

Tri-COG Land Bank Board of Directors Meeting Minutes

August 6, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

Call Meeting to Order: 6:33PM

1. Agenda

Roll Call and Introductions

Board

Chuck Arthrell: Present

Mike Belmonte: Present by Phone

Jim Fisher: Absent

Deborah Grass: Present

Tom Hardy: Absent

Maureen McKeever: Present

Dave Pasternak: Present

Maureen Quinn: Present

Robert Wratcher: Present

TCLB Present

An Lewis

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

Robert Wratcher noted that a correction needs to be made to the minutes, that he would reach out the Gateway School District not Woodland Hills. There was also a question about the censored address. Staff explained they censored the address since this was a potential donation and the minutes were publically available so the actual address was removed from the minutes at this time.

Motion

Motion to approve the Minutes dated July 19, 2018

Motion Moved: Chuck Arthrell

Seconded: Robert Wratcher

All in favor, no opposed

Motion Passed

TCLB staff discussed the financials. The requested annual contributions are coming in, there are a few that are outstanding, but most of the payments are on track. TCLB overall is currently under budget. There was a question in regards to TCLB being over the legal budget. TCLB requested that GRB redo their invoices so that the expenses could be broken down into how the TCLB budget was constructed. TCLB currently has two legal

Tri-COG Land Bank Board of Directors Meeting Minutes

August 6, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

services, both which uniquely contribute to the TCLB. One legal service focuses more on the policies and operations of the TCLB, while the other helps TCLB work with properties, which has expanded and helped TCLB with other resources. Discussion of how legal services will adjust as TCLB gets more established, which should help balance that portion of the budget.

ePropertyPlus increased their cost this year so TCLB is over budget for that item.

Motion

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

Motion: Maureen McKeever

Seconded: Chuck Arthrell

All in favor, no opposed

Motion Passed

3. IRS 501(c)(3) Application

TCLB staff have been working on the 501(c)(3) application. With the Board's permission, TCLB will send the application to GRB who has an attorney in the firm who has experience in these applications to review and provide comments.

Motion

Motion to send the TCLB IRS 501(c)(3) Application to GRB for legal review.

Motion: Robert Wratcher

Seconded: Deborah Grass

All in favor, no opposed

Motion Passed

4. Property Donation Update

A title search was completed on the potential donation in Monroeville. TCLB would like to send out a 60-Day notice contingent on Advisory Board approval to start the acquisition of this property. This property also is an opportunity to start the conversation with the Department of Revenue about Inheritance Tax.

Motion

Motion to send 60-Day Notices to acquisition [REDACTED] in Monroeville, contingent on Advisory Committee approval

Motion: Chuck Arthrell

Seconded: Maureen McKeever

All in favor, no opposed

Motion Passed

TCLB policies state that TCLB can acquire property through donation, but does not detail the process. TCLB plans at discussing at Advisory Meeting creating a committee to discuss and create policies for the donation of

Tri-COG Land Bank Board of Directors Meeting Minutes

August 6, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

properties.

There is also a potential donation in Dravosburg near a property that was submitted by the borough of Dravosburg. TCLB is in contact with the owner to determine if we can see the inside. The property in Clairton is still in review.

Michael McCabe sent out a letter to the Department of Revenue asking for a meeting to discuss Inheritance Tax and the effect on Land Banks.

5. Tentative Sheriff Sale Schedule for Spring 2017 Properties

TCLB staff presented an updated schedule for the Spring 2017 Cohort Sheriff Sales. The Board discussed liability that may be associated with the vacant lots that the Land Bank has on schedule to acquire at Sheriff Sale. There was a discussion of asking GRB to come up with a liability agreement. Then the Board suggested looking into a certification of insurance, which states that TCLB owns the land but the property owners owns the structure and is liable for that structure on the land. TCLB will start investigating these options.

6. Reminder of Properties with 60-Day Notices (Deadline to respond -August 26, 2018)

For the Fall 2017 cohort the 60-Day notices sent out deadline is August 26, 2018. So far there have been no responses.

7. Spring 2018 Properties Summary - Update

TCLB provided an update to the Board on properties that were submitted this spring. TCLB goal is to be more proactive with the communities; provide communities more support in thinking about how they will select properties to submit. Also TCLB staff will start scheduling going to council meetings to introduce Land Bank and its work. A priority is to develop communication pieces to handout at council meetings.

8. Landscaping/snow removal service agreements

TCLB has a contract with Every Season Lawn Care & Landscaping for landscaping and snow removal. The contract was updated based on feedback from the previous Board Meeting prior to the contract being signed. The footprint of the land bank was shared with the landscaper and he was willing to work in the whole footprint.

9. Engineering/Architectural Services

TCLB started having conversations with local engineers and architects. TCLB is preparing an RFP. There was a discussion of choosing an architect that was in line with the members and TCLB goals for the look of the house in the neighborhood.

10. 2018 Meeting Schedule

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

- Wednesday, September 5
- Thursday, October 18
- Wednesday, November 7

Tri-COG Land Bank Board of Directors Meeting Minutes

August 6, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

- Thursday, December 20

Board asked about the dry cleaners in Swissvale, there were other structure on the block that have been condemned. TCLB said they would ask Swissvale about this.

11. Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: Chuck Arthrell

Seconded: Deborah Grass

All in favor, no opposed

Motion Passed

Meeting Adjourned: 7:34PM