

Tri-COG Land Bank
Board of Directors Meeting December 4, 2019
1705 Maple Street, Homestead, PA 15120
Call to Order 6:48

Roll Call

Jim Fisher: Absent

Deborah Grass: Absent

Tom Hardy: Present

Maureen McKeever: Present

Dave Pasternak: Present

Maureen Quinn: Absent

Brittany Reno: Present

Robert Wratcher: Present

Others present

Natalie Boydston

Gary Hitchins

An Lewis

Anna Meehan

Mandi Culhane, GRB

Pledge of Allegiance

Public Comments

None.

Financial Report / Minutes

Motion to approve the Minutes dated September 12, 2019.

Motion Moved: R. Wratcher

Seconded: M. McKeever

All in favor. Motion Carried.

Motion to approve the Financial Report as dated.

Motion Moved: R. Wratcher

Seconded: B. Reno

All in favor. Motion Carried.

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TCLB Budget 2020

TCLB draft budget for 2020 is based on TCLB acquiring 30 properties, 10 being vacant lots in addition to the properties TCLB currently owns and the organization retaining its current members.

TCLB has budgeted for EKS Solutions consulting services for the development of a vacant land strategy. EKS Solutions consultant Evaine Sing has experience studying and working on strategies for vacant land use as the former Executive Director of Grounded. As a consultant for TCLB she would be on site in the TCLB office once a week for \$2,000 per month. EKS Solutions total consulting services for 2020 would not exceed \$24,000.

The budget also includes renewing our agreement with CCP for consulting services and an additional staff person to manage marketing and community relations.

B. Reno asks if TCLB actively recruits members.

The TCLB is not working to recruit members at this time as TCLB staff's focus is on completing the disposition or renovation process on a number of properties. However, TCLB staff have presented information about TCLB to a number of municipalities at their request.

TCLB has also budgeted for a consultant to develop a Strategic Plan for the organization.

Motion to approve the 2020 Budget.

Motion Moved: B. Reno

Seconded: M. McKeever

All in favor. Motion Carried.

Motion to allow TCLB to enter into an agreement with CCP and EKS Solutions for consulting services.

Moved: B. Reno

Seconded: M. McKeever

All in favor. Motion carried.

TCLB Owned Property Update

Quiet Title Process Completed

430 Morris for Sale

Setback requirements and lot size limit the size of the structure to 800ft therefore TCLB may consider disposing of it as a side lot. Value of the land \$45,000 based on appraisal.

519 Sunnyside - Progress

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283 Park and 842 Delaware - Review Architect Proposal

TCLB issued RFQ for architect and retained EOStudios. Work has not been sufficient. RTP introduced TCLB to another architect who submitted a proposal for renovation of 283 Park at \$5,000 and a proposal to develop plans for 842 Delaware at \$850. TCLB staff would like to move forward with this architect.

B. Reno asks is we would be obligated to pay current architect for any work.

TCLB has never been billed and has not received completed work months. M. Culhane, GRB, states that a final invoice will likely be received after notifying EOStudios that their services are no longer needed by TCLB. GRB, TCLB's legal counsel, will review letter notifying EOStudios.

Motion to hire Engine 30 Architecture for work at 283 Park and 842 Delaware.

Motion Moved: T. Hardy

Seconded: B. Reno

All in favor, motion carried.

1121 North - Lead Safe Demolition

TCLB is partnering with CCI to test lead safe demolition techniques on Millvale properties. TCLB received one bid for demolition of 1121 North in Millvale. The bid for demolition without lead safe techniques totaled \$24,500, including lead mitigation in demolition would be an additional \$17,000. Per TCLB's agreement with CCI, CCI would cover the cost for lead mitigation during demolition.

Motion to rebid demolition of 1121 North.

Motion Moved: D. Pasternak

Seconded: R. Wratcher

All in favor. Motion carried.

Quiet Title Process Updates

Appraisals

Appraisals as is for 1114 Wilkins, 705 Mercer, and 1172 Grandview are being completed.

412 Alpine Village

Tree that fell on property has been removed and affected power lines have been shut off.

320 Linden - Sharpsburg Backyard Landscaping

533 Constitution - Clairton

2214 Hemlock - White Oak

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Acquired at October Sheriff Sale.

105 Lynwood

Acquired as donation in October. TCLB is scheduled to acquire two adjacent vacant lots at Sheriff Sale.

1134 North - Millvale

Acquired at November Sheriff Sale

137 New Jersey

Acquired at November Sheriff Sale

1808 Ohio - White Oak

Acquired at December Sheriff Sale

Photo Tour of TCLB October - December Sheriff Sale Acquisitions

Tentative Sheriff Sale Schedule for Spring 2018/Spring 2019/TCLB Identified Properties

Potential Donation Updates

451 Blackberry

Waiting on owner to sign deeds.

Fall 2019 Property Submission Summary

Properties listed on PowerPoint. Eleven municipal members and one TCLB staff submitted properties for acquisition. TCLB received seven resubmittals and thirty new submittals.

Spring 2019/Fall 2019 Cohort - Request to Mail 60 Day Notices

Pitcairn 590 4th Street

Sheriff Sale process previously started on property but the Borough prefers TCLB acquire the property. Property is scheduled to be acquired in February 2020 Sheriff Sale.

Motion to send out 60 day notice for 590 4th Street in Pitcairn.

Motion Moved: M. McKeever

Seconded: B. Reno

All in favor, motion carried.

Conservatorship Discussion

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GRB has been working with TCLB to create petition for conservatorship action on mixed use commercial property in Etna on Butler Street. The Land Bank has not been appointed a conservator at this time.

Motion to approve filing of conservatorship petition for 407 Butler in Etna and to approve sending the 60 Day Notice for acquisition.

Motion Moved: T. Hardy

Seconded: B. Reno

All in favor, motion carried.

Organizational Updates – See Budget 2020 Section above for discussions

Job Posting - Marketing and Community Relations Manager

Center for Community Progress - Expanding Technical Assistance

Strategic Plan for TCLB

TCLB Board and Advisory Meeting Dates 2020

Board Member election will take place at the Advisory Committee meeting next week 12/12/19 at Mary's Vine in Rankin. The following Board Members terms are expiring:

School District Representative - Mike Belmonte - resigned 7/11/19, term expires 2020

Municipal Representative - Brittany Reno

Municipal Representative – Dave Pasternak

Qualified Professional - Robert Wratcher

Adjournment

Motion to adjourn the meeting.

Motion Moved: R. Wratcher

Seconded: M. McKeever

All in favor, motion carried.

The meeting adjourned at 8:13pm.