

# RECORD OF PROCEEDINGS

Held \_\_\_\_\_

August 20, 2020

20 \_\_\_\_\_

1 Jessica Vargo convened the virtual meeting for the Copley Community Improvement  
2 Corporation at 6:04 p.m. Present were Sylvia Chinn-Levy, John Duncan, Kevin Fallon,  
3 Trustee Bruce Koellner, Janice Marshall, Steve Panzer, Nancy Roesner, Joe Saporito,  
4 Lynn Slaby, and Jessica Vargo. Also present Loudan Klein, Executive Director, Copley  
5 Community Improvement Corporation (CIC).

6  
7 The following were in attendance online.

8 John Stewart  
9 Leah Stewart  
10 Elliott Pickett  
11 Tom  
12 Paul Frey  
13 Felicia Lewis

14  
15 **REVIEW OF AGENDA**

16  
17 **Ms. Vargo asked for a motion. Mr. Slaby made a motion to approve the August**  
18 **20, 2020 agenda with an amendment to interview potential CIC Board members.**  
19 **Mr. Duncan second. Ms. Vargo asked for a vote. The motion carried.**

20

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Chinn-Levy, Sylvia	X			X		
Duncan, John	X		X	X		
Fallon, Kevin	X			X		
Klein, Loudan	X					
Koellner, Bruce	X			X		
Marshall, Janice	X			X		
Panzer, Steve	X			X		
Roesner, Nancy	X			X		
Saporito, Joe	X			X		
Slaby, Lynn	X	X		X		
Vargo, Jessica	X			X		

21

22 **REVIEW OF MINUTES**

23  
24 **Ms. Vargo asked for a motion. Mr. Slaby made a motion to approve the July 16,**  
25 **2020 meeting minutes with an amendment showing that Ms. Roesner had left the**  
26 **meeting due to technical issues. Ms. Roesner second. Ms. Vargo asked for a vote.**  
27 **The motion carried.**

28

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Chinn-Levy, Sylvia	X			X		
Duncan, John	X		X	X		
Fallon, Kevin	X			X		
Klein, Loudan	X					
Koellner, Bruce	X			X		
Marshall, Janice	X			X		
Panzer, Steve	X			X		
Roesner, Nancy	X					

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Saporito, Joe	X			X		
Slaby, Lynn	X	X		X		
Vargo, Jessica	X			X		

1 **TREASURER’S REPORT - Janice Marshall**

2 2018-2019 Audit– Due to Ms. Marshall’s technical issues, Ms. Vargo reported that there  
3 were no significant concerns with the biennial audit. The report made two  
4 recommendations: timely submittal of the report and a need for a public records policy.  
5 Ms. Vargo said that the CIC will be working on the latter over the next couple of months.  
6 The CIC accepted the audit

7  
8 **Ms. Vargo asked for a motion. Mr. Panzner made a motion to approve the 2018-  
9 2019 Audit. Mr. Saporito second. Ms. Vargo asked for a vote. The motion  
10 carried.**

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Chinn-Levy, Sylvia	X			X		
Duncan, John	X			X		
Fallon, Kevin	X			X		
Klein, Loudan	X					
Koellner, Bruce	X			X		
Marshall, Janice	X			X		
Panzer, Steve	X	X		X		
Roesner, Nancy	X			X		
Saporito, Joe	X		X	X		
Slaby, Lynn	X			X		
Vargo, Jessica	X			X		

12  
13 2<sup>nd</sup> Quarter Financial Statements – The board discussed the line item for program  
14 expenses, which was confirmed by Ms. Marshall that to be related to the gateway sign  
15 at the township’s western boundary.

16  
17 **Ms. Vargo asked for a motion. Mr. Koellner made a motion to approve the 2<sup>nd</sup>  
18 Quarter Financial Statements. Mr. Slaby second. Ms. Vargo asked for a vote.  
19 The motion carried.**

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Chinn-Levy, Sylvia	X			X		
Duncan, John	X			X		
Fallon, Kevin	X			X		
Klein, Loudan	X					
Koellner, Bruce	X	X		X		
Marshall, Janice	X			X		
Panzer, Steve	X			X		
Roesner, Nancy	X			X		
Saporito, Joe	X			X		
Slaby, Lynn	X		X	X		

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Vargo, Jessica	X			X		
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1 **PRESIDENT'S REPORT - Jessica Vargo**

2 The following prospective CIC board members introduced themselves to the board and  
 3 asked and/or answered questions – Paul Frey and Felicia Lewis. Ms. Vargo noted that  
 4 additional candidates will attend the September board meeting.

5 **EXECUTIVE DIRECTOR'S REPORT – Loudan Klein**

6 Mr. Klein introduced applicants for the CIC's matching grant program.

7 Grant Program Requests:

- 8 • Brighten Brewery – represented by Elliot Pickett and Tom Robbins, requesting  
 9 \$25,000 for supplies, materials, and equipment. A fall 2020 opening is  
 10 anticipated. Mr. Pickett estimated about 2-3 full-time jobs and up to 12 part-time  
 11 jobs would be created. The Brewery will provide craft beer for wholesale and  
 12 in-house distribution.
- 13 • Cardinal Cakes and Coffee – represented by John and Lea Stewart, requesting  
 14 \$25,000 for equipment and contracts/consulting. A soft opening was held today.

15 **Ms. Vargo announced that no decision would occur tonight and that the**  
 16 **applications would be evaluated to determine recipients and funding amounts. A**  
 17 **decision is anticipated to be made at the CIC's next meeting.**

18 "The Loop" Membership Grant – Mr. Klein discussed his meeting with Allison Chrien,  
 19 Copley Creative Solutions, who writes and distributes The Loop, a small business that  
 20 promotes local businesses and community events. Ms. Chrien has proposed a  
 21 "membership grant" partnering the CIC's grant program with her business' matching  
 22 funds. She is not currently requesting funds.

23 Property Updates:

24 **Coon Property Acquisition** – Mr. Klein said that a purchase agreement has been signed  
 25 and that the owners are working on legal issues. Mr. Klein discussed continuing the  
 26 current lease of a portion of the property to Napa Auto Parts for parking. The board  
 27 discussed a more formal agreement with Napa and property insurance in case of injury.

28 **1463 S. Cleveland-Massillon Lease Extension** – Mr. Klein reported on his inspection  
 29 of the property and the extension of the lease thru July 2021.

30 **1475 S. Cleveland-Massillon repair** – Mr. Klein described recent property  
 31 maintenance (a fallen tree, the repair of the A/C unit, and other items. Mr. Klein will  
 32 contact the tenant to ask about property maintenance that was discussed prior to his  
 33 arrival at Copley. The board noted that due to the unforeseen expenses, it might want to  
 34 revisit the rent charged when appropriate.

35 **NEW BUSINESS**

36 Website/Property Listing – Mr. Klein mentioned that some CICs have their own  
 37 websites; however, at \$5,000 – 11,000, this is a relatively large expense. He said that  
 38 websites could provide details on township and CIC properties, such as square footage  
 39 and building information. He presented examples of other CIC websites.

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**1 OLD BUSINESS**

**2 Jacoby/Kibler Property Acquisition** – Mr. Klein is working with legal counsel on the  
**3** property transfer.

**4 Public Records Policy Discussion** – Mr. Klein has discussed this recommendation with  
**5** other CICs who received the same finding. He and Ms. Marshall will look at examples  
**6** in other townships.

**7 OTHER BUSINESS** – None.

**8** With no further business to come before the Board, the meeting was adjourned at 7:23  
**9** pm.

**10 Ms. Vargo asked for a motion. Mr. Slaby made a motion to adjourn the meeting.**  
**11 Mr. Saporito second. Ms. Vargo called for the vote. Motion carried.**

Board Member	Present	Motion	Second	Yea	Nay	Abstain
Chinn-Levy, Sylvia	X			X		
Duncan, John	X			X		
Fallon, Kevin	X			X		
Klein, Loudan	X					
Koellner, Bruce	X			X		
Marshall, Janice	X			X		
Panzer, Steve	X			X		
Roesner, Nancy	X			X		
Saporito, Joe	X		X	X		
Slaby, Lynn	X	X		X		
Vargo, Jessica	X			X		

**12 Ms. Vargo stated that the next regular meeting would be held on September 17,**  
**13 2020. (Virtual or face-to-face depending on state guidelines at the time)**

**14**

**15**

**16** Approved By:

Submitted By:

**17**

**18**

**19**   
**Ms. Jessica Vargo, President**

\_\_\_\_\_  
**Ms. Sylvia Chinn-Levy, Secretary**

**20**