

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

April 16, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

### **Call Meeting to Order: 6:36PM**

#### **1. Agenda**

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

##### **Board**

Chuck Arthrell: Present

Mike Belmonte: Present

Jim Fisher: Present

Deborah Grass: Present

Tom Hardy: Absent

Maureen McKeever: Present

Dave Pasternak: Present

Maureen Quinn: Present

Robert Wratcher: Present

##### **Others Present**

An Lewis

Irene Clark

Liz Kozub

Natalie Boydston

##### **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 March 29, 2018

Motion Moved: Jim Fisher

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

##### **Motion**

Motion to approve the List of Financial Report through March 31, 2018

Motion: Robert Wratcher:

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

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### **3. Vacant Land Committee Meeting Update**

The Vacant Land Committee Meeting has discussed policies about first come – first serve, how to determine time frames in terms of who is considered first. The committee discussed a potential auction if two land owners were unable to come to an agreement about the property. Further discussion is still needed on these topics.

There was a discussion about the potential of an interested party agreement and if this would be something that the land bank would be able to do for properties. There was discussion about other avenues to take to acquire vacant properties that may be more cost effective than Sheriff Sale.

### **4. May 7th Sheriff Sale Update**

Three properties that the TCLB will acquisition will be presented at the Sheriff Sale on May 7<sup>th</sup>, 2018.

### **5. Hohman's Cleaner's Update**

There was a discussion at the last Board meeting about the Hohman's Cleaner property in Swissvale. Since that meeting the land bank has met with Swissvale to discuss the property. The land bank has also contacted environmental liability insurance and is waiting to hear back from the insurer. The DEP is also reviewing a request that the land bank submitted and is awaiting more information about the property to continue their determination. There are many parts to this that are happening concurrently and events will move forward in stages. The land bank has also reached out to GRB for advice on this property. TCLB would like to continue to move forward and work jointly on this project, and also ensure that the land bank is protected.

### **6. Rebuilding Together Pittsburgh – Rehab for Resale Partnership Agreement**

TCLB is working on an agreement with Rebuilding Together Pittsburgh. There was discussion among Board to have an alteration to the agreement in regards to have the general contractor obtain permits and not TCLB.

The land bank is also looking for a consultant on an "as needed basis" to help develop punch lists for properties after acquisition. An has been in contact with someone who may be able to do this position. The Board requested his resume. An also asked if anyone is aware of anyone else who may be able to assist the land bank in this to let the land bank know.

### **Motion**

Motion to authorize entering into the partnership agreement with Rebuilding Together Pittsburgh

Motion Moved: Jim Fisher

Seconded: Maureen McKeever

### **Roll Call Vote**

Chuck Arthrell: Yes

Mike Belmonte: Yes

Jim Fisher: Yes

Deborah Grass: Yes

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Tom Hardy: Absent

Maureen McKeever: Yes

Dave Pasternak: Yes

Maureen Quinn: Yes

Robert Wratcher: Yes

### **7. Property Acquisition Recommendations from Advisory Committees**

The advisory committee recommended three more properties to the Board. The land bank will get title searches for these properties. There is a meeting planned with GRB to discuss the next round of acquisitions.

### **8. Meeting with Rich Fitzgerald**

On April 25 the land bank has a meeting with Rich Fitzgerald, An sent out an email asking Board members who could go. The Board asked if this was for a specific topic or an update. This meeting is for an update of what the land bank is doing.

There was a discussion of some potential topics to bring up during the meeting. An email will be sent to his office including who will attend and the talking points of the meeting.

### **9. Staff Hire**

There was a discussion about the interview process for two positions that had been advertised for the land bank; a program manager and a program coordinator position. There had been over 200 resumes submitted and many interviews for the coordinator position.

TCLB offered Natalie Boydston the position for Program Manager, which she accepted. The position is contingent on TCLB and SRCOG Board approval. Natalie has been working for the TCLB for about a year and a half as an intern. The next step will be to have a candidate chosen for the program coordinator position prior to the SRCOG breaking for the summer months.

### **Motion**

Motion to hire Natalie Boydston as the Tri-COG Land Bank Program manager contingent of approval SRCOG.

Motion Moved: Deborah Grass

Seconded: Robert Wratcher

### **Roll Call Vote**

Chuck Arthrell: Yes

Mike Belmonte: Yes

Jim Fisher: Yes

Deborah Grass: Yes

Tom Hardy: Absent

Maureen McKeever: Yes

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Dave Pasternak: Yes

Maureen Quinn: Yes

Robert Wratcher: Yes

### **10. Reminder Statement of Financial Interest Form due May 1**

There was a reminder to the Board that Financial Interest and Ethic forms needed to be submitted if they had not already been turned in.

### **11. 2018 Meeting Schedule**

The 2018 TCLB Board Meetings will be held at 6:30PM on the following dates:

- Tuesday, May 22
- Tuesday, June 26
- Thursday, July 19
- Monday, August 6
- Wednesday, September 5
- Thursday, October 18
- Wednesday, November 7
- Thursday, December 20

### **12. Adjourn**

#### **Motion**

Motion to adjourn the meeting

Motion Moved: Jim Fisher

Seconded: Mike Belmonte

All in favor, no opposed

Motion Passed

**Meeting Adjourned: 7:51PM**