

Tri-COG Land Bank
Board of Directors Meeting April 23, 2020 6:30pm
Virtual Meeting

Call to Order: 6:30pm

Roll Call

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

Others Present

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

The TCLB Board Meeting was occurring virtually due to the response to COVID-19. It was noted that SB 841 -provides that political subdivisions need not have a quorum physically present at any one location in order to conduct business so long as a quorum is otherwise established by the members participating via an authorized telecommunication device.

Pledge of Allegiance

Public Comments

There was no public comments

Financial Report / Meeting Minutes

Motion to approve the minutes dated March 12, 2020

Motion Moved: R. Wratcher

Seconded: M. Quinn

All in favor, none opposed. Motion Carried.

A Balance Sheet, Budget to Actual report and List of Bills were provided as part of the Meeting Packet. An reported that activity for land bank has slowed down some, staff working remotely is going smoothly.

Motion to approve the Financial Report as dated.

Motion Moved: D. Grass

Seconded: R. Wratcher

All in favor, none opposed. Motion Carried.

TCLB 2019 Audit

The TCLB 2019 Audit and SAS 114 letter was included in the Board Packet. The Audit must be submitted by end of this month, as well as the TCLB annual report. Mark Turnley's office finished and sent electronic versions of the audit earlier this week. The Audit had no findings.

Motion to approve the 2019 TCLB Audit

Motion Moved: M. McKeever

Seconded: T. Kurda

All in favor, none opposed. Motion carried.

TCLB 2019 Annual Report (Draft)

A draft of the TCLB 2019 Annual Report was provided in the Board Packets. Staff wanted to give everybody the opportunity to preview before it is filed with the PA Department of Community and Economic Development at the end of the month. Natalie will be reaching out to make sure the 2019 Board of Directors' names are listed as everyone prefers.

Right to Know Request Officer

Mandi advised that it is best practice to make all requests for information pursuant to the Right to Know Law. An is the Right to Know Request Officer for Steel Rivers COG, but we have not officially designated one for TCLB. D. Grass shared that there are lots of great webinar trainings available about Right to Know, and Mandi's office is also available to conduct trainings.

Motion to appoint An Lewis as the Right to Know Request Officer for TCLB.

Motion Moved: R. Wratcher

Seconded: D. Grass

All in favor, none opposed. Motion carried.

TCLB Board of Directors

Matt Gergely submitted a letter resigning from his position on the TCLB Board since he has left McKeesport Area School District. An acceptance of his resignation is not necessary to make it effective. An will prepare an email to all school districts and school district representatives on the Advisory Committee alerting them Matt has resigned and the position is open. She will also communicate with members on last year's nominating committee. M Quinn was on this committee and happy to be again. TCLB will compile candidates through the nominating

committee, and then the School Board Advisory Committee will elect a new person to Matt's old seat.

Organizational Updates

Staff Resignation

Anna is leaving TCLB to go to graduate school at University of Chicago. Her last day will likely be June 26, assuming there are no complications from Covid-19. TCLB has already posted an advertisement for her position.

New TCLB Website

The new version of the TCLB website is now live. This version offers better functionality, better layout, and better organization of documents.

TCLB Owned Property Update

Due to Covid-19 the courts are shut down, and quiet title hearings have been postponed. Rehab and maintenance work are also postponed. Landscaping and emergency repairs and maintenance have been deemed essential. The landscaping contractor will hopefully be able to start grass cutting in another week. The contractor is working on policies and equipment acquisition to keep workers safe but should be starting shortly.

The motion was going to be to ratify the landscaping and clean out agreements, which the Board was asked to previously vote online, but due to circumstances neither contract was signed, so this is now just a motion to enter into the agreements.

Motion for TCLB to enter into two agreements. City Source for landscaping services in the amount of \$37,800 and Jurassic Junk \$5163.

Motion: T. Hardy

Second: M. McKeever

All in favor, none opposed.

Motion carries.

Dome Street, White Oak Side Lot

TCLB received an application from an adjacent property owner for the side lot. TCLB needs to circle back with White Oak about the application and about garbage bills. The applicant is the owner on record for the adjacent property.

Motion for permission, pending garbage bill satisfied, to move forward and transfer Dome St side yard to the applicant.

Motion: D. Grass

Second: R. Wratcher

All in favor, none opposed.
Motion carries.

1121 North Ave Millvale - Demolition

TCLB had a structural engineer evaluated 1121 North Ave, the engineer prepared a letter stating that the property needs to be demolished. This property is a pilot lead safer demolition, where sampling will be done prior and during demolition. This is an emergency demolition so can be done now. Consulted with Mandi and reached out to Millville and shared the engineer's letter. Ever Ready Contracting has also been granted a waiver from the Commonwealth. The Borough agreed to issue the demolition permit. It has been determined there is no asbestos in the house, but the County Health Department needs to be notified. The demolition is scheduled for Monday, May 4th. The 3rd party completing the sampling is considered essential, so they are able to come out and do the lead sampling. There was a discussion about local governments undertaking construction projects utilizing private contractors and waivers from the Commonwealth.

27 Freeport, Etna Roof Replacement Update

TCLB property, 27 Freeport in Etna needs a new roof. This is one of the properties TCLB is working on with the City of Bridges Community Land Trust. Evans Roofing is the low bidder at \$10,100. An and Jim are going to sign the agreement on Monday. Evans Roofing plans on finishing the roof within 60 days.

Conservatorship Update

Mandi filed a conservatorship petition at the end of March for property, 407 Butler St in Etna, on behalf of the TCLB.

The owner of the property has called Mandi with questions.

The court will schedule a preliminary hearing. The owner can file and participate, and can inform the judge of their plans for the property. The judge will make the decision about giving the owner more time or having the land bank continue with the conservatorship.

The courts are closed until at least May 8, Mandi doesn't expect to see anything scheduled within the next month due to this.

Potential Donation Update

Continuing to work on 2105 Noble Street in Swissvale. The owner's accountant filed amended 2010 tax return to state as proof that there are no taxes due after 2010. This was done about a month ago, Mandi will follow-up to see if he has heard anything. The DEP gave us a 60 day extension, which will expire mid-May. With everything closed down, if there is no answer from the Department of Revenue we can request another extension if needed.

TCLB Property Acquisition

TCLB is interested in acquiring a vacant lot, 2320 Buena Vista St, in Swissvale. TCLB owns the house and vacant lot to the left of this property. TCLB has checked with the Allegheny County Vacant Property Recovery Program and no applications have been submitted for the property. TCLB would like to pursue the property so we don't have abandoned lot next to two properties we already own and plan to bundle all three together. TCLB believes the house at 2322 Buena Vista will need to be demolished and are considering as a second pilot for Lead Safer Demolition. TCLB has also had conversations with partner organizations about utilizing the lots for affordable housing projects.

Motion to approve acquisition of 2320 Buena Vista (0235E00278000000) and to mail 60 Day Acquisition notifications to municipalities.

Motion Moved: R. Wratcher

Seconded: D. Grass

All in favor, none opposed. Motion carried.

General Updates

Act 152

Bill 11396 – 20 Allegheny County Council passed the Bill unanimously. We are very excited about the passing of this bill, it will potentially create approximately 2 million annually of demolition funds to be deployed across Allegheny County. Lance Chimka, An, and Amanda Settlemaier testified at the Committee on Economic Development and Housing. Lance Chimka was very engaged in this process, he met with every county council person at least once to help pass this bill.

Sheriff Sale Schedule – Postponed due to COVID- 19

Sheriff Sales have been postponed due to Covid-19. TCLB was planning on acquiring five properties at Sherriff Sale in April, but the sale was postponed to June, the sale may be postponed again.

TCLB Board and Advisory Committee Meeting Dates 2020

The next TCLB Board Meeting is May 14, 2020, this meeting will probably meet electronically.

Adjournment

Motion to adjourn the meeting.

Motion Moved: D. Grass

Seconded: M. McKeever

All in favor, none opposed. Motion Carried.

Adjourned: 7:30PM