

**LOWER SOUTH VALLEY LAND BANK
BOARD MEETING
WEDNESDAY, DECEMBER 7, 2022
EARTH CONSERVANCY, 101 S MAIN STREET, ASHLEY BOROUGH**

MINUTES

I. CALL TO ORDER AND ROLL CALL

Sara Hailstone called the first LSV Land Bank meeting to order.

Members present: Carl Byra, Sam Guesto, Donna Wall, Joe Hillan, Dave Wilson, Paul Keating, Ronald Jones, Rick Oravic, Gail Conrad

Members absent: None

Staff present: Sara Hailstone Shannon Calluori, Chris Slusser

II. ELECTION OF OFFICERS

1. Chair

Sam Guesto nominated Donna Wall as Chair; Joe Hillan seconded the motion; motion passed unanimously.

2. Vice Chair

Sam Guesto nominated Paul Keating as Vice Chair; Donna Wall seconded the motion; motion passed unanimously.

3. Secretary

Sam Guesto nominated Joe Hillan as Secretary; Rick Oravic seconded the motion; motion passed unanimously.

4. Treasurer

Sam Guesto nominated Dave Wilson as Treasurer; Paul Keating seconded the motion; motion passed unanimously.

III. PUBLIC COMMENT

None

IV. MINUTES

None

V. FINANCE REPORT

None

VI. STAFF REPORT

1. Filing with the PA Department of State and PA DCED

Hailstone Economic submitted the signed ordinances and ICAs to the PA Department of State and PA DCED on November 4, 2022. The land bank has not received the PA Department of State acceptance letter.

2. Luzerne County outreach

Shannon contacted Joan Hoggarth with Luzerne County about scheduling a meeting to discuss county support for the LSV Land Bank. Ms. Hoggarth indicated that a meeting would be scheduled with the County Administrator to discuss the LSV Land Bank after the county budget process concluded in December.

3. Wyoming Valley West School District and Wilkes-Barre Area School District outreach

Paul Keating indicated that he would speak with the Wyoming Valley West School District and the Wilkes-Barre Area School District attorneys.

Dave Wilson indicated that he would speak with the Wilke-Barre Mayor about engaging the Wilkes-Barre Area School District.

4. Funding opportunities

- Luzerne County ARPA application – submitted 9/15/22
- PHARE application – submitted 11/18/22

Shannon reported that the land bank has not heard about the results of the two grant applications.

VII. UNFINISHED BUSINESS

None

VIII. NEW BUSINESS

1. Plymouth Township membership discussion

It was decided that Gail Conrad with Plymouth Township was a member of the LSV Land Bank as of the meeting on December 7, 2022, as appointed by the Plymouth Township Board of Supervisors. However, because Plymouth Township decided not to join the LSV Land Bank, for future meetings Gail Conrad may participate as a visitor.

2. Discuss 2023 Board meeting schedule; motion to approve 2023 Board meeting schedule

The 2023 Board meetings were proposed for the second Wednesday of the month at 9:00 AM at the Earth Conservancy. The Board intends to meet quarterly, however the meetings will be advertised monthly in the event additional meetings are needed. Paul

Keating made a motion to approve the 2023 meeting schedule; Sam Guesto seconded the motion; motion passed unanimously.

3. Motion to approve the Hailstone Economic proposal for services

Hailstone Economic provided a scope of work to administer the LSV Land Bank. Joe Hillan made a motion to approve Hailstone Economic's contract to administer the LSV Land Bank; Donna Wall seconded the motion; motion passed unanimously.

4. Motion to approve the Slusser Law firm's proposal for services

The Slusser Law firm provided a scope of work to provide legal services for the LSV Land Bank. Sam Guest made a motion to approve the Slusser Law firm's contract to provide legal services for the LSV Land Bank; Ron Oravic seconded the motion; motion passed unanimously.

5. Discuss establishing a website, logo, bank account, accounting system

The Board agreed that Hailstone Economic can proceed with drafting a website and logo for review at the next meeting. Hailstone Economic will use an Excel spreadsheet to track the budget and expenses, until such time as a more robust accounting system is necessary.

Donna Wall will open a bank account for the land bank. Joe Hillan made a motion that the Chairman, Vice Chairman, and Treasurer will be check signers and two of the three must sign each check; Carl Byra seconded the motion; motion passed unanimously.

Hailstone Economic will obtain quotes for directors and officers insurance.

6. Review draft 2023 budget

The draft 2023 budget was discussed. Municipalities can add money into the budget specific to projects in their municipalities. The administration fees for the 2023 budget are \$30,000. Paul Keating agreed to propose a formula to prorate the administrative fees by municipality.

Joe Hillan and Ron Jones shared a spreadsheet they use to track demolition funding and expenses.

Hailstone Economic will mail invoices to each municipality with a January 31, 2023 payment due date in the amount of \$3,000 each to cover the land bank start up costs.

7. Review draft bylaws and policies

The Board reviewed the draft bylaws and policies. The bylaws will be revised to list the land bank members and clearly state that school districts do not have to pay the membership fee. It was suggested that procurement rules be adopted by the Board. Hailstone Economic will draft procurement rules.

8. Discuss plan to meet with municipalities to review priorities and create a list of properties to research

Shannon will schedule virtual meetings with the municipalities to discuss priorities and create a list of properties to research.

IX. ADJOURNMENT

Carl Byra made a motion to adjourn the meeting; Gail Conrad seconded the motion; motion passed unanimously.

The meeting adjourned at 10:30 AM.