

Tri-COG Land Bank Board of Directors Meeting Minutes
December 20, 2018
Rock Bottom Restaurant, 171 East Bridge Street, Homestead, PA 15120

Call Meeting to Order: 6:40pm

Agenda

Roll Call and Introductions

Board

Mike Belmonte: Present
Jim Fisher: Absent
Deborah Grass: Present
Tom Hardy: Present
Maureen McKeever: Present
Dave Pasternak: Present
Maureen Quinn: Present
Robert Wratcher: Present

Others Present

An Lewis
Natalie Boydston
Anna Meehan
Irene Clark

Pledge of Allegiance

Public Comments

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

Financial Report / Minutes

Motion

Motion to approve the Minutes dated October 18, 2018 and November 7, 2018

Motion Moved: R. Wratcher

Seconded: M. McKeever

All in favor, no opposed

Motion Carried.

An Lewis presents the financial report. A Budget to Actual Report and Cash Statement are provided at the meeting. M. Quinn asks for an update on TCLB grant funding. We have one more year of Heinz Funding. The TCLB will be well situated with funding for several years. If we want to do larger projects we should raise additional funds.

Motion

Motion to approve the Financial Report through October 31, 2018 and November 20, 2018.

Tri-COG Land Bank Board of Directors Meeting Minutes

December 20, 2018

Rock Bottom Restaurant, 171 East Bridge Street, Homestead, PA 15120

Motion Moved: M. Quinn

Seconded: T. Hardy

All in favor, no opposed

Motion Carried.

TCLB 2019 Budget – An Lewis

The budget for 2019 is an estimate of what we will be able to spend on and potentially earn from properties. The budget allocation for architects and engineers has increased. The budget was drafted based on last year's activities and anticipating that the TCLB will sell properties in 2019. D. Grass asked if the TCLB anticipates acquiring properties with the intention of demolishing them. No, but it is likely that we will need to demolish properties as we do not have the opportunity to fully inspect the interior of properties before acquisition.

Motion

Motion to approve the TCLB 2019 Budget

Motion Moved: M. McKeever

Seconded: T. Hardy

All in favor, no opposed

Motion Carried.

Center for Community Progress - Technical Assistance Contract – An Lewis

The TCLB is interested in using the CCP for assistance in drafting disposition policies and practices.

Motion

Motion to allow TCLB to enter into an agreement with CCP for technical assistance.

Motion Moved: R. Wratcher

Seconded: M. Quinn

All in favor, no opposed.

Motion carried.

DEP and Act 3 – An Lewis

TCLB has been waiting for a written decision from the DEP stating that the TCLB qualifies as an economic development agency under Act 3. However, the DEP claims they are not in a position to make that decision. TCLB will be writing a letter to Allegheny County asking for permission to move ahead without the DEP's written determination.

Interviews – An Lewis

Architectural Services - two submitted bids

Engineering Services - three submitted bids

Tri-COG Land Bank Board of Directors Meeting Minutes

December 20, 2018

Rock Bottom Restaurant, 171 East Bridge Street, Homestead, PA 15120

N. Boydston and A. Lewis interviewed all engineers and architects that submitted a proposal. A. Lewis summarizes engineering firms and architectural firms who submitted bids. Each firm was very different and the TCLB will need to consider what aspects of the proposals will most benefit the TCLB.

An Lewis and N. Boydston spoke to TCVCOG code enforcement officer who would be interested in a position with the TCLB. TCLB is considering hiring him as a property manager who would be in charge of managing all properties and estimating costs for renovation. He would remain employed with TCVCOG as the TCLB already has a staffing agreement in place with TCVCOG.

D. Pasternak requests that the board have the opportunity to learn more about each firm before approving TCLB to enter into an agreement.

TCLB Owned Property Update – A. Lewis and N. Boydston

Summary of properties acquired at the November sheriff sale. TCLB has been participating in meetings with the Institute of Politics to draft policies related to standards for lead removal prior to demolition. TCLB has given permission to Allegheny County Conservation District to test lead levels of properties to help gather data on lead levels.

Tentative Sheriff Sale Schedule for Spring 2017 and Fall 2017 Properties – N. Boydston

Sheriff sale schedule is provided at the meeting. N. Boydston summarizes tentative schedule and properties in sales.

Property Acquisition

Motion

Motion to send 60 Day Notices for 14 properties.

Motion Moved: M. Belmonte

Motion Seconded: R. Wratcher.

All in favor, no opposed

Motion carried.

Fall 2018 Property Update

TCLB staff have started visiting the properties submitted in Fall 2018 and are still in the process of reviewing properties.

Updates

Donation agreement for Blackberry property was sent to owner after being reviewed by GRB.

Delinquent tax collection letters have been mailed to members.

Tri-COG Land Bank Board of Directors Meeting Minutes

December 20, 2018

Rock Bottom Restaurant, 171 East Bridge Street, Homestead, PA 15120

Mission and vision statements from marketing collaborative are included in packet.

The Hillman foundation will highlight the TCLB in its annual report. They have selected three of their grantees to highlight in the report.

More staff capacity is needed in office. TCLB needs to rethink advertising strategies for recruiting candidates for position and is considering advertising on nonprofit talent.

TCLB Board Meeting Dates

Motion

Motion to pay bill for dinner.

Motion Moved: R. Wratcher

Seconded: M. McKeever

All in favor, no opposed.

Motion carried.

Adjourn

Motion

Motion to adjourn the meeting

Motion Moved: T. Hardy

Seconded: M. Quinn

All in favor, no opposed

Motion carried.

Meeting Adjourned: 7:48pm