

Tri-COG Land Bank
Board of Directors Meeting February 13, 2020 6:30pm
1705 Maple Street, Homestead, PA 15120

Call to Order: 6:30pm

Roll Call

Jim Fisher: Present
Deborah Grass: Absent
Tom Hardy: Absent
Maureen McKeever: Present
Tony Kurta: Absent
Maureen Quinn: Present
Brittany Reno: Present
Robert Wratcher: Present
Matt Gergely: Absent

Others present

George Pambacas
Seth Abram
Natalie Boydston
Gary Hitchins
An Lewis
Anna Meehan
Emily Woodard
Mandi Culhane, GRB

Pledge of Allegiance

Election of Officers

Motion to accept the following candidates for Officers:

Jim Fisher, Chair
Maureen Quinn, Vice Chair
Maureen McKeever, Treasurer
Brittany Reno, Secretary

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

Financial Report / Meeting Minutes

Motion to approve the minutes dated January 23, 2020

Motion Moved: M. Quinn
Seconded: R. Wratcher
All in favor, none opposed. Motion Carried.

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Balance Sheet through February 12, 2020, Budget to Actual through February 13, 2020 and List of Bills provided at meeting.

Motion to approve the Financial Report as dated.

Motion Moved: M. McKeever

Seconded: J. Fisher

All in favor, none opposed. Motion Carried.

Credit Card Policy

To be discussed at the March meeting.

Allocation of Paid Time Off

A. Lewis recommends the TCLB calculate allocation of paid time off expenses based on each employees average percentage of time worked for the TCLB. A summary of staff time worked for TCLB in 2019 was presented.

Motion to allocate paid time off expenses based on each employee's percentage of time spent working for TCLB during the previous year.

Motion Moved: B. Reno

Seconded: R. Wratcher

All in favor, none opposed. Motion carried.

TCLB Owned Property Update

590 4th St in Pitcairn and 2322 Buena Vista in Swissvale were acquired at the February 2020 Sheriff Sale.

Quiet Title Action Update

Filed cohort 3 Complaints on 1/29/2020. The next step is mailing copies to the defendants and have the Complaints posted at the properties. TCLB will then ask the court to schedule a final hearing date.

Properties in Disposition Process

TCLB has listed 430 Morris, 1114 Wilkins and 705 Mercer. TCLB staff have received several inquiries about listed properties and have shown properties to potential purchasers.

Owners of adjacent properties have been notified they are eligible to submit an application for the side lots Quay and Dome in White Oak.

Properties in Maintenance and Construction

Bids due February 14, 2020 for lead safe demolition on 1121 North Avenue Millvale.

Engine 30 Architecture is finalizing the design for 283 Park (\$65,000 construction budget) which includes an addition in the front making it a three bedroom and two bath home.

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Interior and exterior painting has been completed at 519 Sunnyside in East Pittsburgh. Cabinets will be delivered within the next three weeks.

Tentative Sheriff Sale Schedule

Five properties scheduled to be acquired at the April 2020 Sheriff Sale.

Potential Donation Updates

2105 Noble in Swissvale

TCLB is waiting on DEP to sign consent order.

Properties being evaluated for Acquisition

60 Day Acquisition Notices were sent for the following properties. The response deadline is March 27, 2020.

Dravosburg

Vacant Lot: 19 Goldstrom Avenue, Dravosburg, PA 15034 (0309G00053000000)

Vacant Lot: 17 Goldstrom Avenue, Dravosburg, PA 15034 (0309G00055000000)

East Pittsburgh

527 Sunnyside Ave East Pittsburgh, PA 15112 (0375R00140000000)

McKeesport

2616 Milburn St, McKeesport, PA 15132 (0464C00048000000)

1616 William St. McKeesport, PA 15132 (0381H00287000000)

Monroeville

611 Snowball Rd, Monroeville, PA 15146 (0742L00373000000)

422 Brunner Dr, Monroeville, PA 15146 (0854R00113000000)

2712 5th Street, Monroeville, PA 15146 (0642J00234000000)

Pitcairn

808 Brinton Avenue, Pitcairn, PA 15140 (0746R00370000000)

Turtle Creek

611 Mercer Street, Turtle Creek, PA 15145 (0455H00201000000)

TCLB staff continue to evaluate other properties for acquisition.

Updates on Disposition

Side Lot Application Update Discussion

TCLB will revise application with feedback from first side lot applicants.

Organization Updates

Staff members will schedule meetings with members to discuss potential property candidates for next submission deadline.

Statement of Financial Interest Forms need to be completed.

Gas line leak at one of TCLB owned properties was an outside line. Plumbers have done an inspection and will likely perform a pressure test.

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Staff safety

Two staff members are present when visiting properties and visits are documented in property management system.

TCLB Board and Advisory Meeting Dates 2020

Public Comments

Question on how upset price is determined at Sheriff Sale.

M. Culhane, GRB Law, explained the upset price is determined by municipal liens and real estate taxes owed. The PA Land Bank Act allows TCLB to enter into an agreement with taxing bodies to determine price for Land Bank acquisition.

Adjournment

Motion to adjourn the meeting.

Motion Moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion Carried.

Adjourned: 7:11pm