

Tri-COG Land Bank
Board of Directors Meeting September 12, 2019
1705 Maple Street, Homestead, PA 15120

Call To Order: 6:32pm

Roll Call

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

Others present:

Natalie Boydston
Gary Hitchins
An Lewis
Mandi Culhane, GRB
Jason Leyland, GRB

Pledge of Allegiance

Public Comments

No public comments.

Financial Report/ Minutes

There was not enough Board Members to reach Quorum at the August 12, 2019 Meeting, minutes were taken though no Motions were made.

Motion to approve the Minutes dated July 11, 2019

Motion Moved: Robert Wratcher

Seconded: Maureen Quinn

All in favor, none opposed. Motion Carried.

Motion to approve the Minutes dated August 12, 2019

Motion Moved: Maureen McKeever

Seconded: Robert Wratcher

All in favor, none opposed. Motion Carried.

An Lewis presented the financial report.

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Motion to approve the Financial Report through August 27, 2019

Motion Moved: Jim Fisher

Seconded: Maureen Quinn

All in favor, none opposed. Motion Carried.

There was a brief update on the Sweep Account Information.

Board Bookit

TCLB staff showed a brief demonstration of Board Bookit and discussed how TCLB plans to use it. Currently the TCLB Board only has access, but the Advisory Committee will soon have access for easy sharing and updates of information once all their accounts are created.

TCLB Owned Property Update

TCLB did not acquire any more properties in September.

Quiet Title Process Update

An provided an update on the Quiet Title Process and where TCLB owned properties are in that process. Properties are going through the process in cohorts of about five.

650 Mortimer – Wilkins Clean Out Interior Photos

TCLB is working with South Hilltop Men's Group to clean out 650 Mortimer. Photos of before and after were displayed on the PowerPoint.

Property Plan 519 Sunnyside

Gary has been working on a remodeling plan for this property and went over the plan with the Board. Gary discussed one of the electricians he planned on calling to ask for pricing is the Mayor of Rankin. The Mayor will be required to disclose this on the Code of Ethics Statement and Disclosure Form if there is a contract between him and TCLB.

430 Morris – Walk through Disposition Process

430 Morris will be the first property available for sale for TCLB. TCLB plans to start marketing the property in early October, after the Quiet Title appeal time expires. TCLB has reviewed options to sell as the owner or whether to use a Real Estate Agent. For this sale, TCLB will try to sell themselves. TCLB will have a customized agreement of sale. TCLB plans to market this property in a number of different places. TCLB will market on our website and Facebook and look into marketing on Zillow. An discussed the disposition process. There was also a conversation about a list price and ensuring that it is clearly articulated on the website that TCLB does not have to accept the highest bid for a property.

Policy and Procedure Discussion

Updates to language discussed at last meeting. Draft with revisions provided at meeting, only updates were ones discussed at last meeting.

Motion: To approve changes to Administrative Policies and Procedures

Motion Moved: Robert Wratcher

Seconded: Maureen McKeever

All in favor, none opposed. Motion Carried.

Advisory Committee Role in Acquisition and Disposition - Policy and Procedure, Governance, Bylaws

Draft with revisions provided at meeting

Motion to approve changes to Bylaws

Motion Moved: Jim Fisher

Seconded: Robert Wratcher

All in favor, none opposed. Motion Carried.

Draft with revisions provided at meeting

Motion to approve changes to Governance Policy

Motion Moved: Jim Fisher

Seconded: Robert Wratcher

All in favor, none opposed. Motion Carried.

Tentative Sheriff Sale Schedule for Fall 2017/Spring 2018 Properties/TCLB Identified Properties

TCLB provided updates on the tentative schedule for sheriff sale for properties in 2019.

Fall 2018 / Spring 2019 Cohort

An discussed seven properties in McKeesport, Millvale, Pitcairn, Rankin, and South Versailles that TCLB has evaluated for acquisition and summary sheets for the Board were provided at the meeting.

Motion to approve TCLB to mail 60 Day Notices for the following properties: 323 24th Street, McKeesport, PA 15132; 450 32nd Street, McKeesport, PA 15132; 302 Marshall Drive, McKeesport, PA 15132; 521 North Avenue, Pittsburgh, PA 15209; 736 7th St, Pitcairn, PA 15140; 131 5th Avenue, Braddock, PA 15104; 109 2nd Street, Pittsburgh, PA 15028

Motion Moved: Deborah Grass

Seconded: Jim Fisher

All in favor, none opposed. Motion Carried.

Potential Donation Property Updates

An provided an update on the three potential property donations to TCLB.

Disposition - Reversionary Clause Mortgage

Mandi provided information about the reversionary clause, which has to be approved by the Board. She also discussed options for templates for agreement of sale. TCLB may want to put a mortgage on some properties, but may also want to have other options. These can be utilized if the renovation plan or new construction plan is not met by the buyer, the TCLB has the option to take the property back. There was a discussion about the reversionary clause. Most land banks have some language that allows them to take the property back if the buyer does not meet the agreement. Discussion that some traditional mortgages won't work with reversionary clauses. Having the reversionary clause allows TCLB to take back properties if the buyers don't complete what was agreed upon at sale.

Motion to approve the Reversionary Clause that was provided to the Board.

Motion Moved: Jim Fisher

Seconded: Deborah Grass

All in favor, none opposed. Motion Carried.

Discussion of Expansion of Center for Community Progress Engagement

An discussed with the Board extending the TCLB and Center for Community Progress engagement in 2020 and also to expand to potentially include the relationship between the TCLB and the City of Bridges Community Land Trust (CBCLT) and how we can work together. This engagement may also include Technical Expertise from Grounded Solutions Network. An summarized what the CBCLT does and that she is on the Board of the organization. An requested to the Board to continue to work on this engagement.

Motion to increase engagement to \$6,250 for additional hours for expansion of Center for Community Progress Engagement.

Motion: Maureen Quinn

Seconded: Maureen McKeever

There was a questions about the part of the engagement with the CBCLT. They would pay half of the technical support in their part of the engagement. This would not include the creation of actual documents between the TCLB and CBCLT.

All in favor, none opposed. Motion Carried.

Organizational Updates

TCLB Seal

Motion for Board approval of the TCLB Seal

Motion Moved: Jim Fisher

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Seconded: Maureen Quinn
All in favor, none opposed. Motion Carried.

Exempt Status Update

The eleven properties that TCLB acquired in 2018 have successfully qualified to be tax exempt.

Nomination Committee

An provided an update on who is part of the Nomination Committee. If anyone knows of potential nominations for the two seats expiring, and the one seat vacant please let TCLB/Nominating Committee know.

TCLB Board and Advisory Meeting Dates 2020

An discussed the tentative 2020 TCLB Board and Advisory Meeting schedule. Advisory Committee meetings will be moved to quarterly and on the same day as TCLB Board meeting. There was a discussion of having the meetings the second Thursday of the month, there was some issues with schedules, so staff will revisit the potential meeting dates.

TCLB Board Meeting Dates

Shared the slide showing the remaining 2019 TCLB Board and Advisory Meeting dates.

Adjourn

Motion to adjourn the meeting
Motion Moved: Maureen Quinn
Seconded: Maureen McKeever
All in favor, none opposed. Motion Carried.

Meeting Ended: 8:22PM