

Tri-COG Land Bank
Board of Directors Meeting July 11, 2019
1705 Maple Street, Homestead, PA 15120

Call To Order: 6:29pm

Roll Call

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

Others present:

Natalie Boydston
Gary Hitchins
An Lewis
Anna Meehan
Emily Woodard
Mandi Culhane, GRB

Pledge of Allegiance

Public Comments

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

Financial Report/ Minutes

Motion to approve the Minutes dated June 3, 2019.
Motion Moved: J. Fisher
Seconded: M. McKeever
All in favor, none opposed.
Motion Carried.

An Lewis presented the financial report. A Profit and Loss Budget vs. Actual report, Cash Statement, and List of Bills was provided to Board Members.

Motion to approve the Financial Report through June 18, 2019.

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Motion Moved: R. Wratcher
Seconded: J. Fisher
All in favor, none opposed.
Motion Carried.

Continued Discussion about First Commonwealth, Insured Cash Sweep Program – An Lewis

TCLB accounts are set up as public funds and therefore collateralized according to First Commonwealth Bank. TCLB staff had a discussion with representatives from FCB concerning the appropriate status of the TCLB's funds and whether or not they should be considered private because the majority of funding comes from foundations. First Commonwealth Bank has not stated that they are planning on changing the account status from public so TCLB could wait to make a decision on entering the ICS program until FCB makes the determination on public/private status of funds. The ICS program would help insure TCLB funds by sweeping funds exceeding the FDIC \$250,000 coverage limit and would earn a small amount of interest.

Motion to retain \$250,000 in General Fund Account and enter excess funds into ICS program.

Motion Moved: M. McKeever
Seconded: J. Fisher
A Roll Call Vote was taken.
All in favor, none opposed.
Motion Carried.

Board members requested more information on interest rate in ICS program.

TCLB Owned Property Update – An Lewis

842 Delaware – Braddock Hills Demolition Progress

Property has been demolished.

418 and 419 Avenue D – Forest Hills Interior Photos

610 Boden - Turtle Creek Interior Photos

2037 McKinney – Monroeville New roof photos

650 Mortimer - Wilkins New roof photos

283 Park – Braddock Hills Addition Progress

TCLB is working with the architect and engineer on addition. We do not have a budget at this time. We received Rebuilding Together Pittsburgh's payment/contribution for Delaware and

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Park properties in Braddock Hills. Our current expenses on property are mostly for maintenance and legal fees.

TCLB is in the process of acquiring the vacant lot next to the property (already acquired other vacant lot through VPRP) A neighbor interested in acquiring this vacant lot contacted TCLB. The neighbor has already acquired another vacant lot through the Vacant Property Recovery Program. TCLB has already invested resources in this property and would like to proceed with acquisition. The Board agrees TCLB should proceed with acquisition of vacant lot adjacent to 283 Park Ave.

1121 North Avenue – Millvale Demolition Plan Progress

CCI will contribute \$4,500 to have KU Resources develop demo specifications. TCLB and CCI are also sharing an intern with Steel Rivers COG to evaluate demo techniques for lead safety.

Property Plan 519 Sunnyside

Quiet Title Action Hearing scheduled for August. Property could be ready for disposition following hearing.

Current and estimated costs presented to board. Total estimated costs \$33,377.12. G. Hitchins explains cost estimates. TCLB needs to determine whether to sell property as is or renovate before selling. Board agrees TCLB should proceed with evaluating repair costs.

Disposition Property Plan Discussion and 60 Day Disposition Letters – An Lewis

TCLB needs to start planning for disposition of a number of properties. According to the ICA, TCLB must send out 60 Day Notices to members prior to disposition. The Board does not need to approve sending 60 Day Notices. TCLB would like to prepare and send notices soon in order to be prepared when properties are eligible for disposition.

Tentative Sheriff Sale Schedule for Fall 2017/Spring 2018 Properties

Schedule presented to board members.

Fall 2018 / Spring 2019 Cohort – An Lewis

TCLB is continuing evaluation process on a number of properties (listed for Board Members) and has requested title searches and exterior assessments on some of the properties.

Potential Donation Property Updates

Potential Donation: 451 Blackberry – Monroeville

Waiting on owner to sign deed

Potential Donation: 137 New Jersey – Clairton

May acquire through Sheriff Sale.

Potential Donation: 2105 Noble in Swissvale

Potential transferee is still considering whether he is interested in property.

Potential Donation: 105 Lynnwood - Chalfant

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Adjacent vacant lots to be acquired through Sheriff Sale.

Potential Donation: 225 Sample Street – Millvale

Evaluation in progress.

Potential Donation: 1649 Monongahela - Swissvale

Evaluation in progress

Owner Occupant Only Applications Discussion – An Lewis

Some land banks have a window in which properties are marketed as owner occupied before considering other types of use. TCLB could market properties as owner occupied for a 60 day period.

Restore Pennsylvania – An Lewis

An Lewis met with a representative from the Governor's office who asked if the TCLB Board would be willing to pass a resolution in support of Restore Pennsylvania.

Motion to approve Resolution 1-2019.

Motion Moved: D. Grass

Seconded: R. Wratcher

All in favor, none opposed.

Motion Carried.

Organizational Updates – An Lewis

City of Bridges Community Land Trust 27 Freeport

The CLT is working in Etna and Sharpsburg and agreed that 27 Freeport in Etna would be a good property for CLT. TCLB staff are working internally to determine costs and considering indirect costs associated with properties.

Pre-Qualification Verification for Contractors

Sample application provided at the Board Meeting.

Disposition Application Documents

Sample documents provided at the Board Meeting.

Side Lot Development – Letter to adjacent property owner

Equitable Owner Qualification for Side Lots – Mandi Culhane

Discussion on whether long-term tenants, inheritors of properties, and others who are not on the title but have occupied properties for a certain period of time could be eligible to acquire side lots through the TCLB. TCLB could require that applicants take the necessary steps to get title to

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property within three years. Board members agree that preference should be given to owners with title of property and TCLB needs to determine who could qualify as an equitable owner.

REO Properties Donation Letter

TCLB is considering sending general acquisition letters to members asking them to authorize TCLB to acquire properties through the NCST REO Properties program as they become available. Members would not receive additional notice before properties are acquired through this program. Members would not need to forgive taxes on these properties.

Policy and Procedures Discussion

TCLB is reviewing current policies and procedures with GRB. Policies provided at meeting. The ICA does not require Advisory Committee to review disposition plans. Policies and Procedures state that the Advisory Committee will recommend properties to the board for disposition. Advisory Committee meeting attendance is low and could potentially slow the disposition process. TCLB is working with GRB to propose changes to Policies and Procedures. Advisory Committee Meetings could be held quarterly if the proposed changes are accepted by the Board. 60 Day Notices will still allow members an opportunity to express concerns about acquisition or disposition of properties. Board agrees that TCLB should proceed with proposing changes to the Advisory Committee

TCLB Board Meeting Dates

Next Board Meeting is scheduled for August 12th.

Mike Belmonte resigns from the TCLB Board of Directors.

Motion to accept Mike Belmonte's resignation.

Motion Moved: D. Grass

Seconded: R. Wratcher

All in favor, none opposed.

Motion Carried.

Adjourn

Motion to adjourn the meeting

Motion Moved: M. Quinn

Seconded: J. Fisher

All in favor, none opposed. Motion Carried.

The meeting adjourned at 8:27pm.