

Tri-COG Land Bank Board of Directors Meeting Minutes

November 1, 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: Present by Phone

Jim Fisher: Present

Deborah Grass: Present

Tom Hardy: Present

Maureen McKeever: Present

Dave Pasternak: Present

Maureen Quinn: Present

Robert Wratcher: Present

Others Present

An Lewis

Liz Kozub

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 September 27, 2017

Motion Moved: Robert Wratcher

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

Motion

Motion to approve the Financial Report dated October 30, 2017

Motion: Chuck Arthrell

Seconded: Deborah Grass

All in favor, no opposed

Motion Passed

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The financial statement shows the budget vs actual report through October 2017 to date and a summary of deposits to supplement. TCLB received the first distribution from Hillman. There is also a list of bills included in the packet.

TCLB funds to be consolidated into the FCB Bank Accounts on Dec. 31, 2017

We received foundation funding that was the bridge to start up the TCLB. To support operation have been working out of two sets of accounts. Cleaner and easier to pay bills through SRCOG through this fiscal year.

3. Annual Contribution Summary

Tri-COG Land Bank has received payments from Twenty-Eight (28) members, totaling \$171,251.53 – only one partial payment remains.

4. Property Acquisition Update

TCLB staff is working on the acquisition of seven structures and three vacant lots. Staff met with GRB and talked through the acquisition strategies that were authorized. The two vacant lots have old GLS liens that the county bought back, but the liens are in the name of Redevelopment Authority, which is not part of ICA. TCLB is working with the Redevelopment Authority to try to work out a solution. They are preparing a draft agreement just for those two properties at this time. There is also a conversation about figuring out a process in how to deal with GLS liens in future cases.

1414 Bailie, which was originally voted on the Board to start the acquisition process has been sold. For 8 Hickory, there is an application in for the property to the Vacant Property Recovery Program. Staff spoke with Etna and they would like the property to continue with that program. 1 Bottomfield is also located in Etna, and the Advisory Committee recommended it as a backup property in case any of the original properties fell through. 1 Bottomfield already has had a title search. Etna is asking the Board to substitute 1 Bottomfield in for 8 Hickory to acquire.

Motion

Motion to substitute 1 Bottomfield in for acquisition for 8 Hickory.

Motion: Robert Wratcher

Seconded: Maureen McKeever

All in favor, no opposed

Motion Passed

Motion

Motion to stop the acquisition process for 1414 Bailie.

Motion: Jim Fisher

Seconded: Deborah Grass

All in favor, no opposed

Motion Passed

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There was a discussion of if any precautions were being taken to ensure that the neighbors who claimed to want to purchase the side lots would actually go through with the purchase if the TCLB acquisitioned the lots. Staff reported that they had spoken to GRB about interested purchasers at the meeting. Since we don't own the properties not sure how that would work, but we have discussed this. GRB has some concerns about legality of us doing that. We can reach out to interested purchasers.

Dave asked about the county's market value analysis, Maureen said pending release. Talked about sending a letter, because tool would be very useful for data. An planned on putting together a letter to county and Dave will sign tomorrow to be mailed out.

5. Property Acquisition Report – September 2017

A summary of the Fall 2017 submission candidates were discussed. There were 57 candidates from 16 municipalities. Of the 57, 37 were new submittals and 20 properties were resubmittals. Six were commercial, 46 were residential, and there were five vacant lots.

For the first set of acquisitions the Land Bank staff found it useful to visit each municipality that submitted the properties and sit down with staff. The next time the Board meets, staff should have more intel on the properties submitted.

6. 2018 Elections

For the Board there will be three positions open in January: Dave Pasternak, Jim Fisher, Debby Grass. A nominating committee has already been formed, and applications for these positions are due on November 10th. So far there have been three submissions. An will send out another email. Board also discussed advertising the position of the professional since it is stated in TCLB governance policy that needs to be available to interested persons. Voting will take at the January 11th Advisory Committee meeting at 6:30PM.

7. Update

On November 14, An will testify before the House Urban Affairs Committee at the public hearing: "Land Banks Progress Report: Five Years." She will be testifying alongside a handful of land bank professionals on how land banking is working. Frank Alexander, who is the head of the Center for Community progress will also testify.

On December 4, Liz and An will do a presentation on "Developing a Regional Approach to Fighting Blight" at the PA Housing Alliance "Homes within Reach Conference." Natalie will also be attending.

Mike McCabe assisted the Land Bank in setting up a meeting with the Sheriff's Office. There have been no purchases through the Land Bank with the Sheriff's Office so there is no template on the best way for this to be done. Land Banks have specific tools, like priority bid, so this is to open up communication to ensure that the Sheriff's Office is aware of these tools. This meeting will also help dictate what strategies the Land Bank

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uses, because there are two strategies that can be used for tax sale. Either the School District of the Municipality would bring a property to sale and the Land Bank would bid on the property at Sheriff Sale; or one of taxing bodies would assign the lien to the Land Bank and the Land Bank would take to tax sale. This meeting is to help sort through this process. The meeting will be on November 9th at 8:30AM. Chuck Arthrell, Robert Wratcher, and Maureen Quinn will be attending.

60 day notices were sent out to who each member designated as their signatory regarding the acquisition of properties. Due to a change in the Woodland Hills council, a letter was sent to the new Presidents and to the superintendent. A letter from Woodland Hills designating their new signatory is needed.

8. Meeting dates/locations

Board Meeting dates for 2017 are;

Wednesday, December 13, 2017

Board suggested having some food at that meeting for the holiday. Staff will plan to order some food for that meeting.

There was a discussion about new communities that want to be part of LB, because some have expressed interest. The Board wanted to know what to say to them when that might be an opportunity and have anything established. Discussion led to that some notice needs to be given, because a change in membership will require Allegheny County's membership dues to change. The window has closed for 2018, but communities can apply for 2019. There was a discussion of what the ICA and bylaws stated. There is a statement in the Governance Policy that states new membership have to be voted on prior to the end of the second quarter. This is an error. Staff will review documents and provide a corrected policy for approval at the next Board Meeting.

9. Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: Jim Fisher

Seconded: Chuck Arthrell

All in favor, no opposed

Motion Passed

Meeting Adjourned: 7:25PM