January 28, 2019, 4:00 p.m.
Pottstown Borough Hall
Council Meeting Room

1. Public Comment
2. Roll Call
3. Approval of minutes of the November 26, 2018 meeting

   Documents:

   2018-11-26.pdf

4. Bills and Communications
5. Report of the Executive Director or other appropriate staff
6. Unfinished Business
   a. 2019 Budget and Funding Sources
   b. Land Bank Administrator - MOU with PAID
   c. Insurance
7. New Business
   a. Public comments on draft Land Bank Policies and Procedures
8. Adjournment
MINUTES OF THE NOVEMBER 26, 2018 LAND BANK BOARD MEETING

Meeting commenced at 4:04 p.m.

Present: Deb Penrod, Cheryl Chiarello, Andrew Monastra, Carol Kulp (Quorum)
Absent: Twila Fisher (scheduling conflict – arrived at 4:20)
Others present: Justin Keller, Winnie Branton

The Treasurer’s report reveals that the Board has not been allocated any funds but has no bills.

A discussion ensued about the appointment of a solicitor and the Board reviewed the only proposal received, submitted by Matt Hovey, Esquire of Wolf Baldwin and Associates. A motion was made by Deb Penrod to appoint Wolf Baldwin as solicitor, and was seconded by Carol Kulp. The motion passed unanimously, with Andrew Monastra abstaining from the vote.

The next discussion centered around the current necessity for insurance liability coverage. The Board was informed of two quotes, one for approximately $2500 from PIRMA and the other from PGB for $1500 (without General Liability coverage). Since the Board is in its formative stages, Winnie Branton suggested that we may not need insurance at this moment so we can get additional quotes. Justin Keller will provide some additional quotes for the next meeting.

A motion was made by Deb Penrod, seconded by Cheryl Chiarello that directed the Land Bank Solicitor to work with the PAID solicitor to draft joint policies and guidelines regarding PAID and the Land Bank and to establish a working relationship with PAID. Motion passed unanimously.

The Board was informed that the Borough allocated $20,000 in the 2019 budget for the Land bank as “seed money”.

The meeting schedule for 2019 was established as the 4th Monday of every month at 4:00 pm. Motion to approve the schedule was made by Deb Penrod and seconded by Andrew Monastra. Passed unanimously.

Due to the Christmas Holiday, there will be no meeting in December.

The Board had a pre-meeting work session to review the Policy and Procedure Governing Document of the Board. After much discussion at the work session and later at the Board meeting, Deb made a motion to approve the Policies and Procedures as amended at the meeting as a draft, subject to public comment. Seconded by Cheryl Chiarello. Motion passed unanimously.

Meeting was adjourned at 4:29 p.m.