

COPLEY COMMUNITY IMPROVEMENT CORPORATION

January 17, 2019

1 Vice-President Nancy Roesner called the CIC meeting to order at 6:00 p.m.

2
3 In attendance: Susan Bishop, John Duncan, Kevin Fallon, Helen Humphrys, Sylvia
4 Chinn-Levy, Janice Marshall, Joe Saporito, Nancy Roesner, Matt Springer, and Jessica
5 Vargo. President Lynn Slaby was out of town and participated in a conference call with
6 the board.

7 **Meeting Certification**

8
9 Matt Springer placed the meeting notice in the West Side Leader and on the main
10 entrance door of Copley Town Hall.

11 **RESOLUTION 2019-01 - APPOINTMENT OF TERMS FOR DIRECTORS**

12 One third of the Board of Directors shall expire at each Annual Meeting. The following
13 individuals' terms expire and would require reappointments if they wish to continue
14 serving on the CIC; new terms are assigned for 3-year periods: Lynn Slaby - John
15 Duncan - Joe Saporito

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17
18 **Janice Marshall moved to renew the terms of Lynn Slaby, John Duncan and Joe**
19 **Saporito; Jessica Vargo second. Roll call vote: Susan Bishop, Yes; John Duncan,**
20 **Yes; Kevin Fallon, Yes; Helen Humphrys, Yes; Sylvia Chinn Levy, Yes; Janice**
21 **Marshall, Yes; Nancy Roesner, Yes; and Jessica Vargo, Yes.**

22 **RESOLUTION 2019-02 ELECTION OF OFFICERS**

23 **Kevin Fallon moved** to re-elect the following current slate of officers for a one-year
24 term: President – Lynn Slaby; Vice President-Nancy Roesner; Treasurer-Janice Marshall;
25 Secretary-Sue Bishop. **Helen Humphrys second. Roll call vote: Susan Bishop, Yes;**
26 **John Duncan, Yes; Kevin Fallon, Yes; Helen Humphrys, Yes; Sylvia Chinn Levy,**
27 **Yes; Janice Marshall, Yes; Nancy Roesner, Yes; and Jessica Vargo, Yes.**

28 **SECRETARY'S REPORT –**

29 Approval of September 20, 2018 and November 15, 2018 Regular Meeting Minutes.
30 Sylvia Chinn-Levy moved approval, second by Jessica Vargo; the motion carried.

31 **TREASURER'S REPORT –**

32 Janice Marshall updated the board on finances and reports received from Mr. Broensen.
33 **Balance Sheet as of December 31, 2018 (Edited by Board of Directors)**

34 Assets	
35 Current Assets- Checking /Savings Huntington Bank	18,838.03
36 Total Checking / Savings	<u>\$ 18,838.03</u>
37	
38 Fixed Assets	
39 Property-1463 S Cleveland Massillon Road	\$185,247.25
40 Total Fixed Assets	<u>\$185,247.25</u>
41	
42 Other Assets	\$ 1,645.00
43 Total Assets	<u>\$205,730.28</u>
44	
45 Liabilities & Equity	
46 Current Liabilities	
47 Other Current Liabilities	
48 Prepaid Property Taxes	<u>\$ 4,676.57</u>
49 Total Other Current Liabilities	<u>\$ 4,676.57</u>
50 Total Liabilities	<u>\$ 4,676.57</u>
51 Equity	
52 Net Income	<u>\$201,053.71</u>
53 Total Equity	<u>\$201,053.71</u>
54 Total Liabilities & Equity	<u>\$205,730.28</u>

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Discussion on the Balance Sheet:

On the balance sheet, Jessica Vargo questioned the Fixed Assets classifications and if the 1463 S Cleveland Massillon Road property was capitalized. It was clarified that the Cleveland Massillon Road property was capitalized and suggested to move the \$1,000 deposit and the \$645 Pillar to Post inspection fee for the 1475 S Cleveland Massillon Road property to Other Assets. These updates were made and are reflected on the Treasurer's report.

RESOLUTION 2019-03 TO ADOPT THE 2019 COMMUNITY IMPROVEMENT CORPORATION ANNUAL BUDGET

Revenue:	Description	Amount
Gifts, Grants, Donations	Copley Township	\$225,000.00
Other (Salary, Retirement, Medicare)	Executive Director	11,545.00
Facilities	Lease, rents	18,000.00
Previous year carry over	Cash Balance 12-31-18	18,838.00
Total Revenue/Sources of Cash		<u>\$273,383.03</u>
Expenses:		
Salaries	Ex. Director	\$ 10,000.00
OPERS (retirement)	14 % Employer Contribution	1,400.00
Medicare	1.45% Employer Contribution	145.00
Accounting Fees	MacGregor & Broemsen-\$80 Hr.	3,000.00
Legal Fees	Stark & Knoll-\$250 Hr.	10,000.00
Sewer Extension	City of Akron	12,000.00
Travel and Meeting Expense	Training	1,000.00
Professional Fees	Inspections, EPA Testing	7,000.00
Liability/Property Insurance	Directors/Property	5,000.00
Office Supplies		500.00
Property Purchases	Snyder and Coon Property	200,000.00
Property Maintenance		10,000.00
Total Expenses/Uses of Cash		<u>\$260,045.00</u>
Net Change in Cash		<u>\$ 13,338.03</u>

Kevin Fallon moved to approve Resolution 2019-03 to change the language from Total Revenue to Total Revenue/Sources of Cash and change Total Expenses to Total Expenses/Uses of Cash; and to change Net Income to Net Change in Cash and to strike Aug to Dec on the explanation under Salaries from the budget. Joe Saporito second. Roll call vote: Susan Bishop, Yes; John Duncan, Yes; Kevin Fallon, Yes; Helen Humphrys, Yes; Sylvia Chinn Levy, Yes; Janice Marshall, Yes; Nancy Roesner, Yes; Joe Saporito, Yes; and Jessica Vargo, Yes.

RESOLUTION 2019-04 TO RETAIN MACGREGOR & Broemsen, CPA for accounting and tax services at an hourly rate of \$80 for 2019 and to authorize the President to execute an engagement letter. Helen Humphrys moved approval. Joe Saporito second. Roll call vote: Susan Bishop, Yes; John Duncan, Yes; Kevin Fallon, Yes; Helen Humphrys, Yes; Sylvia Chinn Levy, Abstain; Janice Marshall, Yes; Nancy Roesner, Yes; Joe Saporito, Yes; and Jessica Vargo, Yes.

PRESIDENT'S REPORT –

Via telephone, Mr. Slaby said he wished to have a finance sub-committee and building sub-committee and asked the members to email their preference on which committee they wish to serve on. He would like to see sub-committees appointed by March. Janice Marshall suggested a records commission committee as well to document the records of the CIC along with a retention schedule. Janice prepared a draft retention schedule for review by the board. Discussion followed on software, equipment and storage that would need to be kept separate from the township operations.

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1 Mr. Slaby said there are two different issues, "What needs to be retained and how are we
2 going to do it." Matt Springer volunteered to research and report back at the February
3 meeting.

4 5 **EXECUTIVE DIRECTOR'S REPORT – Matthew Springer**

6 Mr. Springer asked the Board of Directors of the CIC to sign the 2019 Conflict of Interest
7 Policy.

8
9 Mr. Springer requested approval to authorize Safe Homes to install a radon mitigation
10 system at 1463 S. Cleve-Mass Rd. at a cost of \$950.00. Jessica Vargo moved approval,
11 second by Kevin Fallon. Discussion on the motion. A three-inch pipe will be installed at
12 the back of the house. Matt said he would talk about the sewer next before a vote on the
13 motion is taken.

14
15 Public sewer connection for 1463 S. Cleve-Mass Rd. -The City of Akron provided a
16 connection estimate of \$8,952.91 plus private installation costs to connect the main line
17 to the interior plumbing. Mr. Springer contacted two companies: Fesler Construction
18 quoted \$8,900 and Senn Construction, \$8,400. They would excavate along the gravel
19 driveway and bring the line to the back of the house where the radon mitigation system
20 would be installed. A reminder that CIC's procedures and policies calls for three
21 quotes. Matt said he would obtain another quote. Discussion followed on a return of
22 investment on the 1463 property. After much discussion. Nancy Roesner suggested to
23 table discussion and request an executive session to discuss land acquisition and lease
24 agreements. Matt Springer withdrew his request for radon mitigation.

25
26 **Jessica Vargo moved to enter into executive session to discuss land acquisition and**
27 **lease agreements at 7:20 p.m. Sue Bishop second. Roll call vote: Susan Bishop, Yes;**
28 **John Duncan, Yes; Kevin Fallon, Yes; Helen Humphrys, Yes; Sylvia Chinn Levy,**
29 **Yes; Janice Marshall, Yes; Nancy Roesner, Yes; Joe Saporito, Yes; and Jessica**
30 **Vargo, Yes.**

31
32 **Jessica Vargo moved to exit executive session at 7:56 p.m., second by Kevin Fallon.**
33 **Roll call vote: Susan Bishop, Yes; John Duncan, Yes; Kevin Fallon, Yes; Helen**
34 **Humphrys, Yes; Sylvia Chinn Levy, Yes; Janice Marshall, Yes; Nancy Roesner,**
35 **Yes; Joe Saporito, Yes; and Jessica Vargo, Yes.**

36
37 With no further business to come before the board, Mrs. Roesner called for a motion to
38 adjourn at 7:58 p.m. Motion by Sylvia Chinn-Levy, second by Sue Bishop; the motion
39 carried.

40
41 Next meeting is February 21, 2019.

42
43 Approved By:

Submitted By:

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46
47 _____
48 Mrs. Nancy Roesner, Vice-President

46
47 _____
48 Mrs. Susan Bishop, Secretary

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