

Tri-COG Land Bank Board of Directors Meeting Minutes

August 30, 2017 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

Call Meeting to Order: 6:32 PM

1. Agenda

Roll Call and Introductions

Board

Chuck Arthrell: Present

Mike Belmonte: Present by Phone

Jim Fisher: Present, Arrived during the Information System/Website Update

Deborah Grass: Present, Arrived during Property Acquisitions discussion

Tom Hardy: Present

Maureen McKeever: Present

Dave Pasternak: Present

Maureen Quinn: Present

Robert Wratcher: Present

Others Present

An Lewis

Liz Kozub

Irene Clark

Natalie Boydston

Nick 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 August 07, 2017

Motion Moved: Chuck Arthrell

Seconded: Maureen McKeever

All in favor, no opposed

Motion Passed

An summarized the list of bills and expenses through August 28. The Board requested that a brief description of the payments be included with the list of bills. Staff will provide this information to the Board as a separate report at the next Board meeting. Starting next month, the staff will provide the Board a budget to actual report. The TCLB is currently under budget. The board requested initiating a 2018 budget, staff will begin this, but it will not be ready for the next Board meeting.

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Motion

Motion to approve the List of Bills dated August 28, 2017

Motion: Robert Wratcher

Seconded: Chuck Arthrell

All in favor, no opposed

Motion Passed

3. Annual Contribution Summary

Tri-COG Land Bank has received payments from Twenty-Eight (28) members, totaling \$158,116.84 – only three partial payments remain. The remaining payments are not yet due.

4. Information System/Website Update – Imagebox homepage design/approval

An displayed the homepage design of the webpage to the Board and discussed preparing the content to populate the website. The website release has been scheduled to coordinate with the next Board meeting on September 27th, the Board will be given a demonstration and the website will go live once the Board gives approval. The domain name of TCLB will be tricoglandbank.org. There was a discussion if the Board would like to have tricoglandbank.org email addresses, the Board felt comfortable that staff could forward on and alert the Board to any messages that were pertinent to them and therefore it was unnecessary for them to have TCLB email accounts.

5. Property Acquisitions

An discussed that after the last Board meeting, staff went back to the property score criteria and made modifications. Market value and exterior property condition still have the most weight, but more points were assigned to acquisition and disposition ease, condition of the block, and community impact. Using this system, the properties were categorized. Based on this information fifteen (15) properties with structures were chosen as potentially good candidates to continue gathering information on. The plan is to present these candidates at the next Advisory Committee meeting to receive the committee's recommendations. Once the Advisory Committee votes to recommend properties to the Board, the properties will be brought to the Board to formally vote to start the acquisition process. Due to the unknown length of time title searches may take, the staff wanted to get title searches started on these fifteen properties to expedite the acquisition process. The top ten properties will be chosen from this list, and if anything happens to the top ten, there will be five potential backups. Staff would also like to request that title searches be conducted on three vacant lots. Every community that submitted a property is having a title search conducted on at least one of their properties; the list of top ten properties is not the top ten highest scoring, but highest scoring selection of each the member.

In the list there are no A properties. Staff determined the grade by any property with $\geq 75\%$ of the market value and $\geq 75\%$ of the property condition would be an A. If one value was $\geq 75\%$ and the other value was $< 75\%$ the grade would be a B. If both values were $< 75\%$ than the grade would be an C. In the future, if the Land

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Bank decided to acquire demolition properties a fourth category of D would be created. The Board felt comfortable with the current scoring criteria the staff created with the awareness that the scoring would be adjusting as TCLB gained experience.

Title searches cost about \$175, with bring down searches costing \$35. Board asked if the title searches will be done by the next advisory committee, GRB had told An, said most but probably not all. Once the title searches come back, TCLB can sit down with GRB and see if there may be any looming issues with the titles.

6. Title Searches

A motion was made to approve fifteen (15) properties with structures and three (3) vacant lots for title searches with GRB. The following properties were approved:

Structures

Braddock Hills

1115 Wilkins

518 Park

1114 Wilkins

East Pittsburgh

519 Sunnyside

102 Bessemer

Etna

8 Hickory

1 Bottomfield

McKeesport

1414 Bailie

Millvale

1121 North

Monroeville

2037 McKinney

220 Poplar

North Braddock

1172 Grandview

Turtle Creek

705 Mercer

604 Boden

Wilkins

650 Mortimer

Vacant Lots

Edgewood

430 Morris

White Oak

Dome

Quay

Motion

Motion to approve title searches

Motion: Jim Fisher

Second: Maureen Quinn

All in favor, no opposed

Motion Passed

7. Rebuilding Together Pittsburgh Collaboration

An discussed an opportunity for the TCLB to work with Rebuilding Together Pittsburgh (RTP). RTP primary works with owner occupied homes, assisting owners where there is need. RTP has done some work in rehabbing vacant properties within the city using grant funding. RTP is interested in working with the TCLB by having TCLB acquisition the properties, hold the properties while RTP rehabs the properties, then TCLB will sell the properties. RTP and TCLB will submit a joint DCED application, requesting approximately \$250,000. RTP will select a community using specified criteria, that is also a Land Bank member, to work within. They would assist four to six homeowners in rehabbing their homes and plan on helping the TCLB rehab one to two vacant

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properties. If this partnership is successful there is the potential to continue working within the community or expanding to other communities. The TCLB would pay for the acquisition, but would get reimbursed at time of sale, RTP would be responsible for the cost of rehab. The fine details of the partnership are still being worked out. The deadline to apply is September 29th, and a property would need to be acquisitioned by the TCLB by March. An spoke with GRB and they were confident in that being enough time for the TCLB to acquire a property.

Motion

Motion to authorize a DCED application to the Special Program Priorities under the Neighborhood Assistance Program with Rebuilding Together

Motion: Chuck Arthrell

Second: Tom Hardy

All in favor, no opposed

Motion Passed

8. Property Insurance Update

There was a clarification at the Board meeting that although the general liability cost will not change regardless of the number and location of TCLB properties, this does not cover the property themselves. MRM will provide property insurance at a rate of \$0.15 per \$100. The property insurance will take effect once the property is purchased.

9. Community Marketing Collective

An discussed the Community Marketing Collective with the Board. The agreement would include six organizations, with EDS taking the lead and being the fiscal agent if funded. The agreement would have a shared Chief Marketing Officer to help each of the organization with their marketing. If funded by the organization, this would be a four year plan, with each member contributing an increasing amount of money every year with the funding of the foundation decreasing every year. There was a discussion of the TCLB needing to market, because soon the TCLB would have properties. There was a discussion if this was needed right now. The TCLB really took off after it was featured on the news and then got funding, so this agreement would be in lieu of hiring its own marketing firm which can get very expensive. The budget does include a budget for marketing. This could help start the marketing for TCLB, although more marketing may be needed. The Board was interested in knowing more details about the arrangement prior to preceding with any involvement. A few questions they wanted answered were; how much time does each member receive of the shared service, where will the CMO spend their time, what if a member begins in the collective but after a period of time wants to elect out, how will this affect other members, and to view the CV of the CMO.

Chuck made a motion to table the motion until the next Board meeting on 27th. After the discussion continued and the Board agreed to continue to look into the collective without making any agreement, Chuck withdrew his motion to table.

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Motion

Motion to continue the discussion on the Community Marketing Collective but not participate in or sign any agreement until a vote of the Board

Motion: Dave Pasternak

Second: Robert Wratcher, Deborah Grass

All in favor, no opposed

Motion Passed

There was also a discussion about how this marketing is not be the same as having a real estate agent, because to sell houses you need a license, unless you are the owner of the property. The staff will take a look at how other Land Banks market their properties.

Other Comments

Irene asked the Board if they felt their communities, because of the new state ethics reports, would be interested in having trainers come out to teach a class, the class would be free if there was an attendance of at least 25. The Board did not think there would be enough interest in their communities to get an audience of 25 people.

10. Meeting dates/locations

Board Meeting dates for 2017 are Wednesday, September 27, 2017; Wednesday, November 1, 2017; Wednesday, December 13, 2017.

11. Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: Maureen Quinn, Robert Wratcher

Seconded: Chuck Arthrell

All in favor, no opposed

Motion Passed

Meeting Adjourned: 8:01PM