

Tri-COG Land Bank Board of Directors Meeting
June 3, 2019 6:30pm
1705 Maple Street, Homestead, PA 15120

Call to Order: 6:33pm

Introductions

Board members and staff introduce themselves.

Roll Call

Mike Belmonte: Present
Jim Fisher: Present (by phone)
Deborah Grass: Present
Tom Hardy: Absent
Maureen McKeever: Present
Dave Pasternak: Absent
Maureen Quinn: Present
Brittany Reno: Present
Robert Wratcher: Present

Others Present

Natalie Boydston
Gary Hitchins
An Lewis
Anna Meehan
Emily Woodard
Michael McCabe, GRB
Mandi Culhane, GRB
Brian Lindauer, GRB

Pledge of Allegiance

Public Comments

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

GRB

Mike McCabe summarizes changes to GRB engagement letter. Engagement letter includes addition of a conflict of interest statement.

Motion to approve GRB engagement letter dated June 3, 2019.

Motion moved: R. Wratcher

Seconded: M. McKeever

All in favor, none opposed.

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Motion carried.

Financial Report/Minutes

Motion to approve the minutes dated May 6, 2019.

Motion moved: B. Reno

Seconded: D. Grass

All in favor, none opposed.

Motion carried.

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

Motion moved: R. Wratcher

Seconded: D. Grass

All in favor, none opposed.

Motion carried.

Discussion about First Commonwealth - Insured Cash Sweep Program to address FDIC insurance coverage

TCLB staff met with FCB representatives to discuss insurance of account funds. Currently, TCLB funds are designated as public and therefore collateralized by the bank. However, at this time the majority of TCLB funds come from private, foundation funding. FCB suggested TCLB participate in Insured Cash Sweep Program to ensure all funds are covered under the FDIC's \$250,000 coverage limit. A proposal prepared for TCLB was included in board packets. TCLB could separate funds into a public account which would be collateralized beyond the \$250,000 coverage limit and private funds which could be insured through the ICS program. Board members question how FCB determines the source of funds. TCLB staff will meet with auditor to confirm appropriate source of funds and method for insuring account funds.

TrailBlaze Creative Consulting Agreement

The TCLB's Annual Report was distributed at the meeting. TCLB participates in a marketing collaborative which is partially funded by the McCune Foundation. The collaborative includes nonprofits who share marketing resources. The collaborative has assisted TCLB in developing documents and reports and updating the organization's website. In addition, the TCLB has formed relationships with other members of the collaborative who could potentially partner with the TCLB. Marketing could help advocate for the use of other tools to address blight. GRB will review the agreement.

Motion to approve the TrailBlaze Creative Consulting Agreement pending GRB review.

Motion moved: M. McKeever

Seconded: R. Wratcher

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All in favor, none opposed.
Motion Carried.

Intern Introduction

TCLB has hired an LGA intern. Emily Woodard is a graduate student at CMU and will be working as TCLB's summer intern to assist with marketing and social media.

TCLB Owned Property Update

419 and 418 Avenue D

Acquired at the June 3rd Sheriff Sale.

2037 McKinney - Monroeville

Roof is scheduled to be replaced.

650 Mortimer - Wilkins

Roof is scheduled to be replaced.

283 Park - Braddock Hills

House will be renovated in partnership with Rebuilding Together Pittsburgh. Proposed floor plans displayed on screen. Property will be sold to an income qualified family.

1121 North - Millvale

House needs to be demolished. Foundation funding can be applied to testing a lead friendly demolition technique. Pre and post demolition lead sampling will be conducted. TCLB will discuss plans for the site with the municipality and newly formed community land trust.

842 Delaware - Braddock Hills

Working to schedule demolition.

519 Sunnyside - East Pittsburgh

Property has been cleaned out and is currently going through quiet title action. TCLB will order an appraisal after the agreement is reviewed by GRB. Appraisals will be conducted as is and with improvements to determine the cost versus benefit of renovating the property. Discussion on how to address property maintenance code violations.

Update on Quiet Title Actions

TCLB is waiting for a response from the state on how inheritance tax will be handled for Land Bank acquired properties.

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Fall 2018 / Spring 2019 Cohort

TCLB staff have discussed property submissions with members and will continue to evaluate properties. TCLB staff have also met with members who have not submitted properties recently to discuss strategies for property submissions.

Property Updates

Donation: 451 Blackberry - Monroeville

Property is expected to be acquired through donation. TCLB is waiting for the return of signed deed.

Donation: 137 New Jersey - Clairton

TCLB is working to get contact information for the owner's power of attorney to proceed with acquisition through donation.

2105 Noble – Swissvale

TCLB has retained KU resources to complete phases 1 and 2 of environmental requirements and they have submitted their report to DEP. The property does not have significant environmental problems. The DEP agreed to the remediation plans included in the report for any environmental hazards. The owner has signed and returned the sales agreement. According to the agreement, TCLB is not obligated to purchase property. TCLB is waiting for the consent order to come back from DEP. The potential buyer must agree to remediation plans. TCLB can minimize liability by transferring property to the buyer immediately following acquisition.

Motion to allow the Executive Director to enter into an agreement of sale for 2105 Noble in Swissvale and negotiate the sales price.

Motion moved: D. Grass

Seconded: M. Belmonte

All in favor, none opposed.

Motion Carried.

501(c)(3) Determination

TCLB received its 501(c)(3) determination from the IRS. TCLB is not required to file a 990 but will continue annual filings with DEP.

Organizational Updates

Disposition Policy

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TCLB has engaged the Center for Community Progress to assist in the development of a Disposition Policy. TCLB staff have also scheduled conversations with other Land Banks to discuss their disposition policies and practices.

e412 Annual Report

TCLB Annual Report provided at meeting.

PPG Article

The TCLB was mentioned in an article on lead safe demolition in the Pittsburgh Post-Gazette.

TCLB has filed its annual audit and annual report with PA DCED.

TCLB Board Meeting Dates

Provided in packet.

Adjourn

Motion to adjourn the meeting.

Motion moved: M. Belmonte

Seconded: B. Reno

All in favor, none opposed.

Motion Carried.

The meeting adjourned at 8:06pm.