

Tri-COG Land Bank Board of Directors Meeting Minutes

June 5, 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

Chuck Arthrell: Present

Mike Belmonte: Present

Jim Fisher: Present

Deborah Grass: Absent

Tom Hardy: Absent

Maureen McKeever: Present, arrived during discussion of information system

Dave Pasternak: Present

Maureen Quinn: Present

Robert Wratcher: Present

Others Present

An Lewis

Liz Kozub

Irene Clark

Amanda Settelmaier

Natalie Boydston

Brooke Rountree

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 May 1st, 2017

Motion Moved: Chuck Arthrell

Seconded: Robert Wratcher

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All in favor, no opposed

Motion Passed

An Lewis discussed the List of Bills, describing the distribution of foundation money and reimbursement of staff services and other items.

Motion

Motion to approve the List of Bills dated May 2017

Motion Moved: Robert Wratcher

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

3. Information System/Website

Information System - ePropertyPlus vs. BuildingBlocks

Both ePropertyPlus and Opportunity Space's Building Blocks were considered for purchase to assist the Tri-COG Land Bank (TCLB). After participating in demos and research, it was determined that the systems provided different services, ePropertyPlus is a stronger asset management product, while Building Blocks is more of an analytical tool. At this time ePropertyPlus has more of the features that the TCLB requires, while Building Blocks could be a system that the TCLB may be interested in purchasing in the future. Purchasing an information system was included in the IT budget.

Motion

Motion to purchase ePropertyPlus at the cost of \$10,000 for three user licenses.

Motion Moved: Chuck Arthrell

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

Website Design contract – Imagebox vs. Mirage

There was a discussion involving the need for TCLB to form an online presence and start branding itself. The TCLB reviewed two web companies, ImageBox and Mirage. Imagebox is a little costlier and focuses on community development and nonprofit organizations as clients. Mirage works primarily with businesses and the initial cost is priced cheaper. The TCLB had discussions with both companies including the process of having two phases, the first phase as

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branding and the 2nd integrating the information system (ePropertyPlus) on the website. Imagebox included both phases in their price, while Mirage wanted more information prior to pricing Phase II. Mirage also did not specify if they could integrate the information system into the website and that their price of \$6,800 may have additional costs.

Motion

Motion to purchase Imagebox for total cost of \$8,500

Motion Moved: Chuck Arthrell

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

4. Staffing

Executive Director Job Description

Per the Executive Board's request at the May 1st Board meeting a job description for the Executive Director was presented to the Board and was explained as being similar to other Land Bank Executive Director description language. There were no questions concerning the description.

TCVCOG Property Inspection Services

To create a consistent assessment of the structures located on selected acquisition candidate properties, TCVCOG can send their code enforcers to the properties, and use a customized survey in LocalData to score the properties. The data then will be integrated into the comprehensive assessment of the selected properties. Instead of paying for mileage and time, Amanda proposed a cost of \$100.00 per visit of each property. If the Board approves this flat rate per visit, then a written agreement will be made with the TCVCOG. It was also discussed that the boroughs would be notified when the code enforcers were going to be visiting properties in their municipality.

Motion

Motion to have formal agreement between the Tri-COG Land Bank and the Turtle Creek Valley COG code enforcement officers inspect and to prepare a property report for TCLB at a cost of \$100 per property.

Motion Moved: Robert Wratcher

Seconded: Chuck Arthrell

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All in favor, no opposed

Motion Passed

5. Property Acquisition Submissions

An discussed developing packets and looking through publicly available data to start the preliminary assessment of the property acquisition submissions during the first round of acquisitions. A summary was presented to the Board of the Spring 2017 Acquisition Candidates. There was a discussion about how the properties would be presented at the Advisory Committee meeting and that a goal on Thursday would be to have a general consensus with the advisory committee on which properties to continue analysis and send TCVCOG code enforcers to. Another discussion involved how many properties the TCLB should focus on acquiring in its first year. Initially TCLB said ten (10) structures and four (4) vacant lots. There was a conversation involving if the TCLB should be conservative and stick with that number or use the foundation funding to acquire more properties and potentially show more value. Some Board members felt the Land Bank should choose 15 to 20 properties, while others were more comfortable with 10 to 15 properties. It was discussed that the Board would like something to be done for each member that submitted a property, but it was also discussed that the Land Bank is new to the legal process and must be mindful of potential challenges. The discussion ended with a note for the Board to consider this for the next Board meeting.

6. Banking

Public Body Resolution

Motion to pass public body resolution authorizing the execution of the Account Agreements to open the First Commonwealth Bank checking and money market accounts.

Motion Moved: Jim Fisher

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

7. Annual Contribution Invoice

The ICA lays out the possibility of members to pay their annual contribution as a one-time payment or in quarterly payments. The annual contribution invoice payment schedule is less stringent than the ICA, a motion is introduced to approve this adjusted pay schedule. At the next meeting a report on the annual contribution of each member will be available.

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Motion

Motion to approve the adjusted payment schedule

Motion Moved: Chuck Arthrell

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

8. Policies

A Procurement Policy was presented to the Board per request at the last Board meeting. It was discussed that the policy follows the language closely of many other Land Banks and states legislation language. There was a discussion if the TCLB could advertise online for the goods and services over \$19,400, as stipulated by the Procurement Policy. COG and municipalities are required to advertise in the newspaper, so it was advised the TCLB also follow this. There was a discussion regarding Section V., Construction Contracts and also in Section 4.1 to ensure the section is clear to list the method of purchase and that there shall be multiple written bids collected.

Motion

Motion to approve Procurement Policy.

Motion Moved: Maureen McKeever

Seconded: Chuck Arthrell

All in favor, no opposed

Motion Passed

Code of Ethics Statement and Disclosure Form

Board members were present with Code of Ethics and Disclosure forms and were asked to complete them.

9. Legal RFP/RFQ Responses

The TCLB received two responses to both the RFP and RFQ. The RFQ responders were MBM Property Services, LLC and David Hvizdos. The RFP responses were from Maiello, Brungo and Maiello and GRB. The TCLB is planning on interviewing the Title Insurance Providers the week of June 12th and all Board members are invited to attend. It was decided to try to schedule both interviews on June 15th, and an email would be sent to the Board members to confirm the day and time of the interviews. Originally the selection announcement was scheduled to be made

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on June 30th, 2017, however this will be pushed back so the Board can vote on the decision. The candidates will be made aware of this during the interview.

10. Meeting dates/locations

The next meeting will be on July 10th at 6 :30PM at the Steel Rivers COG located at 1705 Maple Street, Homestead PA 15120

A Doodle calendar will be sent to each Board member to assist with scheduling future Board Meeting dates.

11. Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: Jim Fisher

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

Meeting Adjourned: 7:59 PM