

Tri-COG Land Bank
Board of Directors Meeting April 8, 2021 6:30pm
Virtual Meeting

Call to Order: 6:31pm by J. Fisher

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
Richard Livingston: Absent

Others Present

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

Pledge of Allegiance

Public Comments

A member of the public was present but had no comments.

Financial Report/Meeting Minutes

Motion to approve the minutes dated March 11, 2021.

Motion moved: M. McKeever

Seconded: R. Wratcher

All in favor, none opposed. Motion carried.

Motion to approve Financial Report and List of Bills as dated.

Motion moved: R. Wratcher

Seconded: B. Reno

All in favor, none opposed. Motion carried.

TCLB 2020 Draft Audit

A copy of the draft 2020 audit was provided to the board via BoardBookIt. A. Lewis reviewed for accuracy and recommended it for approval.

Motion to authorize A. Lewis to approve and submit the 2020 TCLB Audit to PA DCED by April 30, 2021.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Organizational Updates

Governor's Awards for Local Government Excellence

TCLB was nominated and chosen to receive a Governor's Award for Local Government Excellence.

TCLB was also mentioned in a positive manner in Pittsburgh Post-Gazette article as well as on the radio.

Community Engagement

A. Lewis explained that TCLB staff has been meeting with a number of different community organizations to talk strategy and fundraising. Interested in starting a program or committee to educate residents and the community about TCLB. A. Lewis and staff plan to talk more with Rochelle Jackson of the Black Women's Policy Center about building a model for engaging community groups.

The board is encouraged to pass along any community organization that TCLB should connect with.

Sewer Lateral Line Replacements

G. Hitchins explained that some communities require sewer lines to be inspected and tested for cracks or deficiencies before selling and any issues must be fixed by the seller. Monroeville allows the seller to put money into escrow for the buyer to fix it. Lateral lines at 224 Highland Ave – Chalfant, 412 Alpine Village Dr – Monroeville, and 2037 McKinney – Monroeville, have failed and each should cost around \$5,000 to fix. Will let contractors decide which is the best method to fix the lateral lines. If we put them out together, we will have more contractors interested and get better prices.

Motion to authorize the replacement of the lateral lines at 224 Highland Ave – Chalfant, 412 Alpine Village Dr – Monroeville, and 2037 McKinney – Monroeville in whatever manner deemed best by the contractors hired.

Motion moved: R. Wratcher

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Increasing Staff Capacity Discussion

With the increasing amount of properties being acquired and listed, it's clear that there are a lot of tasks that could be handled by a new entry-level employee. A. Lewis explained that it's within the budget to hire additional staff. The board had no objections.

LGA Intern and Intern

A. Lewis and E. Woodard conducted multiple interviews with some really great intern candidates. One candidate has a very strong interest in community engagement. The second has a strong interest for working in local government and could help G. Hitchins with property management. A. Lewis explained that there is room in the budget to hire both for the summer, shared by TCLB and SRCOG. The board had no objections.

TCLB Sold Properties

TCLB currently has 3 properties moving through the sale process, 7 properties with approved applications, and 12 properties listed for sale.

TCLB Owned Property Update

TCLB currently owns 47 properties: 39 houses, 1 commercial building, and 7 vacant lots.

Property Application Review

590 4th St – Pitcairn

Application #1 – Zachary Thomas and Janiah Williams

Redevelopment plan to rehabilitate and occupy as owner occupant.

The work plan and application summary were available to the Board for review via BoardBookIt.

The board felt that the application, work plan and budget from Zachary Thomas and Janiah Williams satisfied all requirements, were consistent with the TCLB policies on disposition, and the proof of financing to support the purchase and rehabilitation of the property was sufficient.

Motion to authorize A. Lewis and staff to offer 590 4th St for sale to the applicants, Zachary Thomas and Janiah Williams.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

2037 McKinney Rd – Monroeville

Application #1 – Wael Mohamed

Redevelopment plan to rehabilitate and occupy as owner occupant.

The work plan and application summary were available to the Board for review via BoardBookIt. The board discussed the difference between the application repair costs and the property assessment report; G. Hitchins explained that the owner will be doing the bulk of the work, thus a lower price.

The board felt that the application, work plan and budget from Wael Mohamed satisfied all requirements, were consistent with the TCLB policies on disposition, and the proof of financing to support the purchase and rehabilitation of the property was sufficient.

Motion to authorize A. Lewis and staff to offer 2037 McKinney Rd for sale to the applicant, Wael Mohamed.

Motion moved: M. Quinn

Seconded: R. Wratcher

All in favor, none opposed. Motion carried.

1114 Wilkins Ave – Braddock Hills

Application #1 – Yonghong Nie and Fuli Liu

Redevelopment plan to rehabilitate and re-sell.

The work plan and application summary were available to the Board for review via BoardBookIt.

The board felt that the application, work plan and budget from Yonghong Nie and Fuli Liu satisfied all requirements, were consistent with the TCLB policies on disposition, and the proof of financing to support the purchase and rehabilitation of the property was sufficient.

Motion to authorize A. Lewis and staff to offer 1114 Wilkins Ave for sale to the applicants, Yonghong Nie and Fuli Liu.

Motion moved: M. McKeever

Seconded: B. Reno

All in favor, none opposed. Motion carried.

Listed Property Update

The board was provided with a list of properties currently listed for sale.

Disposition Process Update

Awaiting appraisals on 5 properties.

Nine properties in Cohort 5 are now in Quiet Title process.

Three properties in Cohort 6 are next to start Quiet Title process.

The board discussed the renovation timeline included in the Agreement of Sale and the TCLB staff process for checking in on renovations regularly.

Approved Application – Property Update

705 Mercer St – Turtle Creek

The buyer of 705 Mercer St requested flexibility to change the redevelopment plan to redevelop and re-sell or use as a rental property. Board sees no issue.

Motion to allow Kenyetta Jones, the buyer of 705 Mercer St, flexibility on the end-use plan once renovations are complete.

Motion moved: R. Wratcher

Seconded: M. Quinn

All in favor, none opposed. Motion carried.

1 Bottomfield St – Etna, 27 Freeport St – Etna, 320 Linden Ave – Sharpsburg

Agreement of Sale executed by City of Bridges Community Land Trust. Working with GRB to schedule a closing date.

220 Poplar St – Monroeville

Closing scheduled for April 12.

224 Highland Ave – Chalfant

Agreement of Sale executed. Closing to be scheduled following lateral line replacement/fix.

412 Alpine Village Dr – Monroeville

Agreement of Sale executed. Closing to be scheduled following lateral line replacement/fix.

Tentative Sheriff Sale Schedule

TCLB should acquire eight properties in May and two properties in August. There are 11 other properties that are TBD.

Properties in Process

581 6th St – Pitcairn – Potential Transfer from RAAC

TCLB staff is currently in discussion with RAAC about transfer and transfer costs. Per RAAC policy, TCLB would have to pay appraised value (\$9,900) plus closing costs (\$1,267.08). A. Lewis recommends TCLB offer \$5,000 total and commit to in-house renovation of the property.

The board discussed the cost and whether it would be a good business investment.

Motion to authorize TCLB to acquire 581 6th St – Pitcairn for a price not to exceed \$5,000.00 and commit to in-house renovation of the property.

Motion made: J. Fisher

Seconded: M. McKeever

Roll Call Vote: Jim Fisher – Yes, Maureen McKeever – Yes, Maureen Quinn – Yes, Brittany Reno – Yes, Robert Wratcher – No

Four in favor, one opposed. Motion carried.

147 Washington St – Edgewood

Petition for the Appointment of a Conservator filed; waiting for hearing to be scheduled.

311 Glosser St & Glosser St – East Pittsburgh

The 60 Day Acquisition Deadlines for these properties expire April 27, 2021.

Request to Pursue Acquisition

Motion for TCLB Staff to pursue the acquisition of 1601 Summit Street, White Oak, PA 15131; 104 Elmwood Street, Monroeville, PA 15146 and mail out 60 Day Letter for the Acquisitions.

Motion moved: B. Reno

Seconded: M. Quinn

All in favor, none opposed. Motion carried.

Adjourn

Motion to adjourn the meeting.

Motion moved: R. Wratcher

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

The meeting adjourned at 8:07pm.