

Tri-COG Land Bank Board of Directors Meeting Minutes

March 29, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

Call Meeting to Order: 6:3 PM

1. Agenda

Roll Call and Introductions

Board

Chuck Arthrell: Present

Mike Belmonte: Present, 6:45 pm and thereafter

Jim Fisher: Absent

Deborah Grass: Absent

Tom Hardy: Present, until 7:22 pm

Maureen McKeever: Present

Dave Pasternak: Present

Maureen Quinn: Present

Robert Wratcher: Present

Others Present

An Lewis

Irene Clark

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 February 12, 2018

Motion Moved: Chuck Arthrell

Seconded: Robert Wratcher

All in favor, no opposed

Motion Passed

There were no deposits in the financial report. Bills were to GRB legal fees and ESRI.

Motion

Motion to approve the Financial Report through February 28, 2018

Motion Moved: Chuck Arthrell

Seconded: Maureen McKeever

All in favor, no opposed

Motion Passed

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3. ICA Annual Member Contribution Schedule Discussion

The schedule for member contributions of prior year delinquent tax collections as provided in the ICA requires the first payment by January 15. Due the reality of the tax collection schedule, this is nearly impossible, as prior year collections will generally not be known until after the middle of January. TCLB staff is developing an adapted schedule, but will retain the practice of 2017 for the current year.

Currently, TCLB requests prior year delinquent tax collection amounts from members in January and sends an invoice based on the response. The potential for a more expeditious system was discussed, however, it was concluded that the current two-step process, while slower, serves an important purpose with respect to certification.

4. Vacant Land Committee Meeting Update

The ad hoc committee that was formed to discuss vacant land and side lots met via phone on March 12. There was general agreement that TCLB's side lot program should operate on a first-come first-served basis. This is in line with the policies of other land banks. It was proposed that if there are multiple interested parties in a particular side lot an auction could be held, but that TCLB reserve the right to select a transferee. It was also agreed that increasing public awareness of the side lot program should be a priority going forward.

A draft of proposed changes to TCLB Administrative Policies and Procedures will be presented to the Advisory Committees at the April 12 meeting.

5. May 7th Sherriff Sale Update

TCLB's first property acquisition is set to occur on May 7. This will be the first acquisition of property by a land bank in Allegheny County. TCLB anticipates two of three properties will be acquired without issue. GRB and the Allegheny County Sheriff's Office continue to be in contact regarding the process. An will be available during the sale to talk with the public and answer questions about land banking.

Joe Gramc of GRB will be at the April 12 Advisory Committees meeting to discuss the process and answer questions.

6. Holman's Cleaners Update – Review by Winnie Branton

A memo prepared by Winnie Branton provided an overview of the current legal and statutory landscape. Many legal issues remain outstanding because no legal decisions have been made regarding acquisitions of this type of property by land banks in Pennsylvania.

The Borough of Swissvale is willing to take full responsibility for the property and to pay for environmental insurance if necessary. Swissvale has worked to clear the private lien against the property. The current property owner is willing to sign over title of the property.

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A draft MOU between Swissvale, the Mon Valley Initiative, Allegheny County Economic Development, and Krohamaly's Printing, Inc. was provided to TCLB for review.

Turtle Creek Valley COG will be sending a letter to the Pennsylvania Department of Environmental Protection regarding Special Industrial Area designation under Act 2 regulations.

An open discussion ensued.

The Board entered executive session at 7:22 pm.

The Board exited executive session at 7:51 pm.

Motion

Motion to allow An to speak with GRB to obtain an opinion relating to environmental liability, conservatorship, and donation

Motion Moved: Mike Belmonte

Seconded: Robert Wratcher

Roll Call Vote:

Chuck Arthrell: Yes

Mike Belmonte: Yes

Maureen McKeever: Yes

Dave Pasternak: Yes

Maureen Quinn: Yes

Robert Wratcher: Yes

Motion Passed

7. Rebuilding Together Pittsburgh – Rehab for Resale Partnership Agreement

As the partnership between TCLB and Rebuilding Together Pittsburgh continues to grow, TCLB staff are taking steps to ensure sustainable and responsible development. TCLB has communicated with other organizations that have partnered with RBT including the Hazelwood Initiative, Operation Better Block, and Economic Development South.

A draft agreement between TCLB and RBT will be presented at the April 16 Board Meeting.

By the start of the projects in Braddock Hills and for future projects, TCLB will likely retain a consultant with expertise rebuilding and rehabilitating homes who can work with and monitor the progress of RBT. It was discussed that the Mon Valley Initiative has many years of experience in this area and may be a potential source for a consultant.

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8. Property Acquisition for RBT Project

Due to pending legal issues with acquisition and time constraints faced by RBT, 1114 Wilkins Avenue is not a good candidate for the RBT project. In a meeting with RBT it was agreed that 238 Park and 842 Delaware are better candidates and there were no objections by taxing authorities. TCLB needs to notify the Allegheny County Sheriff's Office by Tuesday, April 3 and these two properties will be in the June 4 sheriff sale.

Motion

Motion to proceed with June 4 Sherriff's Sale – 238 Park, 842 Delaware

Motion Moved: Tom Hardy

Seconded: Maureen Quinn

All in favor, no opposed

Motion Passed

9. Auditor Proposals

Motion

Motion to retain Mark C. Turnley, CPA as TCLB's auditor

Motion Moved: Chuck Arthrell

Seconded: Robert Wratcher

Roll Call Vote:

Chuck Arthrell: Yes

Mike Belmonte: Yes

Maureen McKeever: Yes

Dave Pasternak: Yes

Maureen Quinn: Yes

Robert Wratcher: Yes

Motion Passed

10. ePropertyPlus Renewal Agreement

Cost for service last year was \$10,000. Cost for service this year is \$10,500.

Motion

Motion to renew subscription with ePropertyPlus at \$10,500

Motion Moved: Chuck Arthrell

Seconded: Maureen McKeever

Roll Call Vote:

Chuck Arthrell: Yes

Mike Belmonte: Yes

Maureen McKeever: Yes

Dave Pasternak: Yes

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Maureen Quinn: Yes

Robert Wratcher: Yes

Motion Passed

11. Public Officials and General Liability Insurance renewals

Motion

Motion to renew professional liability insurance policy with HDH at \$1,650

Motion Moved: Chuck Arthrell

Seconded: Maureen Quinn

Roll Call Vote:

Chuck Arthrell: Yes

Mike Belmonte: Yes

Maureen McKeever: Yes

Dave Pasternak: Abstain

Maureen Quinn: Yes

Robert Wratcher: Yes

Motion Passed

Cost of insurance for general liability is \$4,471, an increase of about \$200 over the prior year. Property insurance will continue to be \$0.15 per \$100 of insurance and no cost for vacant land.

Motion

Motion to renew general liability and property insurance at \$4,471 with MRM

Motion Moved: Maureen McKeever

Seconded: Chuck Arthrell

Roll Call Vote:

Chuck Arthrell: Yes

Mike Belmonte: Yes

Maureen McKeever: Yes

Dave Pasternak: Yes

Maureen Quinn: Yes

Robert Wratcher: Yes

Motion Passed

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12. Reminder Statement of Financial Interests Form due May 1

In addition to the state ethics disclosure form, Irene is adding document per TCLB Ethics Policies. It is recommended that official and staff read TCLB Ethics Policy annually. It was discussed that the online version of the state form is very user friendly.

13. 2018 Meeting Schedule

- April 16 (M)
- May 22 (T)
- June 26 (T)
- July 19 (H)
- August 6 (M)
- September 5 (W)
- October 18 (H)
- November 7 (W)
- December 20 (H)

14. Other Business

Applications for next round of property submissions are due April 30.

15. Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: Chuck Arthrell

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

Meeting adjourned: 8:25 PM