

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

September 27, 2017 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

### **Call Meeting to Order: 6:30 PM**

#### **1. Agenda**

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

##### **Board**

Chuck Arthrell: Present

Mike Belmonte: Absent

Jim Fisher: Present

Deborah Grass: Absent

Tom Hardy: Absent

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 30, 2017

Motion Moved: Robert Wratcher

Seconded: Maureen McKeever

All in favor, no opposed

Motion Passed

The format of the Financial Report looks a little different than it will in the future, TCLB is still in the process of transitioning from the SRCOG grant to TCLB system, which will fully occur January 1<sup>st</sup>, due to auditing purposes. The finances will then be done in Quick Books. TCLB is well under budget for most of everything, most expenses so far have been administrative.

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### **Motion**

Motion to approve the Financial Report dated September 25, 2017

Motion: Chuck Arthrell

Seconded: Jim Fisher

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.

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

An demonstrated the website for the Board and announced that the TCLB staff now have emails for An, Liz, and Natalie. Tomorrow TCLB staff has a training with Imagebox to familiarize themselves with the website so staff can update content themselves. The content still needs to be vetted before being made live, but once the website is live the staff welcomes insight to improve the content. Once TCLB has properties ePropertyPlus will be embedded, complying with the requirement for properties the land bank owns to be public. The Board approved of the website and to make the site live once the TCLB staff finished with the content.

### **5. Title Search Update**

TCLB staff spoke to GRB today and all the Title searches have been completed. No red flags on any of the properties, some do have outstanding inheritance tax when owners passed away but this is fairly common. GRB will look over the searches carefully and An, Liz, Irene, and Natalie have a meeting with GRB next Wednesday to go through the properties in detail.

### **6. Property Acquisitions**

Once staff has the meeting with GRB, they will have a better idea of the best way to try and acquisition each property. There was some discussion about specific properties that may pose more of a challenge like 1414 Bailie, which is owed by a company in Texas. The property is up-to date on taxes and currently for sale for \$30,000. An called to try to speak to the realtors about the property and is waiting for a call back. The vacant lots in White Oak, GRB felt that advertising for notification and a few other elements would potentially allow the TCLB to be able to take the properties through sheriff sale. To keep the process moving, staff would like the Board to approve staff to meet with the attorneys and start acquisition on 13 properties (*note: the number of properties listed for acquisition is actually 12*), with knowledge that if Bailie was to be purchased outright staff would go back to the Board prior to purchase.

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### **6. Title Searches**

#### **Structures**

1114 Wilkins – Braddock Hills

519 Sunnyside - East Pittsburgh

8 Hickory - Etna

1414 Bailie - McKeesport

1121 North – Millvale

220 Poplar - Monroeville

1172 Grandview - North Braddock

705 Mercer – Turtle Creek

650 Mortimer - Wilkins

#### **Vacant Lots**

430 Morris - Edgewood

Dome – White Oak

Quay - White Oak

Motion to authorize the ED to proceed with property acquisitions

Motion Moved: Chuck Arthrell

Seconded: Maureen McKeever

All in favor, no opposed

Motion Passed

### **7. Community Marketing Collective**

The Community Marketing Collaborative was discussed at the last meeting and a decision needed to be made as to if the TCLB wanted to move forward, since a grant will be applied for in October. So far all of the other potential members have signed on, except for the SRCOG which will vote at their next Board meeting. Some clarifications had been made since the last meeting. If a member wants to leave the collective they must give 60 days written notice. The member that leaves will either forfeit that year's payment or if a replacement member joins the collective they can prorate the member that left. Otherwise there is no penalty from withdrawing, it is essentially a year to year commitment. TCVCOG decided to participate and reevaluate after the first year. Membership would officially start in January 2018. In October, the organizations that make up the marketing collaborative have been invited to submit a grant proposal for \$200,000 to a local foundation. These funds would be used over a four-year period to offset local shares. Part of the funding will also be used to engage a consultant who has worked with other organizations to establish shared service programs. This individual will be assisting with developing details on the start-up of the collaborative

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### **Motion**

Motion to participate in the Community Marketing Collective

Motion: Robert Wratcher

Second: Jim Fisher

All in favor, no opposed

Motion Passed

### **8. SB 667**

The Board and staff discussed the SB 667. An has had a number of conversations and received some lobbying support by just asking around. She was invited to speak at the House Urban Affairs Committee hearing at the Land Bank Progress report on November 14<sup>th</sup> in Harrisburg, PA. There was a discussion on retaining a lobbyist, but the TCLB Board decided that although it may be a good investment, to wait at this time. TCLB staff would also like to draft a letter to send on behalf of TCLB.

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

Board Meeting dates for 2017 are;

Wednesday, November 1, 2017;

Wednesday, December 13, 2017

The Board asked when the next election would occur, because some of the Board members terms are almost up. An will review the ICA and will email the Advisory Committee and Board identifying whose term is up and start the process for nomination.

### **11. Adjourn**

#### **Motion**

Motion to adjourn the meeting

Motion Moved: Jim Fisher

Seconded: Chuck Arthrell

All in favor, no opposed

Motion Passed

**Meeting Adjourned: 7:23 PM**