

MINUTES OF THE STARK COUNTY LAND REUTILIZATION CORPORATION
May 18, 2020

The Stark County Land Reutilization Corporation met for their Regular meeting on Monday, May 18, 2020 at 9:00 a.m. in the Stark County Regional Planning Commission Conference Room. The option to participate via teleconference was made available.

Board Members Present

Alex Zumbar
Janet Creighton
Lem Green
John Arnold

1. CALL TO ORDER BY SCLRC CHAIRMAN, Alex Zumbar
2. ROLL CALL – Board Members Present

Roll call found the following Board members in attendance: Alex Zumbar, Janet Creighton, John Arnold and Lem Green. Absent: Bill Smith

3. APPROVAL OF MINUTES OF MARCH 19, 2020 MEETING

Zumbar moved, Creighton seconded, and the motion carried to approve the minutes of March 19, 2020 meeting.

4. PUBLIC SPEAKS – No public speaks
5. TREASURER/FISCAL REPORT

Heather Cunningham reviewed the Treasurer's Report for the month of April. Zumbar moved, Arnold seconded, and the motion carried to approve the Treasurer's Report for April.

6. SIDE LOT/VACANT LOT PROGRAM REPORT
Sarah Peters provided the Side Lot Program Update:

Total Applications Submitted: 1,923
(27 applications were received since April '20 update)

Cities – 1,645
Canton: 1,299, Massillon: 127, Alliance: 219

Other Communities – 317

Bethlehem Twp – 22, Brewster – 3, Canal Fulton – 1, Canton Twp – 59, East Canton – 7, East Sparta – 2, Hartville – 3, Jackson Twp – 4, Lake Twp – 5, Lawrence Twp – 11, Lexington Twp – 40, Limaville – 2, Louisville – 2, Meyer's Lake – 1, Minerva – 3, Nimishillen – 6, North Canton – 1, Osnaburg Twp – 15, Paris Twp – 3, Perry Twp – 14, Pike Twp – 20, Plain Twp – 34, Sandy Twp – 40,

Sugarcreek Twp – 6, Tuscarawas Twp – 2, Washington Twp – 5, and Waynesburg – 4, Wilmot -1

- Total Number of Applications under Preliminary Review: 29
- Total Number of Applications Denied: 803
- Number of Canceled Applications/Fee Refunded: 69
- Total Number Pending Approval by Community: 41
- **Total Number of Approved Applications: 1020**
(13 Applications approved since Feb '19 update)

- Total Number of Approved Applications Pending Deposit Receipt / NIP Early Lien Release Approval / Request for Foreclosure / Completed Foreclosure Proceeding: 85
- Total Number Being Prepared for Transfer: 16
- **Total Number Transferred to Date: 919**

Vacant Lot Program Update:

Total Applications Submitted: 207
(1 Application received since April '20 update)

Cities – 177; Canton: 161, Alliance: 11, Massillon: 5

Other Communities – 30

Bethlehem Twp - 8, Canton Twp – 5, Hartville – 1, Lexington Twp – 2, Sugarcreek Twp – 1, Washington Twp – 4, Jackson Twp – 2, Sandy – 5, Perry – 1, Lake - 1

- Total Number of Applications under Preliminary Review: 1
- Total Number of Applications Denied: 158
- Number of Canceled Applications/Fee Refunded: 7
- Total Number Pending Approval by Community: 0
- **Total Number of Approved Applications: 41**

- Total Number of Approved Applications Pending Executed MOU/ Completion of Foreclosure Proceeding: 2
- Total Number Being Prepared for Transfer: 0
- Total Number Transferred to Date: 39

Zumbar moved, Creighton seconded, and the motion carried to approve the Side Lot/Vacant Lot report as presented.

7. Basic Financial Statement for 2019

Zumbar stated the Basic Financial Statement for 2019 has been filed with the State Auditors. Zumbar asked the board members if they would like to have a post-audit meeting. They were advised of the matter regarding the public records policy, which stated that the public records manager did not acknowledge that they received the public records policy. It's very clear there is a public records policy and that all public records requests, if there were any, were addressed. Zumbar handled it initially for the SCLRC from the time the Land Bank were formed up until September 2014 at which time RPC began administering the program. All board members agreed a post-audit meeting was not necessary. Zumbar stated he was very confident the issue has been handled going forward.

8. NEW BUSINESS

- a. Demolition Assistance Program Request
 - City of Canton – 529 Hartung Ave. NE - parcel # 203072

Staff received on March 19th an application from the city of Canton for demolition assistance for the structure on 529 Hartung Ave NE. It was a former NIP property that was not included under that program, but the Land Bank had assisted the city in acquiring title to it, and they then came back through with an application for funding assistance. Because last month's meeting was canceled, post-approval is now being requested for \$6,710 to help fund this demolition. Green moved, Arnold seconded, and the motion carried to give post approval for the demolition assistance request from the City of Canton.

- b. Adoption of Public Records Retention Schedule

Thorley stated regarding the public records policy, since RPC has taken over the administration of the Land Bank program in 2014, they never had one public records request, nor have any records been destroyed. In the near future, Thorley wanted to make a couple changes to the public records policy; adopt a request form and a log in case they do receive any requests. That procedure is according to the State Auditor's new system and is something they are recommending be done.

The Public Records Retention Schedule was provided to the Board for their review. This list of records includes all categories of records that currently exists. Once it is adopted by the Board, it will go to the County Records Commission and then on to the State for their approval. This document must be approved by the Board before it can be sent it to the Records Commission, which will meet in September. Arnold moved, Creighton seconded, and the motion carried to approve the Public Records Retention Schedule as proposed.

11. OLD BUSINESS

There was no old business.

12. Next Meeting – June 15th - 9:00 a.m.

The meeting was adjourned at 9:15 a.m.