

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

September 17, 2020

20

1 Jessica Vargo convened the virtual meeting for the Copley Community Improvement
2 Corporation at 6:01 p.m. Present were Sylvia Chinn-Levy, John Duncan, Trustee Bruce
3 Koellner, Janice Marshall, Steve Panzer, Nancy Roesner, Lynn Slaby, and Jessica
4 Vargo. Kevin Fallon and Joe Saporito were absent. Also present Loudan Klein,
5 Executive Director, Copley Community Improvement Corporation (CIC).

6
7 The following were in attendance online.
8 Lee Lust
9 John Musci
10 Elliott Pickett

11 REVIEW OF AGENDA

12
13
14 Ms. Vargo asked for a motion. Mr. Slaby made a motion to approve the September
15 17, 2020 agenda. Ms. Marshall second. Ms. Vargo asked for a vote. The motion
16 carried.

Table with 7 columns: Board Member, Present, Motion, Second, Yea, Nay, Abstain. Rows include Chinn-Levy, Sylvia; Duncan, John; Fallon, Kevin; Klein, Loudan; Koellner, Bruce; Marshall, Janice; Panzer, Steve; Roesner, Nancy; Saporito, Joe; Slaby, Lynn; Vargo, Jessica.

18 REVIEW OF MINUTES

19
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21 Ms. Vargo asked for a motion. Mr. Slaby made a motion to approve the August
22 20, 2020 meeting minutes with an amendment adding the complete name for Tom
23 Robbins. Mr. Duncan second. Ms. Vargo asked for a vote. The motion carried.

Table with 7 columns: Board Member, Present, Motion, Second, Yea, Nay, Abstain. Rows include Chinn-Levy, Sylvia; Duncan, John; Fallon, Kevin; Klein, Loudan; Koellner, Bruce; Marshall, Janice; Panzer, Steve; Roesner, Nancy; Saporito, Joe; Slaby, Lynn; Vargo, Jessica.

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

**2 Property maintenance** – Ms. Marshall noted expenses for a septic license and  
**3 landscaping, leaving a balance of \$302,754.89.**

**4 Public Records Policy** -- Ms. Marshall described the draft public records policy, which  
**5 outlines how to handle a request, electronic records (for example, texting, e-mails), and**  
**6 costs. An attorney would assist the CIC in determining redactions. The adoption of the**  
**7 policy was tabled to give board members time to review the draft.**

**8 PRESIDENT’S REPORT - Jessica Vargo**

**9 Discussion with prospective board members: John Musci, Lee Lust**

**10 EXECUTIVE DIRECTOR’S REPORT – Loudan Klein**

**11 Grant Program Updated Scoresheet and Policy** – Mr. Klein provided an overview of  
**12 the grant committee’s work: reviewing grant policies and the scoresheet, establishing**  
**13 an application cycle (Open April 1 through June 30, review applications in July and**  
**14 August, fund entities in September). The committee suggested keeping a reserve of**  
**15 \$5,000 for emergency requests outside of the grant cycle. The scoresheet evaluates the**  
**16 project’s impact on the Copley community, meeting goals/objectives of the CIC, the**  
**17 applicant’s need and experience, and awards discretionary points. The committee also**  
**18 proposed removing the use of grant funds for real property acquisition.**

**19 Ms. Vargo asked for a motion. Mr. Panzner made a motion to approve the grant**  
**20 program, policies, and scoresheet. Mr. Duncan second. Mr. Slaby asked for a**  
**21 vote. The motion carried.**

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

**22 Coon Property Acquisition Update** – NAPA Lease Term Discussion. Mr. Klein  
**23 reported that Stark and Knoll will inquire with Summit County Probate Court about the**  
**24 status of the property. Mr. Klein anticipated a transfer within 60 days. The NAPA lease**  
**25 of a portion of the property for parking will amount to \$200 per month. The CIC is in**  
**26 the process of getting this lease agreement in writing. The CIC discussed the need for**  
**27 NAPA to have insurance, the space to be used, terms of the lease, an out clause, and**  
**28 terms for suspending the lease payment if needed.**

**29 1463 S. Cleveland-Massillon (Sassy Sunflower) repair updates** – Mr. Klein reported  
**30 on the completed repairs made and future electrical work. Sign lighting may be funded.**

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1 The CIC discussed the need for a single contact for property management issues,  
 2 whether the building committee could assist, or whether an individual would be retained  
 3 to handle maintenance issues. Mr. Klein will identify building committee members to  
 4 discuss the next steps.

5 **NEW BUSINESS**

6 Discussion on in-person meetings – Mr. Klein and Ms. Marshall discussed the  
 7 township’s efforts to resume in-person meetings, as Summit County is now allowing  
 8 meetings to be held as long as complying with the mask order. The CIC may follow  
 9 these guidelines for meetings, including 6 ft spacing between individuals, technology  
 10 improvements to accommodate virtual attendees. Mr. Slaby commented that the process  
 11 for disinfecting the meeting room should comply with CDC requirements. The Board  
 12 of Trustees is proceeding cautiously for its own meetings.  
 13

14 **OLD BUSINESS**

15 **Jacoby/Kibler Property Acquisition** – Mr. Klein reported that the transfer of these  
 16 three parcels is anticipated during the September 28<sup>th</sup> Board of Trustees meeting.

17 **Ms. Vargo asked for a motion. Mr. Slaby made a motion to go into an executive**  
 18 **session to discuss the CIC grant program to small businesses at 7:05 p.m. Ms.**  
 19 **Marshall second. Ms. Vargo asked for a vote. The motion carried.**

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

20 **Ms. Vargo asked for a motion. Mr. Slaby made a motion to go into public session**  
 21 **at 7:18 p.m. Mr. Duncan second. Ms. Vargo asked for a vote. The motion carried.**

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

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Panzer, Steve	X			X		
Roesner, Nancy	X					
Saporito, Joe						
Slaby, Lynn	X	X		X		
Vargo, Jessica	X			X		

1 Ms. Vargo asked for a motion. Ms. Marshall made a motion to approve grant  
 2 recipients –Motion to award \$20,000 to Brighten Brewery and \$20,000 to  
 3 Cardinal Cakes. Mr. Slaby second. Ms. Vargo asked for a vote. The motion  
 4 carried.

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

5 **OTHER BUSINESS - None**

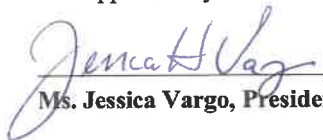
6 With no further business to come before the Board, the meeting was adjourned at 7:20  
 7 pm.

8 Ms. Vargo stated that the next regular meeting would be held on October 15,  
 9 2020. (Virtual or face-to-face depending on state guidelines at the time)

10  
 11

12 Approved By:

Submitted By:

13   
 14  
 15 Ms. Jessica Vargo, President

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

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