

Tri-COG Land Bank Board of Directors Meeting Minutes

September 5 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

Call Meeting to Order: 6:34PM

1. Agenda

Roll Call and Introductions

Board

Present: Chuck Arthrell, Mike Belmonte, Jim Fisher, Deborah Grass, Maureen McKeever, Maureen Quinn

Absent: Tom Hardy, Dave Pasternak, Robert Wratcher

Others Present

An Lewis, Irene Clark, Natalie Boydston, Emily Moldovon, Anna Meehan, Tim Hindes, Frank Sottile

Pledge of Allegiance

Public Comments

No public comments, no members of board wished to say anything under public comments

2. elevate412 – Community Marketing Collaborative

Elevate412 presented at the Board meeting. They are working with TCLB as a marketing collaborative with five other organizations. They are helping TCLB develop a mission and vision statement. Elevate412 asked the Board to respond to three questions to help develop the mission and vision statement: “At TCLB we believe....,” share a story of the TCLB of when the organization is doing its best work, list three words that describe the work of the TCLB. They will also ask these questions at an Advisory Committee meeting, from these they will develop a mission and vision and present to the Board and Advisory Committee to continue working on finalizing.

3. Financial Report/ Minutes

Motion

Motion to approve the Minutes dated August 6, 2018

Motion Moved: Mike Belmonte

Seconded: Debbie Grass

Roll Call Vote: Chuck Arthrell: Yes; Mike Belmonte: Yes; Jim Fisher: Yes; Deborah Grass: Yes; Maureen McKeever: Yes; Maureen Quinn: Yes

Motion Carried

Motion

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

Motion: Mike Belmonte

Seconded: Maureen McKeever

Roll Call Vote: Chuck Arthrell: Yes; Mike Belmonte: Yes; Jim Fisher: Yes; Deborah Grass: Yes; Maureen McKeever: Yes; Maureen Quinn: Yes

Motion Carried

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TCLB is still working to get the budget to work the best in Quickbooks. In terms of annual payment, one municipal and one school district are making payments, and one municipal and one school district have not paid yet, TCLB recently followed up with them.

4. IRS 501 (c)(3) / PA BCO – 1023 Application

Anna has been working on the 501(c)(3) application and also on the state forms. The 501 (c)(3) would establish the TCLB as a charitable nonprofit and the PA BCO is the state application that is required by state to accept individual donations. We asked GRB, who has legal counsel expertise in these forms, to review and provide us feedback. The forms are ready to be submitted, the 501 (c)(3) costs \$600 and the PA BCO costs \$150.00. TCLB would like Board permission to submit the forms.

Motion

Motion to submit applications to IRS (\$600), PA (\$150.00)

Motion: Charles Arthrell

Seconded: Mike Belmonte

Roll Call Vote: Chuck Arthrell: Yes; Mike Belmonte: Yes; Jim Fisher: Yes; Deborah Grass: Yes; Maureen McKeever: Yes; Maureen Quinn: Yes

Motion Carried

5. 60 Day Notice for 2105 Noble Street – Swissvale

TCLB provided an update on 2105 Noble in Swissvale and a sample 60 Day Notice in the Board packets with added language pending PA Act 3 confirmed status for the Land Bank and final acquisition approval by the Board of Directors. TCLB is no longer planning on leasing the property which changes the needs in terms of what kind of insurance will be needed for the property. The plan is to have written confirmation that TCLB is covered under Act 3 and also have standard liability insurance on the property. KU Resources has already submitted environmental information to the DEP for review. Sending the 60 Day notice will help keep the process moving. Prior to acquisition there will also be a letter prepared that says if the current interested purchaser chooses not to purchase the property and TCLB cannot find another buyer the borough will take responsibility for the building. There was a discussion about federal environmental liability and delegation to DEP.

Motion

Motion to send the 60 Day Notice for 2105 Noble Street with the added language pending PA Act 3 confirmed status for the Land Bank and final acquisition approval by the Board of Directors.

Motion Mike Belmonte

Second Deborah Grass

Roll Call Vote: Chuck Arthrell: Abstain; Mike Belmonte: Yes; Jim Fisher: Yes; Deborah Grass: Yes; Maureen McKeever: Yes; Maureen Quinn: No

Motion Carried

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6. Property Donation Update

TCLB provided an update on the three potential donation properties. TCLB has the ability to accept donations per the Land Bank Act. Had a conversation with GRB about donations and potentially the property in Monroeville may be a good test case to figure out the process. Will continue to work with getting a Donation Committee established and create policies.

7. Own 1121 North Avenue - Millvale

TCLB now owns 1121 North Avenue in Millvale. There is an interested party for the property, they are aware the property must be made available to the general public. Property was insured for the Counties Assessed Value.

8. Tentative Sheriff Sale Schedule

TCLB shared the Sheriff Sale Schedule for the rest of the year.

9. Side Lots White Oak – Liability Update

TCLB had a conference call with GRB regarding strategies for the two side lots in White Oak which has structure on the properties. It was determined the best position to protect TCLB would be to lease the land to the adjacent owners. Once there is a lease agreement they can then insure the property and name us as an additional insured. The adjacent owners will have two choices, either lease the land from us or take down the pool/shed/structures until someone owns the property. GRB is working on lease agreement that will be ready before we acquire them next month. They will be able to purchase but will lease until they are available for sale. Lease will also be so that they maintain the property.

10. Fall 2017 Cohort Update

The 60 Day notice deadline for the Fall 2017 Cohort has passed. One property went to Sheriff Sale and sold, the other 12 TCLB contacted GRB to start the acquisition process on those properties.

11. Spring 2018 Property Acquisition Summary Updates

TCLB provided a handout in the Board packet and also had a binder present that highlighted all the Spring 2018 property submittals and which the LB was pursuing and which they were not. TCLB wants to provide communities feedback on properties not chosen. TCLB will start reaching out to communities who have not yet had properties selected for acquisition.

12. Braddock Hills and Rebuilding Together Pittsburgh

The Land Bank and RTP are focusing first on 283 Park. There currently is a plan to reorganize the flow of the house and make it three bedrooms and two bathrooms to make it more valuable and marketable.

TCLB would also like to utilize the funding to pay to demolition 842 Delaware. TCLB won't have time to put out the RFQ and select engineering firm by the time it needs to be demolished. For this house only thought to ask the borough engineer, they were unable to provide a cost proposal by tonight but will have one next week. TCLB will share to the board by email to get approval to keep the process moving. We are still looking to build

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a house on the site so the engineers will prepare specs so property can be developed or be a yard and will also survey so we know where the boundaries are.

TCLB staff is working on the RFP and RFQ and will also need someone to represent us as project manager. TCLB is still working on this contacting people. RFP and RFQ will be put on website and TCLB will make sure Board see documents before they go out.

13. Disposition Committee

TCLB discussed creating a committee to form policies on disposition. Chuck Arthrell, Maureen McKeever, and Maureen Quinn were interested in being part of the committee.

14. Updates

Inheritance Tax Meeting

An is meeting on September 19th in Harrisburg with a small group to discuss Land Banks across the state and have discussion about the inheritance tax.

Side Lot Policy

The Advisory Committee had suggestions so TCLB will have a call with the Side Lot Committee to discuss.

15. 2019 TCLB Board Meeting Dates

Proposed 2019 Board Meeting Schedule: January 7 (M), February 4 (M), March 4 (M), April 3 (W), May 6 (M), June 3 (M), July 11 (H), August 12 (M), September 12 (H), October 24 (H), November 6 (W), December 4 (W)

16. 2018 Meeting Schedule

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

- Thursday, October 18
- Wednesday, November 7
- Thursday, December 20

17. Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: Maureen Quinn

Seconded: Mike Belmonte

All in favor, no opposed

Motion Carried

Meeting Adjourned: 8:01PM