

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

October 18, 2018 6:30 PM

Steel Rivers COG 1705 Maple Street, Homestead PA 15120

### **Call Meeting to Order: 6:31PM**

#### **1. Agenda**

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

##### **Board**

Chuck Arthrell: Present

Mike Belmonte: Absent

Jim Fisher: Absent

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 Moldovan

Anna Meehan

##### **Pledge of Allegiance**

##### **Public Comments**

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

#### **2. elevate412 Vision and Mission Ideas**

Tim Hinds presents draft of mission and vision statements. A handout is provided with statement drafts. Board members discuss changes to statements. T. Hinds will edit statements according to member comments.

#### **3. Financial Report/ Minutes**

##### **Motion**

Motion to approve the Minutes dated September 5, 2018

Motion Moved: R. Wratcher

Seconded: C. Arthrell

All in favor, no opposed

Motion Passed

An Lewis provides summary of financial report. Budget to Actual report and list of transactions and are

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provided to Board Members.

D. Pasternak requests that a report comparing 2019 budget to current be provided at the next meeting

### **Motion**

Motion to approve the List of Financial Report through October 15, 2018

Motion: M. McKeever

Seconded: C. Arthrell

All in favor, no opposed

Motion Passed

### **4. Side Lot Revisions to Policy and Procedure**

An Lewis summarizes revisions to Side Lot Policy and Procedure. Advisory Committee accepted revisions at the October Advisory Committee meeting. The revisions were drafted based on Advisory Committee and Side Lot Committee discussions. The revised policy states that in the event the TCLB receives multiple applications for a side lot, the TCLB will accept the first complete, eligible application.

### **Motion**

Motion to revise the Side Lot section of the Policies and Procedures

Motion: M. Quinn

Seconded: R. Wratcher

All in favor, no opposed

Motion Passed

### **5. TCLB Owned Property Update**

A. Lewis summarizes properties recently acquired.

### **6. Tentative Sheriff Sale Schedule for Spring 2017 Properties**

### **7. Tentative Sheriff Sale Schedule for Fall 2017 Properties**

### **8. Spring 2018 Property Update**

Overview of properties TCLB has requested title searches for displayed on powerpoint.

### **9. Fall 2018 Property Update**

Summary of properties recently submitted to the TCLB. TCLB staff have not yet reviewed properties.

### **10. Property Donation Update**

TCLB is working through process to acquire property through donation. A. Lewis discusses the need to create a Donation Policy Committee to outline the procedures necessary for accepting donations.

TCLB will also need to evaluate disposition procedures and create a policy for the process of disposing of

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properties.

### **11. Wilkins Property**

TCLB recently acquired 650 Mortimer in Wilkins. The adjacent property is on Wilkins demolition list and TCLB is interested in acquiring vacant property as extension on 650 Mortimer lot. The demolition of the neighboring vacant property could increase value and sale potential of 650 Mortimer and eliminate an additional vacant property in the borough. The board expresses concern that the future property owner would not be interested in both lots but agrees that acquiring the lot would be overall beneficial for the borough and the value of the property.

### **12. Trash Removal from Properties**

TCLB needs to begin to clean out properties we acquire to begin to dispose of them.

Motion to allow TCLB to hire GI Hauling, Upfront Hauling, Erik's Hauling and Moving, and Junk King for waste removal services.

Motion: T. Hardy

Seconded: M. Quinn

### **13. Updates**

2105 Noble expires November 5, 2018

RFQ and RFP should be completed within a few days. Property Rehabilitation Evaluation Services.

An Lewis Meeting in Harrisburg on Sept. 19, 2018. Meeting concerning inheritance tax liability. High legal expenses for TCLB to go through current process for inheritance tax. Hoping to receive expedited process for Land Banks to decrease burdens of inheritance tax.

### **14. TCLB Board Meeting Dates**

Meeting schedule will change for board elections as Board officer elections must take place after Advisory Committee Board member elections on January 10<sup>th</sup>. January board meeting to elect officers will take place on January 14<sup>th</sup>.

### **15. Adjourn**

#### **Motion**

Motion to adjourn the meeting

Motion Moved: T. Hardy

Seconded: M. Quinn

All in favor, no opposed

Motion Passed

**Meeting Adjourned: 7:50pm**