

LAND

BANK AGENDA

June

28, 2021, 11:00 A.M

COUNCIL MEETING ROOM

## 1. IN PERSON MEETING

Zoom Meeting Link:

[https://us02web.zoom.us/j/84315698191?  
pwd=SyTjRmRjQnNlRS9taW9RUlBtMGtLUT09](https://us02web.zoom.us/j/84315698191?pwd=SyTjRmRjQnNlRS9taW9RUlBtMGtLUT09)

Meeting ID: 843 1569 8191

Passcode: 726173

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 813 6552 8669

Passcode: 112620

Find your local number: <https://us02web.zoom.us/j/84315698191>

## 2. Public Comment

## 3. Roll Call

## 4. Approval of meeting minutes for November 23, 2020, April 26, 2021

Documents:

[2021-04-26.pdf](#)  
[2021-05-24 Notes.pdf](#)

## 5. Bills and Communications

## 6. Report from Administrator and Consultant

### a. Mike Mauger Resignation

Documents:

[Mauger - Resignation Land Bank.pdf](#)

- b. PHARE Grant Update
  - c. Property Inquiries
  - d. Pottstown Housing Coalition presentation
7. Solicitor Consideration
8. Accounting & Audit Practices
9. Unfinished Business
- a. Biannual Review of Policies and Procedures
    - i. Proposed changes

Documents:

[Land Bank - Summary of Proposed Revisions to Policies and Procedures 6.23.21.pdf](#)

- b. Blighted Property List
  - c. Sheriff, Upset and Judicial Sales
    - i. August 12, 2021 Judicial Sale scheduled. Pottstown properties likely to be available for acquisition:
      - 529 Beech Street
      - 439 Chestnut Street
      - 22 South Franklin Street
      - 779 Lincoln Avenue
      - Others?
10. New Business
- a. Rescheduling/advertising new meeting time
  - b. Webpage updates and new forms
11. Adjournment

**Pottstown Borough Land Bank  
Board Meeting  
April 26, 2021**

Present: Justin Keller, Winnie Branton, Peggy Lee-Clark, Deb Penrod, Twila Fisher, Carol Kulp

Guest: Craig Way

The meeting was called to order at 11:23 a.m. by Deb Penrod.

There was no public comment.

**Approval of meeting minutes:** Nov 23 meeting minutes will be reconstructed by Winnie; they will be taken off of this agenda.

We reviewed February and March meeting minutes for approval. Motion to approve was made by Carol and seconded by Twila.

**Bills and Communication:** Bills - Justin reported one invoice from Branton Strategies for \$1275.00. Communications - we have just been communicating with various residents who have interest in possibly conveying property to the land bank. There are developers who are interested in purchasing them, so we are keeping those conversations going.

One of the properties was a developable side lot held by the Redevelopment Authority. We do think it would be good to start transferring some of these properties out.

- 1) PA Dept of State: corporate papers were filed/accepted; Certificate of Subsistence was submitted to PFHA.
- 2) PFHA needs ACH and bank acct info from Land Bank; we will cover that later in the agenda.

**Report from Administrator and Consultant**

**Transitioning Administration to PAID:** Peggy, Winnie and Justin met to discuss what this will look like. They are waiting for the agreement to be signed. Land Bank needs to be recognized as a legal entity by the Commonwealth. PAID will start transitioning into assuming more responsibilities moving forward. Link to Land Bank will go up on PAID's website as well.

Deb can sign MOU for PFHA then send over to Peggy, then it will go to Ginny as the RTK officer.

**PHARE Grant Update:** We have the Subsistence Cert. from Dept. of State. We will get PFHA the remaining items they need (ACH and bank acct info) as soon as possible so that the grant funds can be disbursed. We are watching several properties on the tax and sheriff sale lists.

**Property Inquiries:** 518 Lincoln (vacant lot that belongs to Redevelopment Authority); there are a number of other inquiries. Peggy will see if they are worth exploring.

**Pottstown Housing Coalition presentation:** Thanks to Craig and Twila for arranging that. They have the video; we will see if Ginny can put it on the website. Can we go back to the housing coalition before the August sale and present opportunities to them? We will need to have a disclaimer in there that the land bank doesn't control these properties yet, we are simply presenting the opportunities. Hopefully 707 Hamilton can go on the list as well. We will run opportunities by Habitat and Genesis first. Ideally our end user for this first "win" would be experienced and create a smooth process.

**Board Vacancy:** Councilor Lisa Vanni may be interested in serving. She will submit a request letter to Council. Justin will follow up on this interest. Peggy will reach out to Michael Mauger and see where his commitment is at before we open the seat. Michael Paules resigned from the board.

### **Unfinished Business**

- **Biannual Review of Policies and Procedures:** Winnie reviewed the changes she distributed. This will be presented to the Land Bank steering committee as well. The changes were intended to clarify that the Land Bank has broad powers, among other things. Winnie reviewed these changes on the proposed draft with changes that was submitted to the board.

### **PBLB Policies and Procedures**

- **Blighted Property List** – Deb sent an updated Blighted Property list that was distributed out last week. There are quite a few properties waiting on letters or service from L&I; this should be addressed in the next 30 days.
- **Sheriff, Upset and Judicial Sales** – Results of April sale: One Pottstown property sold and four were continued to August sale.

### **New Business**

Annual Report to DCED – PAID just needs to submit a letter. Deb moved to approve the letter; Carol seconded it.

Board Officer Vacancy - Vice Chair – We discussed this earlier in the meeting.

Authorization to Open a Bank Account – we need this for the PHARE grant. Genesis has agreed to be the administrator of the grant, but we still the bank account and we need signers on the account. We recommend Peggy, Twila, and Deb as the three signers.

Deb made the motion to carry this out; Twila seconded.

Adjournment: Twila made motion to adjourn.

Meeting was adjourned at 12:19 p.m.

Next meeting will be May 24, 2021 at 11:00 a.m.

**Pottstown Borough Land Bank  
Board Meeting  
May 24, 2021**

Present: Justin Keller, Winnie Branton, Peggy Lee-Clark, Carol Kulp

Absent: Twila Fisher, Deb Penrod; Michael Mauger

***These are informational notes. No quorum was present, so no action was taken.***

There was no public comment.

**Approval of meeting minutes:** No discussion or action was taken on approval of minutes. Minutes will be approved at the June 28 Meeting.

**Bills and Communication:** Bills – no discussion or action taken; Communication - Justin Keller provided an update on the blight technical assistance grant recently awarded. It covers three different areas:

- Blight Plan & Task Force
- Land Bank
- L&I Best Management Practices

The Borough continues to get inquiries for side lot dispositions. Peggy asked for a list of side lots, where they are located, and how many there are. Justin will be asking the County for a list.

**Report from Administrator and Consultant**

**Transitioning Administration to PAID:** PAID now has an executed agreement to become the administrator of the Land Bank. Winnie will be staying on for a while to provide technical assistance.

**PHARE Grant Update:** Bank Account has finally been opened at Tompkins VIST Bank. There are currently only two signers: Twila and Peggy. We have been working with Deb to get her on a signer as well. PHARE grant monies will be deposited in that account for future acquisitions and expenses.

A grant agreement will need to be executed with Genesis for their \$80,000 portion of the PHARE grant monies. This money will be used mostly for rehab and administrative costs.

**Property Inquiries:** Peggy has not received any inquiries directly. Justin only received one regarding a side lot and possibly a dog park. Most inquiries received have been Redevelopment Authority inquiries and they have been passed along to Rebecca Swanson at the RDA.

**Pottstown Housing Coalition presentation:** Winnie and Peggy are scheduled to do a presentation on Wednesday, June 2 in preparation for the August sale coming up. The

presentation will include how the Land Bank provides opportunity through the judicial sale process. Winnie and Peggy will be coordinating a time to speak with the other presenter (focusing on purchasing from Sheriff's sale and Auction) to have a complimentary presentation.

**Board Vacancy:** Peggy will be drafting a resignation letter for Mike Mauger in order to confirm the Board Vacancy for Council.

**Unfinished Business:** PAID's website has a direct link to the Land Bank now.

**PBLB Policies and Procedures:** Winnie will send highlighted changes to Peggy so they may be shared with the original steering committee.

**New Business:** Possible rescheduling of meetings to a new time. If we look to switch the meetings to 4:30 PM on the last Thursday, it will require a quorum and must be publicly posted. Peggy asked if an electronic vote would work; Winnie thinks it is not able to be voted on electronically. The public notification will need to be done within 2 weeks of the change in meeting time.

Boundary lines on properties – Google Maps are not showing correct property lines. Carol asked if Justin had heard any issues. Justin said that Google Maps is not accurate when it comes to property lines.

Informational Meeting was adjourned at 12:15 p.m.

Next meeting will be June 28, 2021 at 11:00 a.m.

# MICHAEL L. MAUGER, ESQ.

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May 27, 2021

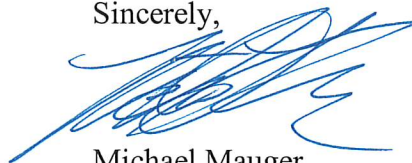
Pottstown Borough Council  
Borough Hall  
100 East High Street  
Pottstown, PA 19464

Re. Land Bank

President Weand and Council Members:

Due to a change in my professional and personal commitments, I regretfully am resigning my position effective immediately on the Pottstown Land Bank. I've enjoyed serving as its Secretary and board member and believe that its members are committed to encouraging responsible revitalization of the Borough. I wish all continued success in this endeavor.

Sincerely,



Michael Mauger

CC: Mr, Justin Keller, Borough Manager  
Ms. Deb Penrod, Chair Pottstown Land Bank



## POTTSTOWN BOROUGH LAND BANK

### SUMMARY OF PROPOSED CHANGES TO THE LAND BANK POLICIES AND PROCEDURES

June 23, 2021

#### Substantive changes

##### Section 2. Property Acquisitions by PBLB

- Add to the list of factors that the PBLB will consider when acquiring properties – “Acquisition will create or preserve home ownership opportunities” (section 2.2.2)
- Clarify that all acquisitions require approval by the PBLB Board of Directors and provide further details to the process for the acquisition of properties by the PBLB (section 2.3)

##### Section 4. Conveyance of Properties

- Clarify that individuals and not just “entities” may acquire properties from the PBLB (section 4.4)
- Clarify the basic eligibility requirements for purchasing property from the PBLB (section 4.5)
- Add eligibility requirement that purchasers be current on real estate taxes for properties owned anywhere in Montgomery County, not just in Pottstown (section 4.5)
- Add eligibility requirement that purchasers be code compliant for properties owned anywhere in Montgomery County, not just in Pottstown (section 4.5)
- Add new criterion for the PBLB to exercise its discretion and decline purchasers – “parties that owned property foreclosed on for tax delinquency” (section 4.6)
- Clarify that all property transfers require approval by the PBLB Board of Directors and provide further details to the process for the conveyance of properties by the PBLB (section 4.7)
- Remove existing section 4.7 Options

##### Section 6. Side Lot Disposition Program

- Clarify that side lot transferee eligibility requirements apply to all properties owned by the transferee within Montgomery County (section 6.3)
- Authorize the PBLB to waive or modify the eligibility requirements for side lot transferees (section 6.3)
- Add “The PBLB reserves the right, at its discretion, to waive “Transaction Fees” for these side lot transfers.” (section 6.4)
- Add “The PBLB may include additional requirements for any transfer of parcels capable of independent development.” (section 6.5)

#### Formatting and editorial changes

Minor formatting and editorial changes were made throughout to improve the clarity of the Policies and Procedures.