

Tri-COG Land Bank Board of Directors Meeting Minutes

July 19, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

Call Meeting to Order: 6:28PM

1. Agenda

Roll Call and Introductions

Board

Chuck Arthrell: Present

Mike Belmonte: Absent

Jim Fisher: Present

Deborah Grass: Absent

Tom Hardy: Present

Maureen McKeever: Present

Dave Pasternak: Present

Maureen Quinn: Present

Robert Wratcher: Present

Others Present

An Lewis

Irene Clark

Natalie Boydston

Emily Moldovon

Anna Meehan

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 June 26, 2018

Motion Moved: Chuck Arthrell

Seconded: Maureen McKeever

All in favor, no opposed

Motion Passed

Motion

Motion to approve the List of Financial Report through June 30, 2018

Motion: Robert Wratcher

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

3. New Land Bank Member

Blawnox approved their ordinance to join the TCLB. Although it is not required in the ICA or policies the TCLB will provide notice to the School District and County to make them aware that Blawnox will be joining TCLB in

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2019. Irene and An will put together a letter template, which will be able to be used when future members join.

4. Property Donation

TCLB has been contacted by owners/relatives of owners about potential donations of two properties, one in Monroeville and one in Clairton. TCLB described to the Board what they knew about the properties. There was a discussion about the process of discharging the liens of donations. Maureen will reach out to the County and Robert will reach out to Gateway School District and Monroeville about the Monroeville property. A donation is possible or an expedited sheriff sale is another option. If after more research is conducted and there is an agreement to go forward with the properties a 60-Day notice will be mailed at the approval of the Advisory Committee and Board.

There was a discussion about creating a committee for property donations to make policies and a process in how TCLB will handle donations. An will bring this up at the next Advisory Committee Meeting to start the formation of the committee.

Motion

Motion to do a title search for [REDACTED] in Monroeville.

Motion: Chuck Arthrell

Second: Robert Wratcher

All in favor, no opposed

Motion Passed

5. Quiet Title Actions

There was a conversation about what the spirit of the land bank was in terms of insurable title. One option the TCLB could take is sell the property to the purchaser "as is" in every way, including not guaranteeing insurable title. This would allow the TCLB to sell properties faster. The other option is to wait to get clean, insurable title prior to the sale of the property. The conversation led to a decision by the Board that the TCLB wants there to be insurable title prior to selling a property to ensure TCLB is good steward to the community. One option to obtain title insurance is to do a quiet action, which will take about 6 months. There was a discussion about this process with the redemption period and how this may work.

There was a discussion about appraisals to determine the value of a property and the value of obtaining one vs. multiple for a property. Discussion that multiple appraisals may be useful for some properties, but not a standard for all TCLB properties. There was a motion to obtain appraisal quotes to establish service agreements.

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Motion

Motion to have a TCLB policy to obtain an appraisal prior to setting the sale price of a property with exception of side yards.

Motion: Chuck Arthrell

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

Motion

Motion to obtain quotes from multiple appraisers to establish service agreements

Motion: Robert Wratcher

Seconded: Maureen Quinn

All in favor, no opposed

Motion Passed

6. Tentative Sheriff Sale Schedule for Spring 2017 Properties

TCLB reviewed the Spring 2017 Cohort Sheriff Sale tentative schedule.

7. Spring 2018 Properties -Summary

TCLB summarized the Spring 2018 properties that TCLB is gathering more information on and have requested that the code enforcement officers conduct exterior property assessments on.

The Board asked what is currently being done with the properties we own. For the properties in Braddock Hills, TCLB is still working with Rebuilding Together Pittsburgh to determine which two will be rehabbed under the grant. For Sunnyside TCLB is planning on stabilizing and selling.

8. Landscaping/snow removal service agreements

TCLB conducted research on local landscapers, gathering information on how much they charge and the area they will cover. A total of thirty-one landscapers were contacted and six were interested in doing work for TCLB. The next step is executing a service agreement which has been reviewed by Irene and is included in the Board packet. There was a discussion about waiting since this is mid-season, but it was concluded we needed to get a service agreement now and then could reevaluate at the beginning of next season. There was a conversation about pricing and ensuring that the company maintains properties in line with the agreement, and if working with more than one contractor that is local may reduce the price. There was a discussion of the Board choosing a contractor or authorizing An to choose a contractor. Allowing An to choose a contractor will allow more flexibility in case something falls through, so that TCLB won't need to wait until the next Board meeting to approve another contractor.

Motion

Motion to authorize An Lewis to enter into service agreements for the 2018/2019 seasons to provide ongoing property maintenance services for the properties owned by the TCLB

Motion: Chuck Arthrell

Seconded: Jim Fisher

All in favor, no opposed

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Motion Passed

9. Engineering/Architectural Services

There was a conversation about exploring and getting proposals from engineering firms. For example, we could use this service to collect quotes for demolitions and give instructions to contractors. Having these services would also be useful if we construct a new home, if have sewer line issues, etc. Environmental issues can be vetted by an engineer also. Conversation of may need to find both an Engineering Firm and Architectural Firm, because they often aren't combined.

Motion

Motion to authorize An Lewis to obtain proposals for engineering/architectural services for TCLB

Motion: Robert Wratcher

Seconded: Chuck Arthrell and Jim Fisher

All in favor, no opposed

Motion Passed

10. Inheritance Tax Liabilities

As a response to a title company's letter asking the state to clarify issues relating to the inheritance tax, the Department of Revenue wrote a response letter. The letter stated they are due inheritance tax. TCLB is unsure how this will affect us. This is new so unsure how the tax will be collected and has not yet been applied. An reached out to the Pennsylvania Housing Alliance and spoke to the Philadelphia Land Bank. There was a conversation to try and set up a meeting with the Department of Revenue with Land Bank representatives from across the state to clarify how this will affect Land Banks. Inheritance tax are virtual liens and do not have to be recorded. TCLB wants to make sure the title is clear on properties so once transferred to a new owner, the state isn't going to try to collect inheritance tax from them because it was unpaid.

Additional Topics

Suggestion by Board to include in the Landscaping/snow removal service agreements to salt sidewalks if needed and a snow threshold for them to automatically mobilize. An agreement period will also be added to the service agreement.

An recently had a conversation with the PA Housing Alliance about funds from the DCED that are for working with ACT 47/Early Intervention communities throughout the state in regards to Land Banking, Code Enforcement, and other Blight agenda. PA Housing Alliance has contractors but also is considering leveraging local experts to help their neighbors. They asked if TCLB would act as a consultant locally. The Board was interested in seeing the agreements and looking into further, but wanted to ensure that the TCLB staff was not overextended.

Discussion about engaging a professional with construction experience. TCLB is still working on trying to find one and if the Board is aware of anyone to please let TCLB staff know.

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11. 2018 Meeting Schedule

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

- 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: Maureen McKeever

Seconded: Jim Fisher

All in favor, no opposed

Motion Passed

Meeting Adjourned: 7:59 PM