

Tri-COG Land Bank Board of Directors Meeting Minutes

May 22, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

Call Meeting to Order: 6:30PM

1. Agenda

Roll Call and Introductions

Board

Chuck Arthrell: Absent

Mike Belmonte: Absent

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

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 April 16, 2018

Motion Moved: Robert Wratcher

Seconded: Maureen McKeever

All in favor, no opposed

Motion Passed

Included in Financial Report are expenses that have occurred through last board meeting. A cash statement, profit and loss from checking account and budget to actual report. There was a discussion on details of investing and insurance for TCLB bank accounts. TCLB would like to set up Quickbooks to track expenses for each TCLB property.

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Motion

Motion to approve the Financial Report through April 30, 2018

\$5,000 correction to fund transfer from SRCOG Grants Management Account to TCLB GF

\$89,931.55 was transferred in Feb. 2018. Correct amount to TCLB was \$84,931.55

Motion: Jim Fisher

Seconded: Tom Hardy

All in favor, no opposed

Motion Passed

3. May 7th Sheriff Sale Update

The Tri-COG Land Bank now owns two properties purchased at the May 7th Sheriff Sale; 430 Morris in Edgewood and 519 Sunnyside in East Pittsburgh. There has been some interest in one of the properties already. Insurance has been purchased for 519 Sunnyside and a preliminary review of the property has been conducted.

TCLB is meeting with an organization about potential collaboration. Still working on obtaining a contractor to help us determine the rehab needs of the property. Conversation has occurred with insurance companies and underwriters on how to obtain title insurance. Have been looking to other Land Banks and how they proceeded with this process.

There was a discussion of if someone where to build on a vacant lot would the TCLB receive 50% of taxes on the new taxes collected on the property. It was confirmed that TCLB would and we would have to work through the details of this process.

Discussion of creating a committee through advisory committee of creating a policy and procedures to determine how the TCLB will make decisions on how to proceed in acquiring properties. Committee will need to think through special situations like commercial properties, donations, and bank donations.

The TCLB is planning on acquiring three properties at the June Sheriff Sale.

There was a discussion about Inheritance Tax and obtaining Title Insurance. The Department of Revenue has started a new process of collecting Inheritance Tax. A title company issued a letter that if the State is owed inheritance tax no one can clear this inheritance tax. This will increase the amount of research and notice for insurance because of this new development. This will be a barrier to gain insurable title when TCLB buys properties through tax sale. TCLB is trying to work this out and figure out a plan.

4. Holman's Cleaner's Update

TCLB is still waiting for DEP to give us determination on specialized area. They were waiting on specific information, which they received last week. Included in the packet is the specialized environmental liability insurance, if more information can be provided to the insurance company then the price may change. TCLB is still working on this process and has confirmed with current insurance that they will not cover this.

There was a discussion about time investment in the property, the process, and working with the municipality to continue to try to find a solution.

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5. Spring 2018 Property Acquisition Request Summary

There was a review of the summary of the Spring 2018 Acquisition Candidate submittals.

6. New Land Bank Member Request

TCLB received a request from Blawnox to join the land bank, their solicitor requested the ICA. Included in Board packets is a standard resolution draft for acceptance of new members for the Board to review and comment on. If Blawnox passes the resolution to join the land bank then TCLB we will vote on the resolution to accept Blawnox as a new member next month.

7. Vacant Land Policy Update

In the Board packets is a copy of the vacant land policy, which the committee is still working on. The major changes to the policy involve language change of preference to first application but 30-day window for other applications. However, TCLB would not be obligated to reach out to other property owners. Cleared up language about subdivide and pricing policy. The policy will be brought to advisory committee then brought to the board. There was a discussion about the pricing structure, which had been previously decided by the Board. A motion was recommended to remove the maximum price for side lots from the policy.

Motion

To change the language in 5.7 Side Lot Development Program in the Administrative Policies and Procedures to: Parcels left unimproved for a period of at least 5 years: Nominal Costs—\$0.30 per square foot and closing costs, with a minimum price of \$500.00.

Motion: Jim Fisher

Second: Robert Wratcher

All in favor, no opposed

Motion Passed

8. Allegheny Conservation District Soil Testing for Lead

The Conservation District is performing work within the city for free on soil testing, primarily for heavy metals on vacant land and for the community. They are also working on how to mitigate risks in the soil.

This is something the TCLB should think about in terms of vacant land and how the land bank should proceed with this. The TCLB should also consider how to proceed with lead paint and asbestos in the structures.

Discussion about properties on the market and how they get tested. TCLB can invite the Conservation District in to speak at a Board meeting to provide more information on this topic.

9. Draft 2017 Audit

The draft audit 2017 is included in the packets.

Motion

Motion to approve the draft 2017 audit

Motion: Jim Fisher

Second: Maureen McKeever

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All in favor, no opposed

Motion Passed

10. SB 667 is moving

SB 667 is the Senate Bill that will give LB powers to redevelopment authorities. The bill is moving and is being amended. It appears there will be a sponsor for an amendment that will create a carve out for Philadelphia and Allegheny Counties. There is also an amendment that will include language to separates powers from eminent domain.

11. TCLB Program Director

Natalie Boydston was hired as Program Director. The TCLB is in the process of finalizing interviews for two other staff people. The Steel Rivers Council of Governments authorized the hire for two additional positions and the service agreement with the SRCOG will be amended for the three positions.

12. Reminder Statement of Financial Interest Form due May 1

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

13. 2018 Meeting Schedule

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

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

14. Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: Robert Wratsher and Maureen Quinn

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

Meeting Adjourned: 7:38PM