

TCLB Board Meeting

February 4, 2019

SRCOG Human Service Center, 1705 Maple Street, Homestead, PA 15120

Call Meeting to Order: 6:35PM

Roll Call

Mike Belmonte: Present

Jim Fisher: Present

Deborah Grass: Absent

Tom Hardy: Present

Maureen McKeever: Present

Dave Pasternak: Absent

Maureen Quinn: Present

Robert Wratcher: Present

Others Present

Natalie Boydston

An Lewis

Anna Meehan

Brittany Reno

Pledge of Allegiance

Public Comments

No public comments.

Board Reappointments – Irene Clark

An amendment was proposed to the TCLB Bylaws to include a section on board member reappointments stating that if a board member's term expires, the board member may continue to serve until re-appointment or until the seat is filled by a new appointment. In addition, an amendment was proposed to the TCLB Governance Policy to eliminate the section requiring physical presence of Advisory Committee members to participate in voting. Physical presence of Board Members will still be required to establish quorum for TCLB Board Meetings.

J. Fisher recommended TCLB purchase a speaker phone system so Advisory Committee members can more easily participate in meetings.

M. Quinn asked if board members who have not been reelected could vote at the meeting. Irene Clark replied that board members who have not been reelected can participate in voting as they have received sufficient notice and there are enough board members physically present to vote.

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Motion to keep existing board members seated until Allegheny County completes its appointment process and until the 2019 board elections take place.

Motion Moved: R. Wratcher

Seconded: J. Fisher

All in favor, none opposed.

Motion Carried.

Motion to remove the requirement that quorum of the Advisory Committees be defined by physical presence and to allow quorum to also include participation by telephone (Amendments included in packet).

Motion Moved: M. McKeever

Seconded: R. Wratcher

All in favor, none opposed.

Motion Carried.

Election of Officers

Election of Officers will take place at the March Board Meeting. The Advisory Committee Meeting to appoint board members will take place on Wednesday February 13, 2019 at 6:30pm. Reminders will be sent out on a regular basis to increase participation.

Financial Report / Minutes

Motion to approve the Minutes dated December 20, 2018.

Motion Moved: J. Fisher

Seconded: T. Hardy

All in favor, none opposed.

Motion Carried.

Motion to approve the Financial Report through January 25, 2019

One list of bills was not included in email but was included in board packet. A. Lewis summarizes bills on list.

Motion Moved: R. Wratcher

Seconded: J. Fisher

All in favor, none opposed.

Motion Carried.

Architectural Services Discussion

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Staff met with firms and recommended eos Studio Arc, LLC for the type of work needed by TCLB. The firm will prepare an estimate of hours and rate for each property. The max rate will be \$100 per hour.

Motion to retain eos Studio Arc, LLC to serve as the architect and architectural consultant for the TCLB.

Motion Moved: R. Wratcher

Seconded: M. McKeever

All in favor, none opposed.

Motion Carried.

Engineering Services Discussion

TCLB staff recommended KU Resources who recently acquired Mitall. The firm serves as building inspector for Plum Borough. They specialize in residential work and are currently working with TCLB on 2105 Noble in Swissvale.

Motion to retain KU Resources (Mitall) to serve as the engineer and engineering consultant for the TCLB.

Motion Moved: J. Fisher

Seconded: R. Wratcher

All in favor, none opposed.

Motion Carried.

Affordable Housing/Low/Mod Income buyer strategies – An Lewis

TCLB has the opportunity to work with David Weber, former Director of Operations of the Pittsburgh Housing Authority to develop disposition policies and procedures related to affordable housing and the qualifying of low and moderate income buyers. The disposition committee will review his drafts. David Weber drafted proposal of work for TCLB which was included in the board packets. M. McKeever stated that TCLB will also need to gather information on bank programs for financial aid or counseling to help ensure homeowners have the financial capacity to purchase a TCLB property. Board members discuss David Weber's proposal and agree that David Weber's assistance in drafting disposition policies should be limited to his expertise on affordable housing.

Motion

Motion to allow TCLB to renegotiate proposal with David Weber to advise TCLB on affordable housing practices.

Motion Moved: R. Wratcher

J. Fisher amends motion to include a \$3,000 limit on negotiations of the proposal.

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Seconded: M. McKeever

All in favor, none opposed.

Motion Carried.

Proposed Property Recommendation - revisit acquisition of 2105 Noble in Swissvale

TCLB Board will vote on acquisition of 2105 Noble in Swissvale at March meeting.

1. TCLB Owned Property Update- An Lewis and Natalie Boydston

N. Boydston, TCLB, and Gary Hitchins, TCVCOG Code Enforcement, have secured new properties, assessed landscaping needs and photographed interior and exterior of properties. Gary Hitchins, TCVCOG Code Enforcement, will be working closely with the TCLB to manage and devise a work plan for TCLB owned properties. Staff provided summary of recently acquired properties.

Tree Removal from 650 Mortimer, Wilkins – N. Boydston

A tree has fallen on the roof of 650 Mortimer in Wilkins. The tree must have fallen after TCLB acquired the property. Staff are in the process of gathering quotes from companies for tree removal. Quotes range from \$1,500 to \$4,200. TCLB will ensure that TCLB and tree removal companies have appropriate insurance coverage.

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

Properties scheduled for upcoming Sheriff Sales displayed on PowerPoint.

Property Acquisition - 60 Day Notice for 14 Properties – N. Boydston

60 Day Notices include new language requesting that TCLB members, if they do not object to a property's acquisition, respond to the notice giving TCLB written permission to proceed with acquisition without waiting 60 days. This will expedite the acquisition process.

Fall 2018 Property Update

Fall 2018 properties are still going through quiet title process. TCLB is reaching out to other title insurance companies who may be interested providing title insurance for TCLB properties.

Updates – A. Lewis

Donation - 451 Blackberry

TCLB is waiting to receive signed agreement.

842 Delaware

Lead testing will be conducted on 842 Delaware before and after demolition to determine the impact of demolition on lead levels in soil of vacant land.

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Disposition Committee

The first disposition committee meeting took place. Irene Clark will draft a legal memo on TCLB real property disposition and staff is developing transferee applications for committee to review. N. Boydston and A. Lewis will work with the Center for Community Progress to further develop disposition process.

Vacant Land Strategy - Jim Bonner, Audubon Society

TCLB staff met with Jim Bonner, the Director of the Audubon Society of Southwest PA regarding future collaboration on vacant land. SRCOG issued Letter of Support for grant funding for Audubon Society.

Meeting with Mike Gable from Construction Junction – N. Boydston

Construction Junction is a non-profit that salvages materials from properties and sells recycled materials. The organization currently has grant money to do full deconstructions. TCLB would like to partner with Construction Junction on deconstruction of TCLB owned properties. TCLB will also need strategies for junk removal and clean out of properties. TCLB has the potential to partner with organizations like Construction Junction, work training programs, or other organizations looking for similar projects on deconstruction and junk removal. Alternatively, TCLB will need to hire junk removal companies.

TCLB Board Meeting Dates

Meeting dates displayed on PowerPoint.

Statement of Financial Interest Forms

Board members can submit their Statement of Financial Interest Forms online or complete the paper forms provided in the packet.

Adjournment

Motion to adjourn the meeting.

Motion Moved: T. Hardy

Seconded: M. Quinn

All in favor, none opposed.

Motion Carried.

Meeting adjourned: 7:49pm.