

Tri-COG Land Bank Board of Directors Meeting

May 6, 2019 6:30pm

1705 Maple Street, Homestead, PA 15120

Call to Order: 6:32pm

Roll Call

Mike Belmonte: Absent

Jim Fisher: Present

Deborah Grass: Present

Tom Hardy: Present (by phone)

Maureen McKeever: Present

Dave Pasternak: Present

Maureen Quinn: Present

Brittany Reno: Present (by phone)

Robert Wratcher: Present

Others present

Natalie Boydston

Irene Clark

Gary Hitchins

An Lewis

Anna Meehan

Pledge of Allegiance

Public Comments

Chad Hoover, Council President from the Borough of Chalfant, introduced himself.

Financial Report/Minutes

Motion to approve the minutes dated March 4, 2019.

Motion moved: R. Wratcher

Seconded: M. McKeever

All in favor, none opposed.

Motion carried.

Motion to approve the financial report through April 24, 2019.

Motion moved: J. Fischer

Seconded: D. Grass

All in favor, none opposed.

Motion carried.

Intern

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The TCLB was approved to hire an LGA intern for the summer to develop marketing materials and coordinate with the marketing collaborative. This intern will be shared with Steel Rivers COG. TCLB would like to hire additional interns to perform GIS analysis. The interns would be shared with Conservation Consultants, Inc. or Steel Rivers COG.

Motion to approve an LGA intern to serve as a social media coordinator and marketing liaison and allow TCLB to hire two shared GIS interns.

Motion moved: D. Grass

Seconded: M. Quinn

All in favor, none opposed.

Motion carried.

TCLB Owned Property Update

Tree Removal and Roof Repairs - 2037 McKinney & 650 Mortimer - G. Hitchins

TCLB staff contacted companies for tree removal services. TCLB made the decision to go forward with roof repairs at a discounted price for repairing roof of both properties.

705 Mercer Cleanout

TCLB worked with GRB to develop a procedure for informing previous owners a property will be demolished or cleaned out to give previous owners the opportunity to collect their belongings. Jurassic Junk performed clean out of 705 Mercer.

283 Park - Ground Floor Internal Demo

TCLB is partnering with Rebuilding Together Pittsburgh for renovation of 283 Park Ave. Property has been cleaned out and has undergone interior demo.

Property Plan: 1121 North Ave – Millvale

The property is in very bad shape. Neighbors have noticed people entering the property and have installed a camera facing the property. The property is a liability for TCLB. The cost to remove junk from property is about \$2,000. The cost to demolish is estimated to be \$8,000. TCLB could potentially partner with Conservation Consultants, Inc. with the use of foundation funding to test wet demolition which could mitigate lead hazards caused by demolition. TCLB needs to revisit ultimate disposition plan. There is potential to partner with the City of Bridges Community Land Trust. B. Reno stated the ultimate decision should be based on the Borough of Millvale's community priorities. The Boroughs of Etna, Millvale and Sharpsburg will meet to discuss priorities. TCLB will support the community's decisions.

Motion to demolish 1121 North in partnership with Conservation Consultants, Inc.

Motion moved: J. Fisher

Seconded: M. McKeever

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All in favor, none opposed.

Motion carried.

Demolition: 842 Delaware - Braddock Hills

Conservation Consultants, Inc. and the Allegheny County Conservation District sampled soil for lead prior to demolition. TCLB is in the process hiring a contractor for demolition.

Tentative Sheriff Sale Schedule for Fall 2017/Spring 2018 Properties

TCLB received thirty six acquisition candidates including twelve resubmittals and twenty-four new submittals.

Fall 2018 / Spring 2019 Cohort

Potential Donation - Discussion on Policy and Decision Making Scenarios

TCLB has not yet developed a donation policy. The Borough of Chalfant contacted TCLB about a property as a potential donation. The current property owner is having trouble maintaining the property. Two vacant lots border the property. Title searches were completed on all three lots. GRB has reviewed the title searches and think the adjacent properties could be acquired through Sheriff's Sale. C. Hoover, Borough of Chalfant Council President, states the homes in the neighborhood range from \$30,000 to \$120,000. Combining the adjacent lots would add value to the property. The cost to renovate is estimated to be \$30,000. The structure is in good condition but the home only has one bathroom in the basement. The previous owner started process of installing plumbing on second floor to allow for the installation of a bathroom on the second floor.

Motion to send a 60 Day Notice for 105 Lynwood and Adjacent Lots; 374-L-200 and 374-L-204

Motion moved: R. Wratcher

Seconded: D. Grass

All in favor, none opposed.

Motion carried.

Adjacent Vacant Lot to 283 Park in Braddock Hills

TCLB would like to acquire the vacant lot next to 283 Park.

Motion to send 60 day notice for 235-M-38.

Motion moved: M. McKeever

Seconded: J. Fisher

All in favor, none opposed.

Motion carried.

Appraisal Services

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TCLB issued RFP/RFQ for appraisal services with no success. TCLB has called companies to bid and TCLB will accept the lowest bid.

Landscaping Services

TCLB has an agreement with the same landscaper as the previous year, Every Season Lawn Care and Landscaping.

Contractor Pre-Qualification Verification

TCLB has drafted verification and pre-qualification forms for contractors (provided in back of packet). Forms will be reviewed. TCLB does not want to discourage contractors by formality or length of forms.

Procurement Policy

Property Updates

Donation: 451 Blackberry - Monroeville

Criminal judgements against property belong to two of the heirs. The liens were not revealed in the initial title search. The liens combined are about \$1,200. TCLB could go to court to contest liens or TCLB could pay the liens.

Motion to pay criminal liens on 451 Blackberry.

Motion moved: R. Wratcher

Seconded: J. Fisher

All in favor, none opposed.

Motion carried.

2105 Noble in Swissvale

GRB prepared an agreement of sale for the property with the Act 2 clearance stated as a condition of sale. The owner is interested in donating the property. TCLB does not have to execute on the agreement until the DEP Act 2 clearance is complete. GRB advises against the Board's previous motion which would require TCLB to enter into agreement with the Borough of Swissvale stating they would take property if clearance does not come through or interested purchaser fails to purchase property from TCLB. Discussion over agreement with Swissvale and whether or not they would reimburse TCLB for costs if clearance does not come through. The borough will not be required to reimburse TCLB for costs but, as stated in the sales agreement, TCLB will not take ownership before DEP clearance is received.

Motion to allow TCLB to send out the agreement of sale for 2105 Noble with the condition that TCLB will not acquire the property until it is cleared through DEP Act 2.

Motion moved: D. Grass

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Seconded: R. Wratcher
All in favor, none opposed.
Motion carried.

Organizational Updates

Real Estate Networking Lunch

TCLB and NeighborWorks hosted a real estate networking lunch.

Disposition Policy

e412 - Annual Report

The TCLB Annual Report is almost complete and should be available at the next board meeting.

Executive Session

D. Pasternak called an executive session at 8:05pm and asked all public, the TCLB attorney and staff with the exception of the Executive Director to leave the room.

Motion to end legal services contract with Irene M. Clark effective June 1, 2019.

Motion moved: R. Wratcher

Seconded: J. Fisher

A roll call vote was taken. Brittany Reno was no longer on the phone. All other board members present voted in favor, none opposed. Motion Carried.

The Board came out of executive session at 8:26pm.

TCLB Board Meeting Dates

Reminder: Statement of Financial Interest Forms

Adjourn

Motion to adjourn the meeting.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed.

Motion carried.

The meeting adjourned at 8:32pm.