

**ELSMERE LAND BANK  
MEETING MINUTES  
DECEMBER 13, 2018  
ELSMERE TOWN HALL  
5:30 P.M.**

**CALL TO ORDER:** Chairman John Jaremchuk called the meeting to order at 5:30 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

CHAIR	JOHN JAREMCHUK, JR	PRESENT
VICE CHAIR	RONALD RUSSO	ABSENT
SECRETARY	SALLY JENSEN	ABSENT
TREASURER	CHARLES MCKEWEN	PRESENT
DIRECTOR	LEON BACKER	PRESENT
DIRECTOR	TED PFIRRMANN	PRESENT
DIRECTOR	CHRIS VARNEY	PRESENT
NON-VOTING MEMBER	ROBERT GOERLITZ	PRESENT
Town Solicitor, Edward McNally – Present		
Town Manager, John Giles – Present		

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

Minutes of the September 13, 2018, Elsmere Land Bank Meeting

**ACTION:** A motion was made by Director Leon Backer to approve the minutes of the September 13, 2018 meeting with no corrections. The motion was seconded by Director Ted Pfirrmann.

**VOTE:** 5 in favor with 2 absent Motion Carried

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. Status report from Mr. McNally

Updates concerning 203 Bungalow Avenue and 505 Junction Street

### 203 Bungalow Avenue

Mr. McNally stated that he has circulated a remediation agreement to all. A list of items needing repair would be generated by the Town, along with the mortgage company, this would be agreed upon and repairs must be completed by March 15, 2019.

Chair John Jaremchuk asked for clarification that the Town would be inspecting the property and deciding on what needs to be done.

Town Manager John Giles stated this is correct, the Town will inspect the property inside and out in accordance with the property maintenance codes of the Town.

### 505 Junction Street

Mr. McNally stated the mortgage company has agreed to have a receiver appointed and he has circulated the draft court order to all. He stated one of the biggest issues is once this is approved in court, the Land Bank as the receiver is now responsible for this property. Therefore, with the holidays the Land Bank may decide to delay this.

Chair John Jaremchuk stated that he saw the notice published in the Classifieds. He asked for confirmation that this would have to appear a total of 3 times, for 3 weeks, which brings us through the Christmas holiday.

Mr. McNally confirmed. Therefore, he can delay to January 15, 2019 if needed, since he does recognize the things the Land Bank will be responsible for once they are granted receivership of the property.

Chair John Jaremchuk stated that he agrees with delaying.

Director Charles McKewen asked when the Land Bank would have access to the property.

Chair John Jaremchuk stated once the Land Bank is granted receivership of the property, we will have full access.

Mr. McNally stated that he will delay this until approximately January 15, 2019.

Chair John Jaremchuk asked if the Land Bank agrees; all present members agreed.

Mr. McNally circulated a list of priority items to the Land Bank prior to the meeting, concerning actions that would need to take place upon receivership.

Chair John Jaremchuk stated that the Bank would need to obtain insurance on the property.

Director Charles McKewen, with consensus among the Bank, questioned if the property would be able to be insured due to its current state.

Finance Director Joseph Schulcz stated that he has spoken with the insurance company in the past, and it can be done, by placing a rider on the current liability coverage.

Director Leon Backer asked how they would cover the structure, as the liability coverage only provides protection surrounding personal injury of those who enter the home.

Chair John Jaremchuk stated that would be the causality insurance; property insurance is what is needed in the event of a structure fire.

Director Leon Backer questioned if they would issue a policy to cover the structure.

Finance Director Joseph Schulcz stated that he would check on this.

Chair John Jaremchuk stated the next item on the list circulated by Mr. McNally was to identify the cost to repair the property. He added some thoughts, the Land Bank needs a contractor and realtor, also they must work together to determine costs to repair and market value.

Director Ted Pfirrmann stated that he would like to create a letter to send out to contractors, thereby creating a list of contractors willing to undertake the property.

Director Ted Pfirrmann asked Town Manager John Giles if it was possible to obtain a list of contractors licensed with the Town and if the Bank could have access to it.

Town Manager John Giles stated that there is a list and yes, he can have that information.

Director Ted Pfirrmann suggested the Land Bank start with this list of contractors and go from there.

Director Leon Backer asked about a relator.

Chair John Jaremchuk stated that we have a realtor that has been with the committee almost since day one, Mr. Steve Larrimore.

Mr. McNally stated the practical thing to do is have the property evaluated and then determine if it should be renovated, demolished, or sold as is.

Chair John Jaremchuk stated upon adjournment he would like to plan for the next meeting to be at the call of the chair, not necessarily on a council night.

Director Chris Varney asked if the Bank would be reimbursed any/all legal fees upon receivership.

Mr. McNally stated he is unsure how far back it can go, but there are fees that will be reimbursed.

Director Leon Backer asked how the Bank would plan to have any contractor estimates presented; a contractor presentation at a Land Bank meeting or in writing.

Chair John Jaremchuk stated he would let the board decide.

Director Leon Backer stated that he would rather see estimates provided in writing and then the board would decide.

There was some discussion amongst the board regarding contractors that may charge for estimates.

Director Chris Varney suggested just working with the contractors who provide free estimates.

Mr. Robert Goerlitz added a contractor may not be needed if it is decided to demolish the home.

Chair John Jaremchuk added in the courts eyes it will be favorable if the Land Bank obtains estimates and then based on this information, decide to demolish, renovate, or sell as is.

Town Manager John Giles requested Chair John Jaremchuk meet with him to discuss the expectations of the Land Bank from the Town.

Town Manager John Giles asked Mr. McNally if this committee is subject to FOIA.

Mr. McNally confirmed that it is.

**ITEMS SUBMITTED BY BOARD MEMBERS:**

None

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**ACTION:** A motion was made by Director Leon Backer to adjourn. The motion was seconded by Director Ted Pfirrmann.

**VOTE:**            5 in favor with 2 absent    Motion Carried

**Meeting adjourned at the call of the Chair.**

These minutes summarize agenda and other issues discussed at this Board Meeting. Votes are recorded accurately. The audio recordings of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio recordings may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

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**JOHN JAREMCHUK**  
**CHAIRMAN**

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**SALLY JENSEN**  
**SECRETARY**