

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

Call to Order: 6:34pm by J. Fisher

Roll Call

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

Others Present

Natalie Boydston
An Lewis
Emily Woodard
Kayla Geahry
Mandi Culhane, GRB

Pledge of Allegiance

Public Comments

None

New Board Member – School District Representative

Welcome to Richard Livingston of Clairton City School District as the newest member of the board.

Financial Report/Meeting Minutes

Motion to approve Financial Report as dated.

Motion moved: M. McKeever

Seconded: J. Fisher

All in favor, none opposed. Motion carried.

Motion to approve the minutes dated June 11, 2020.

Motion moved: R. Wratcher

Seconded: J. Fisher

All in favor, none opposed. Motion carried.

Organizational Updates

Cyber Liability Insurance

A. Lewis filled out cyber liability insurance applications for both SRCOG and TCLB and received a quote with two deductibles from Travelers Insurance (\$3400 or \$3700), which has been provided to the board for review. J. Fisher and R. Wratcher suggested that the board spend some time looking at the specific coverages and limits, which are included in the provided quote. Subject to be discussed at next meeting.

DocuSign Discussion

In light of COVID-19 and travel schedules, A. Lewis and staff suggested that having the ability to accept electronic signatures would make it easier for TCLB to function and have documents executed in a timely manner. M. Culhane feels this is a safe option from a legal perspective. Board discussed and agreed that it's an effective and inexpensive solution.

Motion to purchase DocuSign Standard with the option to upgrade to DocuSign Business Pro; or purchase DocuSign Business Pro if upgrade options are not available.

Motion moved: M. McKeever

Seconded: R. Wratcher

All in favor, none opposed. Motion carried.

DCED – Blight Remediation Grant Application

A. Lewis updated the board that the application is almost complete. Once the Resolution is signed, TCLB staff will be able to submit the final application. A. Lewis does not anticipate any news until next spring.

Policies and Procedures Discussion

Through the disposition process, TCLB staff has been following policies and procedures and found a few items that should be updated. All changes have been shared and discussed with M. Culhane of GRB. Reasons for selected changes in documents provided to the board through BoardBookIt were as follows:

#1 – Edits made to clean up the language and remove duplicate phrases that are redundant. Members agreed with suggested edits.

#2 – Edits made to modify the pricing structure and policy language for clarity. Instead of stating that we must sell a property for no less than property costs to a property owner and that we must sell a property at market rate to most anyone else, language has been modified to state that offers made within the first 60 days of listing would adhere to these values, but after 60 days on the market, offers below property costs are able to be considered. Members agreed with suggested edits.

3 – Edits made to change the amount and type of information given to both the board and the advisory committee. Current language states that the full application will be provided to the advisory committee; changes made to state that when an application is complete, TCLB staff will create a summary of that application and make it available to both the advisory committee and the board at the same time in order to protect personal information. Discussion began; M. Culhane and A. Lewis to work together to add a section for relationship disclosure and find the best way to present the information to the board. Members agreed with discussion.

4 – Edits made to correct language. Members agreed with suggested edits.

5 – Edits made to remove redundant content based on above additions and renumbering due to changes. Members agreed with suggested edits.

Governance Policy Discussion

A. Lewis explained the changes that were made in this policy to echo language changes made previously.

Motion to approve changes made to both Admin Policy and Procedures and Governance Policy documents.

Motion moved: M. Quinn

Seconded: D. Grass

All in favor, none opposed. Motion carried.

National Land Bank Network Act of 2020 (H.R. 7103) Introduced by Congressman Dan Kildee (D-MI-05) and Congressman Drew Ferguson (R-GA-03)

A. Lewis explained that this federal legislation was just introduced and is the first legislation at the federal level created to support land banks.

TCLB Owned Property Update

Four total applications have been received: three applications for 705 Mercer and one application for 1114 Wilkins. Two of the applications were recently submitted and have not yet been evaluated for completeness or eligibility.

Quiet Title Action Update

There are still no dates for these hearings. The next cohort will include 10 properties and the one after that will include 14 properties.

Quay St and Dome Ave Closing Update

Closings for Quay St and Dome Ave should be soon.

A. Lewis suggested creating a press release to publicize TCLB's first sale, partnerships, the number of properties owned, etc. Board members agreed.

Listed Property Update

1114 Wilkins Application Review

The application for 1114 Wilkins was presented to the Board for review. The Board felt that the limited rehabilitation plan and budget would not be sufficient to satisfy the requirements for an occupancy permit and that the proof of financing to support the purchase and rehabilitation of the properties was not sufficient.

705 Mercer Application Review

The application for 705 Mercer was presented to the Board for review. The Board felt that the limited rehabilitation plan and budget would not be sufficient to satisfy the requirements for an occupancy permit and that the proof of financing to support the purchase and rehabilitation of the properties was not sufficient.

It was suggested to add language that applicants may only apply for one property at a time and may only apply for additional properties once the one their first purchase is renovated properly. TCLB staff will work on this language

Staff to discuss updating application format with D. Grass and M. Quinn.

Motion to deny 1114 Wilkins application with written letter, highlighting the application's deficiencies, leaving the door open for applicant to resubmit.

Motion moved: R. Wratcher

Seconded: R. Livingston

All in favor, none opposed. Motion carried.

Motion to deny 705 Mercer application with written letter, highlighting the application's deficiencies, leaving the door open for applicant to resubmit.

Motion moved: R. Wratcher

Seconded: T. Kurta

All in favor, none opposed. Motion carried.

430 Morris

Board approved TCLB to reach out to adjacent property owners that would be eligible to purchase this property as a side yard.

1121 North Property Plan

TCLB staff had a discussion with Millvale Borough and their preference is to market this vacant lot broadly at its appraised value for 60 days. If no applications or good faith offers are received in the first 60 days, the lot will go into the Side Lot Development Program.

Tentative Sheriff Sale Schedule

The August Sheriff Sale will be conducted virtually on Microsoft Teams. TCLB targeting three properties in this sale. Currently there is no tentative timeline for future sales.

Conservatorship Update

The hearing was postponed to August 6, 2020 M. Culhane explained that the property owners retained council. The most likely scenario is that the owners will ask to do the repairs themselves. TCLB will ask to be appointed as the conservator.

Potential Donation Property Updates

TCLB staff currently waiting for a response from the Department of Revenue on 2105 Noble. An extension was granted by the DEP, but another plan may be needed if nothing is heard soon.

Spring 2020 Property Update

Summary of the spring cohort of properties that TCLB has received, performed exterior assessments on and requested title searches for.

Next meeting is scheduled for August 13, 2020 at 6:30pm and will be held virtually.

Adjourn

Motion to adjourn the meeting.

Motion moved: D. Grass

Seconded: R. Wratcher

All in favor, none opposed. Motion carried.

The meeting adjourned at 8:21pm.