

Tri-COG Land Bank
Board of Directors Meeting October 14, 2021 6:30pm
Steel Rivers Council of Governments – HSC Conference Room

Call to Order: 6:41pm by J. Fisher

Roll Call

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

Others Present

An Lewis
Gary Hitchins
Natalie Boydston
Kayla Geahry
Joel Garceau
Mandi Culhane, GRB

Pledge of Allegiance

Public Comments

None

Financial Report/Meeting Minutes

Motion to approve the Minutes dated July 8, 2021.

Motion moved: T. Kurta

Seconded: M. Quinn

All in favor, none opposed. Motion carried.

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

Motion moved: T. Hardy

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Organizational Updates

Trailblaze Creative Marketing Agreement

Motion to authorize An Lewis and Jim Fisher to execute marketing agreement for 2022 with Trailblaze Creative.

Motion moved: M. McKeever

Seconded: M. Quinn

All in favor, none opposed. Motion carried.

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Community Engagement Project Proposal Discussion

Motion to authorize A. Lewis to submit proposal for Pittsburgh Foundation Grant

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Procurement Policy Update

A. Lewis and staff explain that upon following the current Procurement Policy, it is clear that it's difficult to get competitive quotes in an efficient amount of time. With help of the solicitor, this policy was updated and provided to the Board for review.

Motion to update the TCLB Procurement Policy as indicated in the TCLB Board Packet.

Motion moved: T. Hardy

Seconded: M. Quinn

All in favor, none opposed. Motion carried.

Governance Policy Update

With the help of the solicitor, A. Lewis and staff updated the Governance Policy to allow local governments and school districts to declare intent to join TCLB prior to the October board meeting, to be approved at said meeting. The Board received a copy of these updates for review.

Motion to update the TCLB Governance Policy as indicated in the TCLB Board Packet.

Motion moved: M. McKeever

Seconded: T. Kurta

All in favor, none opposed. Motion carried.

New Members

Motion to approve Resolution 1-2021 to accept Glassport Borough as a member of the Tri-COG Land Bank starting January 1, 2022.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Motion to approve Resolution 2-2021 to accept South Allegheny School District as a member of the Tri-COG Land Bank starting January 1, 2022.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Motion to approve Resolution 3-2021 to accept East McKeesport Borough as a member of the Tri-COG Land Bank starting January 1, 2022.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

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Motion to approve Resolution 4-2021 to accept East Allegheny School District as a member of the Tri-COG Land Bank starting January 1, 2022.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Motion to approve Resolution 5-2021 to accept North Versailles Township as a member of the Tri-COG Land Bank starting January 1, 2022.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Snow and Ice Removal Contract

Motion to approve a contract with City Source Associates for snow and ice removal for 2021-2022 Winter season for \$50.00 per property visit.

Motion moved: T. Hardy

Seconded: T. Kurta

All in favor, none opposed. Motion carried.

Owner Occupant Restriction Discussion

Board members and staff discuss the 60-day owner occupancy restriction and whether it should be extended in areas with saturated rental markets. A. Lewis and staff to brainstorm ideas that focus on solving the challenge of new homeowner financing.

Lead Service Line Replacement Discussion

A. Lewis explains the idea of replacing lateral lines when TCLB receives confirmation that water lines are being replaced. Discussion about TCLB updating these basic renovation items regularly if possible as part of the process.

Nomination Committee Creation

A. Lewis explains that she has been trying to find potential candidates for the board seats that will be vacant at the end of 2021. Board members encouraged to pass along any information on potential candidates to A. Lewis and staff.

Two Year Terms, Term will end 2023: School District Representative, Qualified Professional Representative, Municipal Representative

Three Year Terms, Term will end 2024: Qualified Professional Representative, Resident Representative, Allegheny County Representative

RK Mellon Grant

TCLB was asked to be the lead applicant for an RK Mellon Grant proposal alongside Western PA Conservancy, The Green Building Alliance, Rebuilding Together Pittsburgh, and City of Bridges Community Land Trust. The proposal brings together a comprehensive strategy for Ganster Street in Etna to help with storm water capture, greening structures, and more.

Motion to authorize A. Lewis to submit RK Mellon Grant proposal.

Motion moved: T. Hardy

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Closing

Motion to require buyers of TCLB properties to close through closing company of TCLB's choice.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Motion to require buyers of TCLB properties to purchase title insurance as part of sale.

Motion moved: T. Kurta

Seconded: M. Quinn

All in favor, none opposed. Motion carried.

Cyber Liability Insurance

Motion to approve the Cyber Liability Insurance Policy with a Gross Annual Premium of \$3,143.00.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

2022 Draft Budget

The Board was provided a draft 2022 budget for review.

Property Pipeline

TCLB has handled 88 total properties at this time. There are 23 properties in the acquisition process (19 houses, 2 vacant lots), 45 owned properties (33 houses, 1 commercial, 11 vacant lots), 2 property applications approved (2 houses), and 19 properties sold (16 houses, 1 vacant lot, 2 side lots).

TCLB Sold Properties

2037 McKinney – Monroeville sold on July 12, 2021. The buyers plan to rehabilitate this property and will occupy as an owner occupant.

1 Bottomfield – Etna, 27 Freeport – Etna, and 320 Linden – Sharpsburg sold on July 12, 2021 to the City of Bridges Community Land Trust, who will rehabilitate the properties and sell as permanently affordable housing.

106 Bettis – Dravosburg sold on July 15, 2021. The buyers plan to renovate this property and will re-sell.

133 8th St – Turtle Creek sold on July 15, 2021. The buyers plan to renovate this property and will re-sell.

326 N 3rd St – Clairton sold on July 19, 2021. The buyers plan to renovate this property and will re-sell.

418 Avenue D – Forest Hills sold on July 21, 2021. The buyers plan to renovate this property and Operate as a Rental.

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533 Constitution Cir – Clairton sold on August 12, 2021. The buyers plan to renovate this property and Operate as a Rental.

419 Avenue D – Forest Hills sold on September 2, 2021. The buyer plans to renovate this property and Operate as a Rental.

412 Alpine Village Dr – Monroeville sold on September 14, 2021. The buyer plans to renovate this property and will re-sell to owner occupant upon completion.

224 Highland Ave – Chalfant sold on September 28, 2021. The buyer plans to renovate this property and occupy as owner occupant.

TCLB Owned Property Update

TCLB currently owns 45 properties: 33 houses, 1 commercial building, and 11 vacant lots.

581 6th St – Pitcairn was transferred from RAAC.

721 Spruce St – Blawnox was acquired at August Sheriff Sale.

451 Blackberry – Monroeville was acquired at August Sheriff Sale.

36 Chartiers Ave – Rankin was acquired at September Sheriff Sale.

252 Azalea Dr – Monroeville was acquired at September Sheriff Sale.

199 Oxford Dr – McKeesport was acquired at September Sheriff Sale.

Listed Property Update

842 Delaware – Braddock Hills
Still listed for sale.

137 New Jersey – Clairton
Still listed for sale; owner occupant restriction lifted.

430 Morris – Edgewood
Still listed for sale.

601 Boden – Turtle Creek
Still listed for sale.

124 Patterson – Wilkins
Still listed for sale.

2214 Hemlock – White Oak
Still listed for sale; owner occupant restriction lifted.

1808 Ohio Ave – White Oak
Still listed for sale; owner occupant restriction lifted.

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Property Application Review

2214 Hemlock Dr – White Oak

Application #1 – Jayne Jackson

Redevelopment plan to rehabilitate and operate property as rental.

The work plan and application summary from Jayne Jackson were available to the Board for review via Govenda.

Application #2 – US Property Partners LLC

Redevelopment plan to rehabilitate and re-sell.

The work plan and application summary from US Property Partners LLC were available to the Board for review via Govenda.

The board felt that the application, work plan and budget from Jayne Jackson 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 2214 Hemlock Dr for sale to the applicant, Jayne Jackson.

Motion moved: T. Hardy

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

1808 Ohio – White Oak

Application #1 – US Property Partners LLC

Redevelopment plan to rehabilitate and re-sell.

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

The board felt that the application, work plan and budget from US Property Partners LLC did not satisfy all requirements.

Motion to authorize A. Lewis and staff to reject the offer for 1808 Ohio from the applicant US Property Partners LLC.

Motion moved: T. Kurta

Seconded: M. Quinn

All in favor, none opposed. Motion carried.

601 Boden St – Turtle Creek

Application #1 – Fortuna, LLC (Luke Palamara)

Redevelopment plan to rehabilitate and operate property as rental.

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

The board felt that the application, work plan and budget from Fortuna, LLC (Luke Palamara) 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.

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Motion to authorize A. Lewis and staff to offer 601 Boden St for sale to the applicant, Fortunae, LLC (Luke Palamara).

Motion moved: T. Hardy

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Disposition Process Update

Seven properties are scheduled to be listed in October/November 2021.

Three properties are scheduled to be listed in late 2021/early 2022.

Eight properties in Cohort 6 are now in Quiet Title process.

Four properties in Cohort 7 are next to start Quiet Title process.

Approved Application – Property Update

527 Sunnyside – East Pittsburgh

Rebuilding Together Pittsburgh has submitted the Federal Home Loan Bank Application.

131 5th Ave - Rankin

Rebuilding Together Pittsburgh has submitted the Federal Home Loan Bank Application.

Tentative Sheriff Sale Schedule

TCLB plans to acquire six properties at the November Sheriff Sale, one property at the December Sheriff Sale, and three properties at the January Sheriff Sale.

There are ten other properties TBD; working their way through the Sheriff Sale process.

Two properties that TCLB had planned to acquire have taxes that have been paid in full.

Properties in Process

147 Washington St – Edgewood

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

1223 Circle Dr (0234R00030000000) – Braddock Hills, 113 Center St (0375P00043000000) – East Pittsburgh, 70 Cherry St (0167K00098000000) – Etna, 35 Washington St (0167N00025000000) – Etna, Ganster St (0222P00107000000) – Etna, 18 Ganster St (0222P00110000000) – Etna, 20 Ganster St (0222P00111000000) – Etna, 22 Ganster St (0222P00112000000) – Etna, Ganster St (0222P00113000000) – Etna, Ganster St (0222P00115000000) – Etna, Ganster St (0222P00064000000) – Etna, Ganster St (0222P00063000000) – Etna, 17 Ganster St (0222P00062000000) – Etna, 19 Ganster St (0222P00061000000) – Etna, 410 Stanton Ave (0079G00154000000) – Millvale, 12 Joseph St (0118K00012000000) – Millvale, 1042 North Ave (0118C00251000000) – Millvale, 2645 Woodlawn Dr (0545D00131000000) – Monroeville, 2647 Woodlawn Dr (0545D00130000000) – Monroeville, 243 Hawkins Ave (0236H00174000000) – North Braddock, 700 11th St (0746L00149000000) – Pitcairn, 624 5th St (0746P00024000000) – Pitcairn, 154 5th St (0236B00157000000) – Rankin, 2321 Buena Vista (0235E00252000000) – Swissvale, Buena Vista St (0235E00250000000) – Swissvale, 242 Seneca St (0455J00035000000) – Turtle Creek

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Motion for TCLB staff to pursue the acquisition of the above properties and mail out 60-Day Acquisition Notices.

Motion moved: M. Quinn

Seconded: M. McKeever

All in favor, none opposed. Motion carried.

Adjourn

Motion to adjourn the meeting.

Motion moved: M. McKeever

Seconded: M. Quinn

All in favor, none opposed. Motion carried.

The meeting adjourned at 8:06pm.