** - Mr. Ritsick discussed interest from Edwardsville and Larksville joining the LSV Land Bank. Both municipalities would be willing to pay fees and join the LSV Land Bank. Members expressed favorable opinions for the municipalities joining the Land Bank.
- F. Discussion and motions regarding PHARE funds usage:**
- i. Brian's Place PHARE Distribution** - Mr. Ritsick reported that he met with PFHA - PFHA recommended a subgrantee agreement to Volunteers of America and recommended an event at Brian's Place for PR.
 - ii. Homebuyer Program** - Mr. Ritsick reported that most of the documentation for the homebuyer program is ready and will need solicitor review. Priorities for the program were reviewed with members.

Motion to adopt resolution 2025-05: Mr. Guesto **2nd:** Mr. Sorokach
Motion passes unanimously.

9. ADJOURNMENT

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

Motion passed unanimously. Meeting adjourned at 09:58am.