

## **Tri-COG Land Bank Board of Directors Meeting Minutes**

July 10, 2017 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

**Call Meeting to Order: 6:35 PM**

### **1. Agenda**

#### **Roll Call and Introductions**

##### **Board**

Chuck Arthrell: Present

Mike Belmonte: Present

Jim Fisher: Present

Deborah Grass: Present

Tom Hardy: Present by phone, called in during the discussion of the twenty-seven property candidates

Maureen McKeever: Present

Dave Pasternak: Absent

Maureen Quinn: Present

Robert Wratcher: Present

##### **Others Present**

An Lewis

Liz Kozub

Irene Clark

Natalie Boydston

Nicholas McClure

##### **Pledge of Allegiance**

##### **Public Comments**

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

### **2. Financial Report/ Minutes**

#### **Motion**

Motion to approve the Minutes dated June 5, 2017

Motion Moved: Maureen McKeever

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

The TCLB now has a checking account, money market account, and checks. TCLB started receiving checks from members for their annual contribution.

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### **Motion**

Motion to approve the List of Bills dated June 2017

Motion: Mike Belmonte

Seconded: Robert Wratcher

All in favor, no opposed

Motion Passed

### **3. Trumbull County Land Bank Visit (Warren, Ohio)**

An, Liz, and Natalie took a field trip last Friday to visit the Trumbull County Land Bank in Warren, Ohio. The Trumbull County Land Bank primarily works in Warren, Ohio, which has a similar housing market and housing stock as the Tri-COG Land Bank footprint. The visit was conducted in order to learn their process, learn how they make decisions, and also to build relationships. The staff of Tri-County Land Bank learned a great deal from Trumbull County, who also shared their Google Drive of all their legal and other documentation templates, which is a very valuable and time saving resource for the TCLB. The Board and staff then discussed some of the details that were discovered during the trip to the Land Bank in Ohio.

### **3. Information System/Website Update**

#### **ePropertyPlus Purchase**

The TCLB purchased ePropertyPlus, went through the training, and is now inputting TCLB data into the program.

#### **Imagebox contract - Logo Designs**

Imagebox has created a number of different logos for the TCLB to choose from. An requested that at the end of the meeting the Board choose three of their favorite logos, comments could also be made if they liked a design but would prefer a different font, color, etc. The top few chosen between the Board and staff would be presented at the advisory committee meeting on Thursday to allow them to weigh in as well.

### **4. Staffing**

#### **TCVCOG Property Inspection Services Agreement**

Dave Pasternak will need to sign the agreement.

#### **LGA Intern Update**

The LGA intern, Brooke, left the Land Bank internship, because she found a job opportunity. There is still work that needs to be done with the data and there is still an agreement to receive staffing support from LGA, which is grant funded. Since it is the middle of summer, it is challenging to find an intern that is comfortable with GIS that is not already committed to an internship. Nick McClure, a GSPIA student, expressed interest in the Land Bank, knows GIS, but is working with a faculty member at Pitt this summer. Therefore, to adequately use the LGA funding, Natalie will become the LGA intern, and Nick will be hired to work two days a week at the same rate of pay as Brooke (\$10.00) and Natalie, who works full time, will be made the LGA intern and her

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wages will be reimbursed for \$5 of her hourly wage by LGA.

### **Motion**

Motion to alter Natalie's position to the LGA intern, whose wage will be reimbursed for \$5.00 for her hourly wage from LGA, and to hire Nick McClure to work two days a week at the rate of pay as Brooke of \$10.00 an hour.

Motion: Deborah Grass

Second: Jim Fisher

### **Roll Call Vote**

Chuck Arthrell: Yes

Mike Belmonte: Yes

Jim Fisher: Yes

Deborah Grass: Yes

Tom Hardy: Absent

Maureen McKeever: Yes

Dave Pasternak: Absent

Maureen Quinn: Yes

Robert Wratcher: Yes

Motion Passed

## **5. Property Acquisition Submissions**

An and Liz updated the Board of Directors on the twenty-seven (27) properties that the TCLB staff is conducting further research on. There was some discussions about some of the properties and some Board members had additional information regarding a few of the properties that they shared with the Board and staff.

An also discussed what would be on the agenda for the advisory committee meeting on Thursday, which included; summary of information gathered so far on the properties, ePropertyPlus update, and Imagebox update.

The Board brought up if it had been decided how many properties would be chosen. It was discussed that in the next couple Board meetings the number of properties to acquisition this year should be decided.

## **6. Annual Contribution Summary**

Annual contribution invoices have been mailed and the Tri-COG Land Bank has received payments from Fifteenth (15) members, totaling \$92,167.82 paid to date. Contributions have been made from the following members: Braddock Hills, Dravosburg, East Pittsburgh, Edgewood, Forest Hills, McKeesport, Millvale, Monroeville, North Braddock, Pitcairn, Swissvale, Wilkins, Clairton SD, McKeesport SD (first installment), Woodland Hills SD.

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### **7. General Liability Insurance - \$4,222 (MRM)**

An discussed the efforts of trying to obtain more than one bid for general liability insurance for the land bank, but being unable to. After speaking with the Trumbull County Land Bank, they also had a similar problem in obtaining multiple bids for insurance, insurance companies are hesitant to write insurance policies without knowing which properties will be insured or where they will be located. With MRM there will not be an additional charge during the first year if the Land Bank acquires properties, although the company will still need to be notified as soon as a property is acquired. Although the Land Bank currently does not have real estate, the Land Bank does have money from grants and membership fees. The Board asked if with this policy the Land Bank would receive dividend, An stated she would request this information from the company.

### **Motion**

Motion to accept MRM for General Liability Insurance at a cost of \$4,222.

Motion: Robert Wratcher

Second: Deborah Grass

### **Roll Cal Vote**

Chuck Arthrell: Yes

Mike Belmonte: Yes

Jim Fisher: Yes

Tom Hardy: Yes

Deborah Grass: Yes

Maureen McKeever: Yes

Dave Pasternak: Absent

Maureen Quinn: Yes

Robert Wratcher: Yes

Motion Passed

### **8. Legal Services Interview Summary**

#### **GRB & Maiello, Brungo and Maiello**

The TCLB received two proposals for legal services for the TCLB. A committee consisting of Maureen Quinn, Chuck Arthrell, Dave Pasternak, An Lewis, and Liz Kozub was created, who met with the two firms that submitted proposals, GRM and Maiello, Brungo and Maiello on June 15<sup>th</sup>.

Irene discussed with the Board the interviews with both candidates and how their fees were set up and compared. After a discussion and the committee and Board members discussing their experiences with both firms it was decided to make a motion to move forward with GRB. An will touch base with GRB to clarify details regarding the retainer. It was also discussed to have the contract be at will of the TCLB.

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### **Motion**

Motion to move forward with GRB as the Tri-COG Land Banks Tax Foreclosure Service.

Motion: Robert Wratcher

Seconded: Jim Fisher

### **Roll Call Vote**

Chuck Arthrell: Yes

Mike Belmonte: Yes

Jim Fisher: Yes

Deborah Grass: Yes

Maureen McKeever: Yes

Dave Pasternak: Absent

Maureen Quinn: Yes

Robert Wratcher: Yes

Tom Hardy: Yes

Motion passed

## **9. Meeting dates/locations**

After conducting a doodle poll the following dates were chosen for Board of Directors meeting for the remainder of 2017. There was a discussion on choosing a regular date for the meetings to occur for 2018.

### **Motion**

Motion to approve the meeting dates of: Monday, August 7, 2017; Wednesday, August 30, 2017; Wednesday, September 27, 2017; Wednesday, November 1, 2017; Wednesday, December 13, 2017.

Motion Moved: Chuck Arthrell

Seconded: Jim Fisher

## **10. Adjourn**

### **Motion**

Motion to adjourn the meeting

Motion Moved: Chuck Arthrell

Seconded: Robert Wratcher

All in favor, no opposed

Motion Passed

**Meeting Adjourned: 8:05 PM**