

Tri-COG Land Bank Board of Directors Meeting Minutes

May 1, 2017 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

Call Meeting to Order: 6:31 PM

1. Agenda

Roll Call and Introductions

Board

Dave Pasternak: Present

Chuck Arthrell: Present

Maureen Quinn: Present

Maureen McKeever: Absent

Mike Belmonte: Present

Jim Fisher: Present

Deborah Grass: Present

Tom Hardy: Present

Robert Wratcher: Present, arrived for vote on Motion to pass the Governance Policy

Others Present

An Lewis

Liz Kozub

Irene Clark

Natalie Boydston

Pledge of Allegiance

Public Comments

No public present, no members of board wished to say anything under public comments

2. Financial Report/ Minutes

There were no questions or discussion for approval of the meeting minutes.

Motion

Motion to approve the Minutes dated March 6, 2017

Motion Moved: Chuck Arthrell

Seconded: Deborah Grass

All in favor, no opposed

Motion Passed

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Maureen asked An that when checks were signed for the Land Bank, was An signing as Executive Director of The Tri-COG Land Bank or as Executive Director of the Steel Rivers COG. An responded that she is signing them as both. The Land Bank was not yet formed when many of the grants were applied for, so the funds went to the Steel Rivers COG account with the intention the money would be used for the Land Bank.

Motion

Motion to approve the List of Bills dated March 2017-April 2017

Motion Moved: Chuck Arthrell

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

3. Review Policy Documents: Code of Ethics, Governance Policy, and Administrative Policies and Procedures

Maureen Quinn was concerned that under Section 2 for the Code of Ethics, it specified “c) or their Family Member may own or acquire any financial interest in any entity that is or may be a party to a Transaction or Contract or Professional Services Agreement with TCLB during his or her service, employment or contract.” Clarification was needed to ensure an individual was also covered in the statement. After a discussion it was decided to add an additional line that specified that individuals also may not own or acquire any financial interest.

Motion

Motion to approve Code of Ethics of Tri-COG Land Bank with language added clarifying individuals in regards to owning or acquiring any financial interest.

Motion Moved: Chuck Arthrell

Seconded: Maureen Quinn

All in favor, no opposed

Motion Passed

Dave Pasternak asked if changes were made to the Governance Policy indicating that school board members do not need to be elected. The document had been updated to reflect this.

Motion

Motion to approve Governance Policy of Tri-COG Land Bank.

Motion Moved: Chuck Arthrell

Seconded: Jim Fisher

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All in favor, no opposed

Motion Passed

An discussed that the highlighted sections in the Policies and Procedures were where significant changes had been made. Multiple conversations had occurred with Maureen, who has experience with vacant properties, to help vet the document to make it flexible, but also provide structure.

Tom Hardy asked if there were any restrictions outlined for former Land Bank properties to become involved with tax abatement programs, since the goal of the Land Bank is to get properties back into tax collection. An responded that it is not written, but that would probably show up in the vetting process for the acquisition of the property and there would be an internal policy on how to proceed with cases like these. Debbie also asked if there would be competitive pricing for properties. It was discussed that a Procurement Policy should be established for the next meeting that would help address these issues. Maureen had a question in regards to the reverse subdivision. After a discussion it was decided to remove the sentence in 5.7.1 D that regarded reverse subdivisions.

Motion

Motion to approve Administrative Policies and Procedures of Tri-COG Land Bank with removal of sentence in 5.7.1 D (subdivision language).

Motion Moved: Robert Wratcher

Seconded: Chuck Arthrell

All in favor, no opposed

Motion Passed

Motion

Dave Pasternak made a Motion to form Procurement Policies for the next Board Meeting.

Motion Moved: Tom Hardy

Seconded: Maureen Quinn and Robert Wratcher

All in favor, no opposed

Motion Passed

4. Legal RFP/RFQ Documents

Irene introduced both the RFP and RFQ to the Board as two different documents to get a legal team together. The RFP is for tax foreclosure services that involve working with members through the process of getting a desired property to sheriff sale. The RFQ is a request for qualification for title insurance policy providers. The RFQ will allow the Land Bank to develop a

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list of title insurance policy providers.

For the RFP, there was a discussion that the companies should provide an estimated timeline, and examples of projects they have worked on and the length of time from start to finish of the project, these changes will be made to Section B and C of the RFP.

Motion

Motion to authorize the release of request for proposals for tax foreclosure services for the Tri-COG Land Bank with clarifications made to Section B and C in regards to providing an estimated timeline and previous projects timeframes.

Motion Moved: Jim Fisher

Seconded: Chuck Arthrell

All in favor, no opposed

Motion Passed

For the RFQ there was a discussion about the rates to insure the titles on the properties and to make sure the title is insured enough in case there is something wrong with the title but not too high making the Land Bank overspend for insurance. Robert Wratcher said that title insurers generally provide cards that have the prices for the amount insured. It was decided to have the addition of cost to the RFQ language, the proposed fee schedule will be removed, and a list of the members will be included in addition to the map provided.

Motion

Motion to authorize the release of request for qualifications for real property title insurance policy providers for the Tri-COG Land Bank with the addition of cost to the RFQ language, the proposed fee schedule will be removed, and a list of the members will be included.

Motion Moved: Chuck Arthrell

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

5. Staff

Dave asked if the resolution for staffing services for the Turtle Creek Valley Council of Governments was the same as the resolution they passed last month for the Steel Rivers COG staffing services, An responded that yes it was the same.

Jim Fisher asked if the payments would be approved by the Board first, An responded that they were not, that the bills were paid when they came in. It was discussed that this occurred, because

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paying someone for their services often could not wait for the next Board Meeting to be granted approval. It was discussed to have a checks and balance in place where two check signers were required for bills to be paid by the Land Bank.

Dave also requested that a document specifying the roles of the Executive Director be supplied to the Board at the next Board meeting.

For the staffing services for the Turtle Creek Valley Council of Government, Maureen inquired about on Page 3, Section 2. K. "The COG Executive Director, as administrator of the Land Bank funds, shall issue payment from the Land Bank funds of all invoices for staffing services to the COG." The wording will be changed to indicate that the Steel River COG Executive Director as administrator of the Land Bank funds or when such time when funds are transferred to Tri-COG Land Bank, shall issue payment from the Land Bank funds of all invoices for staffing services to the COG.

Motion

Motion to enter into an Inter-Entity Cooperation Agreement by and between Turtle Creek Valley Council of Governments and the Tri-COG Land Bank for the purpose of reimbursing the Turtle Creek Valley Council of Governments for staffing services with revised language in Section 2.K.

Motion Moved: Robert Wratcher

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

An discussed how the LGA and Steel River COG already have an agreement in place to hire a LGA Intern (Brooke Rountree) for the summer. The LGA will pay half the wage and the COG will pay the other half. The LGA intern will be largely responsible for taking the data that has been gathered and making it available on an online platform. Some of the work she will be doing will be for the Land Bank, so some time may be allocated and billed to the Land Bank. Brooke has already been hired through the COG, but for transparency the motion was brought the Board.

Motion

Motion to approve the assignment of the LGA Intern to work for the TCLB for up to 480 hours between May 15 and August 31, 2017. This intern will be paid \$10/hour which will be divided equally between SRCOG and LGA.

Motion Moved: Deborah Grass

Seconded: Tom Hardy and Mike Belmonte

All in favor, no opposed

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Motion Passed

Natalie Boydston has been interning without pay with the Land Bank for approximately the last six months. She has been involved with the Land Bank process and also knows GIS. Steel Rivers COG will vote on hiring Natalie for the summer at their next meeting, but for transparency the motion is brought the Land Bank Board to vote on. September 1st is when Natalie starts school again and at this time Natalie's role with the Land Bank will be reassessed.

Motion

Motion to approve the assignment of the SRCOG Intern to work for the TCLB for up to 630 hours between May 15 and September 1, 2017. This intern will be paid \$11/hour.

Motion Moved: Jim Fisher

Seconded: Deborah Grass

All in favor, no opposed

Motion Passed

6. Proposal of Insurance

An discussed how she had reached out for proposals for the Land Banks Insurance. Five firms had been reached out to; one said they would not provide insurance to a Land Bank; two did not respond; Darwin National Insurance Company quoted a cost of \$1,650; and another company, offering the same coverage, submitted a quote of \$3,196. An remarked that they could wait for more options, but that would mean the Land Bank did not have insurance or to vote between the two choices. Darwin National Insurance Company was chosen and a motion was voted on.

Motion

Motion to accept the Proposal of Insurance for Public Officials Liability Insurance submitted by the Darwin National Insurance Company at a cost of \$1,650.

Motion Moved: Robert Wratcher

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

7. Banking

An brought up the need for the Tri-COG Land Bank to choose a bank now that the Land Bank was an official nonprofit with an EIN. The Steel Rivers COG uses the First Commonwealth Bank and has been very happy in working with them. They have specifically worked with

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Susanne Parks, who has been fantastic to work with and Deborah Grass also endorsed Susanne. An had reached out to Susanne who said she could set up their account, create an online banking account, and would just need to know how many check signers there would be and to register them. Dave asked if the Bylaws speak to who should be check signers, after a review of the Bylaws it was determined they did not specify this. It was determined to have the Executive Board and Executive Director be able to sign checks.

Motion

Dave Pasternak made a motion to have the First Commonwealth Bank be the bank of the Tri-COG Land Bank.

Motion Moved: Chuck Arthrell

Seconded: Deborah Grass

All in favor, no opposed

Motion Passed

Motion

Dave Pasternak made a motion to have members of the executive board and the executive director have the ability to sign checks for the Land Bank.

Motion Moved: Jim Fisher

Seconded: Deborah Grass

All in favor, no opposed

Motion Passed

8. Meeting dates/locations

The next meeting will be on June 5th at 6 :30PM at the Steel Rivers COG located at 1705 Maple Street, Homestead PA 15120

9. Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: Mike Belmonte

Seconded: Robert Wratcher

All in favor, no opposed

Motion Passed

Meeting Adjourned: 7:55 PM