



Land Bank Agenda  
April 22, 2019, 4:30 p.m.  
Pottstown Borough Hall  
Council Meeting Room

1. Public Comment
2. Roll Call
3. Approval of minutes of the March 25, 2019 meeting

Documents:

[2019-03-25.pdf](#)

4. Bills and Communications
5. Report of the Executive Director or other appropriate staff
6. Unfinished Business
  - a. Policies and Procedures Update
  - b. Intergovernmental Cooperation Agreement
  - c. 2019 Budget and Funding Sources
  - d. Grant Opportunities
  - e. Insurance
  - f. Blighted Property List
  - g. Sheriff, Upset & Judicial Sales
  - h. Record Retention Policy
7. New Business
  - a. Review - Other Necessary Policies and Procedures
  - b. Solicitor Discussion
8. Adjournment

Minutes from Land Trust Meeting – March 25, 2019

Attendees: Justin Keller, Twila Fisher, Carol Kulp, Deb Penrod, Cheryl Chiarello, Andrew Monastra and Matt Hovey, Solicitor

Guests: Peggy Lee Clark, PAID

Meeting called to order at 4:33 pm.

The first order of business was public comment. Although there were attendees from the public, no comments were offered.

Next order of business a discussion of the bills. The only bill to discuss was the bill for legal services provided by the Solicitor. The bill reflected the amount of work necessary to establish the governing documents for the future operation of the Land Bank. Since the Borough was paying this bill, no action was necessary by the Board.

Ms. Chiarello moved, and Ms. Fisher seconded, to approve the prior meeting's minutes. Motion passed unanimously.

With respect to Old Business, Mr. Keller advised that the Borough is still waiting on a third quotation on Board Insurance.

Ms. Penrod reported that a few new properties appeared on the Blighted Property List and Ms. Fisher indicated that she would incorporate new sheriff's sales into Land Bank meetings.

After some discussion, Ms. Fisher moved, and Ms. Penrod seconded, to approve the conflict of interest policy as presented. Motion passed unanimously.

With respect to New Business, Mr. Hovey informed the Board that he believes that there is no legal obligation to retain records as we are currently constituted but advised that best practice is to implement such a policy anyway. The Board discussed a draft resolution to that effect. Ultimately, the Board tabled the discussion until next month, and requested that Mr. Keller determine whether alleged violations of a voluntary policy would be covered by the Land Bank's liability insurance policy.

New Business: Mr. Keller advised that the Borough has a potential initial property for the Land Bank, with another one also possible.

Ms. Penrod advised the Land Bank that she will be attending a seminar on April 11, 2019 related to the Ethics Act. She also shared that she will be participating in a webinar at Borough Hall entitled "Land Banks and Land Banking 101," and that the Directors are permitted to attend.

The Board was advised that the current consultant contract is complete, but the Board has the option to continue receiving Ms. Branton's services on an as needed basis at \$150.00 per hour.

At 5:17, the Board adjourned to Executive Session to discuss a matter of personnel.