

**Land bank Board Meeting Minutes  
Courthouse Annex Conference room  
February 12, 2015**

The meeting was called to order by Bonnie Summers at 1:45 PM

**In attendance:**

Vince Witherup-Commissioner  
Bonnie Summers-Commissioner  
Diona Brick-Fiscal  
Julie Thompson-Tax Claim  
Robert Walter-Assessment  
Mary Swisher-Assessment  
Karen Wenner-Housing  
Paul Calderone-Emlenton

1. **Team viewer**-check with Bill Kresinski to see if he can set this up so we will be able to remote in on Matt's computer to view the maps that he is working on for the land bank. (*Diona is looking into this*).
2. **Bylaws**-It was determined that the land bank does need to have bylaws-(*Richard Winkler is working on a draft for next meeting*).
3. **EIN number**-The land bank is its own entity, therefore must have its own EIN number. (*Diona is going to file for this*).
4. **Polk House**-The Polk house is now owned by the County of Venango. It is the intent of the Commissioner's to rent the house out. Then eventually gift it to the land bank.
  - Account numbers have been obtained; therefore the utilities will be transferred into the Counties name.
  - Once the keys are obtained, Karen is going to look into getting a HUD inspection to see what needs to be done to make this a section 8 rental.
5. **Concerns**-There are a few concerns regarding the land bank using this house as a rental.
  - It was the understanding of some members; that the land bank did not want to become landlords. That the house would be gifted by the county and then the land bank would sell the house to have money for future purchases. This is something that maybe addressed at a later date, however there is a concern that the house will not sell, since it was on the market two different times in the past. (*Diona is going to check with Richard Winkler to see if the land bank can sell the property and make a profit, since it was gifted to them through the county*).
  - If the land bank chooses to rent this property, who will be the landlord? Who will be responsible for the maintenance and any repairs that may need done? (*May have to hire someone or obtain a contract with the county maintenance*).
  - Another concern is; were the money is going to come from for such repairs, insurance, utilities, landlord, maintenance person etc. (*This is something that will be covered from the rent obtained monthly*)
  - County is going to look into getting a renter in the house before deeding the house over to the land bank, so that the renter will be responsible for the utilities and the land bank does not have the expense.
6. Julie is going to look over the sale properties and have a list of possible properties that the land bank may be interested in. (*Julie will bring this to the next meeting*).
7. Land bank members would like Richard Winkler attend the next meeting. (*Diona is going to contact him*).

Adjournment:

Vincent Witherup made motion to adjourn the meeting at 3:00 PM, second by Diona Brick.

The next meeting is scheduled for Thursday, March 12<sup>th</sup> at 1:30 PM in the Courthouse Annex.

Submitted by:

Mary Swisher