

1. GO-TO MEETING - Join meeting from computer, tablet, smartphone: <https://transcripts.gotomeeting.com/#/s/480c55a4b2bce0f395adaf8cb9dc7da55ff84df8062206375c97d5c4bd65ec02>
2. Public Comment
3. Roll Call
4. Approval of minutes - February 24, 2020, September 28, 2020

Documents:

[2020-09-28.pdf](#)

5. Bills and Communications
6. Report of the Executive Director or other appropriate staff
 - a. PHARE grant agreement – authorization to sign

Documents:

[PHARE Pottstown Land Bank.pdf](#)

- b. Request for Qualifications – Developers
 - c. Request for proposals-quotes for professional services:
 - i. Legal; Appraisals; Title Reports
 - d. Federal EIN
 - e. PA Land Bank Network update
 7. Unfinished Business
 - a. Blighted Property List
 - b. Sheriff, Upset and Judicial Sales
 8. New Business
 - a. Draft 2021 Budget

Documents:

[Land Bank Draft Budget 2021 10.25.20.pdf](#)

- b. Community Outreach and Education
 - c. 2021 Land Bank Board Meeting Schedule

Documents:

[Land Bank Board 2021.pdf](#)

9. Adjournment

**Minutes of the Meeting of the
Board of Directors of the Pottstown Borough Land Bank**
Monday, September 28, 2020
Held remotely via Go-To-Meeting

Present:

Justin Keller (Borough Manager)
Peggy-Lee Clark (PAID)
Deb Penrod (Chair)
Twila Fisher (Treasurer)
Winnie Branton (Administrator)
Carol Kulp (Board Member)
Michael Mauger (Secretary)

Absent:

Michael Paules (Member)

Called to order at 4:30 PM

Public Comment – none from public present

Minutes – Secretary has had technical issues, and is unable to retrieve May and February Minutes. Will continue to work to retrieve said minutes to present for approval at later date.

Bills & communications

- Justin Keller advises that we have renewed our Public Official Liability Insurance, which the Borough has paid.

Report of Administrator

- Winnie Branton advises that action is needed following the PHARE Grant award of \$200,000 (less than the \$246,000 requested). PBLB must complete and return commitment form and letter, in addition to other documents and attachments, in order to formally acknowledge and accept the grant award and terms and conditions of the award. PHFA then returns grant agreement for our review and signature and return within 90 days.
 - o Mauger moves to authorize Winnie Branton to complete and return grant commitment letter. Kulp seconds. Motion passes unanimously.
- Discussion of various terms and needs for grant:
 - o Genesis Housing to be grant administrator, keep it as is for grant commitment letter but can be changed before we sign the full agreement.
 - o At least 30% of awarded dollars must go to households that fit within AMI range to fit within home repair program.
- Continued upset and judicial sale for December 10
- Discussion of PBLB Presentation before PAID – not much feedback, presentation made just two days before COVID shutdowns.
- Lunch and Learn Debrief

- PBLB hosted lunch and learn session on May 18, 2020.
- Presentation was recorded, and is now publicly available on Borough's web page
 - Fisher discusses possibility of putting together a short couple minute promo video with clips from the lunch and learn and other information about PBLB. Fisher to make contact with potential producer of video.
- PA Land Bank Network
 - 2 goals – advocating for gov money support for land banks; and larger funding for a state-wide landbank network that would provide direct services like tech and legal services in a uniform manner
 - Meeting to be scheduled in December to share results of surveys of land banks for the purpose of painting a picture of land banking in Pennsylvania
- PHARE 2021
 - PHFA issued RFP for next round. PBLB cannot be awarded another grant until we spend 75% of grant awards already received. (75%)
 - We can apply, and then, if awarded grant but PBLB has not spent the required minimum from last grant, PBLB can simply not accept the grant. However, this can be costly and time consuming, and if it is unlikely that we would be able to accept grant funds, may make more sense to not pursue it.
 - Next meeting to decide whether or not to proceed
 - Deadline not for a while – WB to find it and circulate it.
- Branton has not heard anything about keystone community grant

Unfinished Business:

- Request for Qualifications – Developers
 - Brant to draft and present to Board and Steering Committee
- Insurance already been renewed
- Annual audit and report to DCDE
 - Branton submitted on 5/1, no activities, no transactions, nothing for us to submit. Approved no issues.
- Blighted Property List
 - Penrod has not received an updated list.
- Sheriffs upset and judicial sale
 - Upset sale just happened 9/24 – held virtually, but with complicated format.
 - PBLB to reach out to tax claim bureau for properties on continued list that are in the Borough
 - First Sheriff virtual is October 28 at 1 PM
 - Bid4asset an online auction company
 - Judicial – continued upset and judicial sale is December 10

New business:

- Kulp moves to authorize Justin Keller to acquire an EIN for PBLB. Fisher seconds. Motion approved unanimously. EIN – CK motion, TF second, EIN
- Branton: PBLB should publish RFP for legal, appraisals, title reports
 - Branton will draft modified RFP pursuant to requirements under PHARE grant

- Pottstown Housing Coalition
 - Oct 12th meeting open to the public
 - Fisher to send link

Meeting adjourned at 5:14 PM.

**THE PENNSYLVANIA HOUSING AFFORDABILITY AND REHABILITATION
ENHANCEMENT FUND
2020 GRANT AGREEMENT**

This Grant Agreement ("Agreement") is entered into as of this _____ day of _____, 2020, between **POTTSTOWN BOROUGH LAND BANK**, located at 100 East High Street, Pottstown, Pennsylvania, 19464, ("Grantee"), and **PENNSYLVANIA HOUSING FINANCE AGENCY**, a public corporation and government instrumentality, created by and existing pursuant to the Housing Finance Agency Law, 35 P.S. Section 1680.101 et seq., as amended, having a principal office at 211 North Front Street, Harrisburg, Pennsylvania 17101 ("Agency").

BACKGROUND:

WHEREAS, the Pennsylvania General Assembly established the Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund through Act 105 of 2010 ("PHARE") to create a housing trust fund (the "PHARE Fund"); and

WHEREAS, the Pennsylvania General Assembly amended PHARE with the addition of Act 58 of 2015 ("Act 58"), which makes specific allocations to the PHARE Fund from certain Realty Transfer Tax ("RTT") receipts collected during the prior fiscal year pursuant to section 1102- C of the Tax Reform Code of 1971 (P.L. 6, No. 2), in order to address housing needs in the sixty-seven (67) counties of the Commonwealth of Pennsylvania ("PHARE/RTT Fund"); and

WHEREAS, the PHARE Fund can be used: to provide dwellings for low and moderate-income individuals or families; to increase the availability or quality of housing for elderly persons and accessible housing for persons with disabilities; to prevent and reduce homelessness; to develop and rehabilitate distressed neighborhoods; for mortgage or rental assistance including housing counseling, foreclosure prevention and refinancing products; or to provide loans or grants to low and moderate income owner occupants for repairs or improvements of their homes; and

WHEREAS, PHARE allows the Agency to develop an allocation plan ("Plan"), which gives preference to projects that meet specific goals, considers geographical distribution of program funds, and makes 30% of funds available for housing programs benefitting households with income less than 50% of the median area income; and

WHEREAS, the Agency has issued its Request for Proposals in accordance with the Plan, Grantee has submitted an application for program funding and the Agency has determined to provide proceeds from the PHARE/RTT Fund to Grantee for its Project (hereinafter, the "Project") all in accordance with the terms and conditions set forth hereinafter.

NOW, THEREFORE, in reliance upon the representations, warranties, assurances, promises and covenants set forth herein, the parties hereto, intending to be legally bound hereby, agree as follows:

**ARTICLE I.
PROPOSAL, PROJECT AND GRANT**

1.1 Grantee has submitted its Proposal (a copy of which is attached hereto as Exhibit A and expressly made a part hereof). Grantee has been conditionally approved to receive an amount to fund the Proposal in accordance with the Conditional Commitment Letter (previously provided), which may amend the scope and amount set forth in the proposal. All terms and provisions of the Proposal (as amended by the Commitment Letter) and the Commitment Letter shall be a part of this Agreement. To the extent of any inconsistency, the provisions of this Agreement shall control.

ARTICLE II.
TERM

2.1 The term of this Agreement shall commence upon full execution and shall terminate upon the earlier of: 1) the completion, review and acceptance by the Agency of any reporting requirements and/or the return of the Grants funds to the Agency; 2) the recapture of the Grant funds by the Agency; or 3) two years from the date hereof, subject to renewal and extension by written approval of the parties ("Term"), unless terminated earlier pursuant to Article X. Full execution of the Agreement means that it has been signed by the Grantee and by the Agency and contains all approvals required by Commonwealth contracting procedures. Certain obligations will survive the term as specifically set forth in this Agreement. Any costs incurred by Grantee prior to the commencement of the Term are incurred at the Grantee's risk.

ARTICLE III.
PAYMENT AND FISCAL PROVISIONS

3.1 Subject to the availability of proceeds from the PHARE/RTT Fund and the terms and conditions of this Agreement, the Agency will provide Grant funds in the amount of **TWO HUNDRED THOUSAND DOLLARS (\$200,000)**, ("Grant"), to Grantee to pay for costs and fees for the purposes set forth in the Proposal, as approved by the Agency. The Grant is expressly contingent upon the availability of funds and fulfillment of the requirements relating to the PHARE/RTT funding. The Agency reserves the right to adjust the Grant at any time.

3.2 All disbursements are subject to satisfaction of all conditions contained in this Agreement.

3.3 Grantee shall deposit the Grant funds into a bank or other financial institution in a separate and special interest bearing expenditures account. The account shall be insured by the FDIC. These funds must not be used by Grantee except for application to eligible Project purposes and such funds are not available for any other purpose.

3.4 The Agency will require reporting and an accounting of all expenditures under this Agreement. In addition, the Agency may request and review, from time to time, evidence of the amounts on deposit, and any work in progress as it deems appropriate. Grantee shall use the Grant funds to carry out the Project in accordance with the terms of this Agreement. If Grantee does not use all or a portion of the Grant funds for the purposes of and in accordance with the terms and conditions of this Agreement, Grantee shall be liable to the Agency for the amount of the Grant funds unused or improperly used and shall return said funds to the Agency upon the Agency's demand.

3.5 Grantee shall make every effort to disburse, expend, and carry out all Project activities in an expeditious fashion. In all events, any Grant funds not used for eligible Project purposes within **eighteen (18) months** from the execution of this Agreement may be recaptured by the Agency.

3.6 If the Agency is entitled to repayment of all or a portion of the Grant, the repayment may include interest at a reasonable market level determined by the Agency and may include an assessment of costs and fees associated with any related recovery actions.

3.7 The Grant has been approved specifically for the Project identified and described in the Proposal. Grantee may not "reallocate" or adjust funding to any other Project or program.

ARTICLE IV.
REPRESENTATIONS AND WARRANTIES

4.1 The Grantee represents and warrants that:

(a) The Grantee is duly organized and has all the power and authority to administer and operate the Project and to consummate the transactions contemplated in this Agreement.

(b) This Agreement has been duly and validly executed and delivered by the Grantee, and constitutes a valid and legally binding obligation enforceable in accordance with its terms.

(c) There is no action, suit or proceeding pending, or to the best of Grantee's knowledge threatened, against or affecting Grantee in any court at law or in equity, or before or by any governmental instrumentality, whether federal, state, county or municipal, affecting Grantee's existence, the real and personal property of Grantee or affecting Grantee's ability to carry out and perform the duties of the Project.

(d) Grantee will, at all times during this Project, meet or exceed the Agency's eligibility criteria. If Grantee becomes ineligible for the Grant during the term of this Agreement, then Grantee will be in violation of this Agreement, regardless of when such ineligibility occurs and the Agency may immediately suspend funding and demand repayment of all amounts paid to Grantee. Grantee shall immediately reimburse the Agency for any funds expended in violation of this Agreement.

(e) Grantee will perform all tasks, duties, obligations and objectives outlined in its Conditional Award of Funds letter. All tasks, duties, obligations and objectives shall be performed in accordance with any applicable federal and state law, and, if applicable, completed in the timeframe specified. Failure to perform as specified in the Conditional Award of Funds letter shall constitute an "Event of Default."

(f) Grantee will allocate a minimum of thirty-percent (30%) of the Grant to assist households below fifty percent (50%) of the median area income (as determined by the U.S. Department of Housing and Urban Development, "HUD") for the County in which the Project is located. Household income shall be determined on the date assistance is provided to a household. Grantee shall ensure that documentation is available to the Agency regarding household income and satisfaction of this minimum set aside upon request.

(g) Grantee will not use any portion of the Grant to benefit households whose income is greater than two hundred percent (200%) of the median area income (as determined by HUD) for the county in which the Project is located.

(h) Grantee agrees that the Agency may offset the amount of any misused portion of the Grant that is owed to the Agency against any payments due under this or any other Agreement with the Commonwealth of Pennsylvania ("Commonwealth").

ARTICLE V.
GRANTEE'S COVENANTS

5.1 The Grantee hereby covenants and agrees that it shall:

(a) not use any funds for administrative purposes unless specifically authorized by the Agency in Exhibit A;

- (b) comply with all federal, Commonwealth and local laws, regulations and requirements applicable to the Project;
- (c) supply any information to the Agency that the Agency requires for reports in connection with the use of the Grant in the form and manner required by the Agency;
- (d) be able to demonstrate to the Agency that the Project is at all times financially feasible;
- (e) use the Grant to carry out the Project in a manner consistent with PHARE, Act 58 and Agency requirements;
- (f) ensure that all subgrantees and program administrators comply with all provisions of this Agreement;
- (g) ensure that its administration of the Project and all distribution of funds for the Project is in accordance with all local, state and federal laws and regulations governing applicable procurement programs, wage rates and labor standards, equal opportunity, accessibility and fair housing;
- (h) provide the Agency with copies of advertising materials and any related program manuals and guidelines and documents used in the Project;
- (i) conduct bidding for all Project contracts in accordance with state law;
- (j) maintain full and complete records to support the expenditure of all funds, compliance with all PHARE requirements and Project administration for at least five years from the date of final disbursement of Grant funds or completion of the Project, whichever is later in time;
- (k) provide the Agency with copies of any studies, including housing studies, undertaken relating to the Project and/or PHARE;
- (l) if applicable, contact the Agency for information related to its lending network if working with first time homebuyers;
- (m) if applicable, for consumer counseling Projects, provide all services in accordance with requisite counseling standards established by the Agency, which may include compliance with CFPB or HUD regulations as well as any other certifications and training programs required by federal and state law, and by the Agency;
- (n) if applicable, for rental or for-lease Projects, participate in PAHousingSearch.com by providing vacant unit and occupancy information, including monthly updates and ensure that all leases and rental agreements meet the requirements of state law and all Agency guidance for notice, lease terms and resident protections; and
- (o) if applicable, for any construction or rehabilitation activities funded with Grant funds, obtain or cause to be obtained all applications, permits, and governmental approvals necessary for the construction or rehabilitation of the Project prior to the commencement of construction related activity on the site and thereafter, in the ordinary course of construction, rehabilitation and operation of the housing being funded through the Project.

ARTICLE VI.
SCOPE OF WORK

6.1 Grantee shall adhere to and be bound by the Plan as established by the Agency.

6.2 Grantee acknowledges that the Agency and other Commonwealth entities, as necessary, have the right to monitor the activity on any property site being funded through the Project during and after construction with or without notice to Grantee during Grantee's normal business hours.

ARTICLE VII.
REPORTING REQUIREMENTS

7.1 Within thirty (30) calendar days from the end of each semiannual period, Grantee shall deliver to the Agency a report containing a financial statement and an itemized list of Grant expenditures (this list is illustrative and not exhaustive). At a minimum, this reporting information will include household/client income data, amount expended per household or housing unit, geographic and demographic distribution of funds, list of third party vendors, placed in service date, and subcontractors employed to carry out the Project. The report shall be completed in a form and manner prescribed by the Agency.

7.2 The Agency reserves the right to require additional reports and may request additional information.

7.3 The first report will be due to the Agency for Project activity for the period from commencement to the end of the calendar year. Reports will be due semiannually thereafter until all Grant funds are fully expended. A final Project report shall be due to the Agency within thirty (30) calendar days of the final expenditure of the Grant. Occupancy reports and certifications may be required during any applicable Affordability Period in accordance with Agency instructions.

ARTICLE VIII.
INSURANCE AND LIABILITY

8.1 Grantee shall maintain standard liability insurance policies that protect, or are endorsed to protect, the Agency, for the term of this Agreement, from claims of bodily injury and/or property damage arising out of any activities performed by Grantee or its employees or agents under this Agreement, including business and non-business invitees, and their property and all other property sustaining damage as a direct result of the execution or administration of this Project when validly present on Grantee's premises, whether or not actually engaged in the Project at the time the claim inures. Such policies shall not include any provision limiting then existing sovereign immunity rights of the Agency.

8.2 Grantee shall furnish to the Agency proof of insurance as required by this paragraph upon request by the Agency. **In the event that Grantee administers Grant funds for rental Project, for-sale or lease Project or construction or rehabilitation Project, Grantee shall provide annual insurance binder evidencing insurance coverage that protects the Agency throughout the term of this Agreement.**

8.3 Grantee shall provide workmen's compensation insurance where the same is required and shall accept full responsibility for the payment of premiums for workmen's compensation and social security and any other taxes or payroll deductions required by law for its employees who are performing activities specified by this Agreement.

8.4 Grantee shall ensure that all appropriate bonding is secured and that adequate policies of insurance and security are in place for all work being performed. Copies of these items must be provided to the Agency upon request.

ARTICLE IX.
PROHIBITION ON ASSIGNMENT, TRANSFER AND COLLATERAL USE

9.1 This Agreement may not be assigned or transferred by Grantee and Grantee may not delegate its duties hereunder without the prior written consent of the Agency. Approval of an assignment and/or reimbursement does not establish any legal relationship between the Agency and any other party, and under no circumstances shall the Agency have any responsibility to any third party pursuant to such an assignment. The Agency shall have no obligation to make any disbursements on behalf of Grantee to any third party for any work done on the Project.

ARTICLE X.
EVENTS OF DEFAULT AND SUSPENSION/TERMINATION OF AGREEMENT

10.1 Upon written notice, the Agency may suspend payments and/or direct suspension of all or any part of the Project activities. Each of the following shall constitute an event of default to which the Agency may give such notice to suspend:

- (a) violations of laws or regulations;
- (b) failure to meet required PHARE eligibility standards;
- (c) misuse of funds;
- (d) violation of any term, provision, condition, obligation or representation or warranty set forth in this Agreement; or
- (e) failure to submit required documents upon request, failure to submit reports by their due dates, or when responsible public officials or private citizens make allegations of mismanagement, malfeasance or criminal.

10.2 During the term of suspension, the Agency and Grantee shall retain and hold available portions of the Grant. Grantee shall have the right to cure any default or other circumstance that is the basis for the suspension within thirty (30) calendar days.

10.3 Upon written notice, the Agency may terminate the Agreement if Grantee does not cure any default or other circumstance that is the basis for suspension within thirty (30) calendar days. In addition to any other rights in law and equity that may be available to the Agency, all Grant funds spent by Grantee in violation of this Agreement shall be immediately due to the Agency upon demand and termination of the Agreement.

10.4 Unless otherwise specified in this Agreement, the Agency may terminate this Agreement, with or without cause, at any time by giving at least thirty (30) calendar days prior written notice to the Grantee of such termination specifying the effective date thereof. All monies not legally or contractually obligated shall be returned to the Agency on or before the effective date of termination and all Project records shall be made available to the Agency.

10.5 This Agreement is immediately terminated upon the filing of a petition in bankruptcy or for reorganization or for an arrangement under any bankruptcy or insolvency law or for a receiver or trustee for any of its property is filed by Grantee, or a petition in bankruptcy or for reorganization or for an arrangement under any bankruptcy or insolvency law or for a receiver or trustee of any of its property is filed against Grantee, or a receiver or trustee of any property of Grantee is appointed, or Grantee makes an assignment for the benefit of creditors, or admits in writing its inability to pay its debts, or Grantee is adjudged insolvent by any State or Federal court of competent jurisdiction, or an attachment of execution

is levied against any substantial portion of the property of Grantee. The Agency shall retain all rights to any undisbursed Grant funds. All rights to any previously disbursed funds held directly by Grantee or in a special interest bearing expenditures account, and that have not expended on eligible Project costs shall immediately revert to the Agency and shall not be considered part of the Grantee's and/or Project's trust estate or available for any other purposes.

ARTICLE XI.
RECORD KEEPING AND AUDIT REQUIREMENTS

11.1 The Agency or its authorized representatives, reserve the right to perform financial and/or performance audits as deemed necessary for three years from the end of the Term of the Agreement. If it is decided that an audit of this Agreement will be performed, Grantee will be given advance notice. Grantee shall maintain books, records, and documents that support the services provided and the delivery of the Project and that demonstrate that all Grant funds were expended in accordance with the Agreement, and that Grantee has complied with the Agreement. Grantee shall make available, upon reasonable notice, at the office of Grantee, during normal business hours, for the term of this Agreement and the retention period set forth in this section, any of the books, records, and documents for inspection, audit, or reproduction by any state or federal agency or its authorized representative.

11.2 Grantee shall preserve all books, records, and documents related to this Agreement for a period of time that is the greater of three years from the Agreement termination date or until all questioned costs or activities have been resolved to the satisfaction of the Commonwealth laws and regulations, whichever is longer. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of five years from the date of any resulting final settlement.

11.3 None of the above provisions under this section exempts Grantee from providing, upon request, access to such records to the Commonwealth or federal agencies or their authorized representatives. This Agreement will remain in effect and be binding upon the parties thereto until the audit or closeout is submitted and accepted by the Agency.

11.4 Grantee shall maintain at its principal office or place of business complete and accurate records and accounts including documents, correspondence and other evidence pertaining to costs and expenses of this Agreement, and reflecting all matters and activities covered by this Agreement.

11.5 If the Agency determines that the full amount of the Grant was not required to complete the Project or that the Grant was improperly used, then the unused Grant funds, improperly used or expended but not required to complete the Project, shall be repaid to the Agency with interest (calculated at a rate of 3% from the date of such improper expenditure as determined by the Agency) upon demand.

ARTICLE XII.
GRANTEE'S INTEGRITY

12.1 It is essential that those who seek to contract with the Commonwealth of Pennsylvania ("Commonwealth") observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

1. **DEFINITIONS.** For purposes of these Grantee Integrity Provisions, the following terms shall have the meanings found in this Section:
 - a. "Affiliate" means two or more entities where (a) a parent entity owns more than fifty percent

- of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.
- b. "Consent" means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.
 - c. "Grantee" means the individual or entity that has entered into this contract with the Commonwealth.
 - d. "Grantee Related Parties" means any affiliates of the Grantee and the Grantee's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Grantee.
 - e. "Financial Interest" means either:
 - (1) Ownership of more than a five percent (5%) interest in any business; or
 - (2) Holding a position as an officer, director, trustee, partner, employee or holding any position of management.
 - f. "Gratuity" means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the Governor's Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b), shall apply.
 - g. "Non-bid Basis" means a contract awarded or executed by the Commonwealth with Grantee without seeking bids or proposals from any other potential bidder or offeror.

12.2 In furtherance of this policy, Grantee agrees to the following:

- a. Grantee shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Grantee or that govern contracting or procurement with the Commonwealth.
- b. Grantee shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Grantee activity with the Commonwealth and Commonwealth employees and which is made known to all Grantee employees. Posting these Grantee Integrity Provisions conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.
- c. Grantee, its affiliates, agents, employees and anyone in privity with Grantee shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.
- d. Grantee shall not have a financial interest in any other Grantee, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Grantee's financial interest prior to Commonwealth execution of the contract. Grantee shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Grantee's submission of the contract signed by Grantee.
- e. Grantee certifies to the best of its knowledge and belief that within the last five (5) years Grantee or Grantee Related Parties have not:
 - (1) been indicted or convicted of a crime involving moral turpitude or business honesty or

- integrity in any jurisdiction;
- (2) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
- (3) had any business license or professional license suspended or revoked;
- (4) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
- (5) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Grantee cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Grantee. The Grantee's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Grantee shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract it becomes aware of any event which would cause the Grantee's certification or explanation to change. Grantee acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

- f. Grantee shall comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.) regardless of the method of award. If this contract was awarded on a Non-bid Basis, Grantee must also comply with the requirements of the Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a).
- g. When Grantee has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Grantee Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Grantee shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.
- h. Grantee, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Grantee Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Grantee shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Grantee Integrity Provisions. Grantee agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Grantee's compliance with the terms of this or any other agreement between the Grantee and the Commonwealth that results in the suspension or debarment of the Grantee. Grantee shall not be responsible for investigative costs for investigations that do not result in the Grantee's suspension or debarment.
- i. Grantee shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Grantee non-compliance with these Grantee Integrity Provisions. Grantee agrees to make identified Grantee employees available for interviews at reasonable times and places. Grantee, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Grantee's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Grantee's business or financial records, documents or files of any type or form that refer to or concern this contract.

Grantee shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third party beneficiaries shall be created thereby.

- j. For violation of any of these Grantee Integrity Provisions, the Commonwealth may terminate this and any other contract with Grantee, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Grantee from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

ARTICLE XIII. **FINANCIAL RESPONSIBILITY**

13.1 The Grantee shall be financially responsible to the Agency and the Commonwealth, for any and all losses, damages, expenses, claims, demands, suits and actions based or arising out of the malfeasance, nonperformance, negligence or misconduct of its employees, agents or subcontractors under this Agreement or as a result of its failure to comply with any of the terms of this Agreement, federal and state law. Grantee shall defend and/or indemnify the Agency for defense against any and all actions brought against the Agency or the Commonwealth and for any additional expenses that may be incurred by the Agency or Commonwealth based upon such claims or demands, including mechanic's lien claims.

ARTICLE XIV. **GRANTEE'S RESPONSIBILITY**

14.1 For the purpose of these provisions, the term grantee is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, contractor or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term grantee includes a contractor, permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

1. The Grantee certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Grantee, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Grantee cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.
2. The Grantee also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.
3. The Grantee's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Grantee shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Grantee, any of its

subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

4. The failure of the Grantee to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.
5. The Grantee agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Grantee's compliance with the terms of this or any other agreement between the Grantee and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Grantee shall not be responsible for investigative costs for investigations that do not result in the Grantee's suspension or debarment.
6. The Grantee may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at <http://www.dgs.state.pa.us/> or contacting the:

**Department of General Services
Office of Chief Counsel
603 North Office Building
Harrisburg, PA 17125
Telephone No: (717) 783-6472
FAX No: (717) 787-9138**

14.2 The Grantee agrees that the Commonwealth of Pennsylvania (Commonwealth) may set off the amount of any state tax liability or other obligation of the Grantee or its subsidiaries to the Commonwealth against any payments due the Grantee under any contract with the Commonwealth.

ARTICLE XV.
NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

15.1 During the term of this Agreement, Grantee agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract.
3. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the contract.

4. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Contractor and each subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lit places customarily frequented by employees and at or near where the contracted services are performed shall satisfy this requirement for employees with an established work site.
6. Contractor and each subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
7. The Contractor and each subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws, regulations and policies relating to nondiscrimination and sexual harassment. The Contractor and each subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Contractor and each subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the contracting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
8. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor.
9. The Contractor's and each subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor and each subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the contract, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The Commonwealth may cancel or terminate the contract and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

ARTICLE XVI.
AMERICANS WITH DISABILITIES ACT

16.1 Pursuant to federal regulations promulgated under the authority of *the Americans with Disabilities Act*, 28 C.F.R. § 35.101 *et seq.*, Grantee understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this Agreement or from activities provided for under this Agreement. As a condition of accepting and executing this Agreement, Grantee agrees to comply with the "*General Prohibitions Against Discrimination*," 28 C.F. R. § 35.130, and all other regulations promulgated under Title II of *the Americans with Disabilities Act* which are applicable to the benefits, services, programs, and activities provided by the Commonwealth and the Agency through contracts with outside contractors. Grantee shall be responsible for and agrees to indemnify and hold the Agency and the Commonwealth of Pennsylvania harmless from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Agency and/or the Commonwealth as result of the Grantee's failure to comply with the provisions of this paragraph.

ARTICLE XVII.
RIGHT TO KNOW LAW

17.1 Grantee understands that this Agreement and records related to or arising out of this Agreement are subject to requests made pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL"). The Grantee is required to adhere to the following requirements:

(a) The Grantee shall notify the Agency in writing of any change in the name or the contact information within a reasonable time prior to the change.

(b) If the Grantee fails to provide access to, and copies of the requested information to the Agency, within the period specified by the Agency, the failure shall be considered an event of default and the Grantee shall be financially responsible to the Agency harmless for any damages, penalties, detriment or harm that the Agency may incur as a result of the Grantee's failure to produce the requested information.

(c) Grantee shall not challenge the Agency's decision to deem the requested information a Public Record as defined by the RTKL, or in any way hold the Agency liable for such a decision. However, if the Grantee believes the requested information to be a Trade Secret as defined by the RTKL, then the Grantee will provide a statement signed by a representative of the Grantee explaining why the requested material is exempt from public disclosure under the RTKL within the timeframe prescribed by the Agency. The Agency's determination as to whether the requested information is a Public Record is dispositive of the question as between the parties to this Agreement.

ARTICLE XVIII.
CONFLICT OF INTEREST

18.1 The Grantee, its subcontractors, and assignees, on behalf of employees and/ or agents, covenants that they presently have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of their activities hereunder. The Grantee, its subcontractors,

and assignees further covenant that in the performance of this Agreement they will not knowingly employ any person having such interest.

ARTICLE XIX.
COMPLIANCE WITH APPLICABLE LAWS

19.1 When applicable, Grantee shall carry out all responsibilities under this Agreement in accordance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Pennsylvania Human Relations Act, and Title II of the Americans with Disabilities Act, and all other applicable federal and Commonwealth contracting provisions.

19.2 If applicable, Grantee shall comply with the Prohibition of Illegal Alien Labor on Assisted Project Act. The Grantee shall not knowingly employ, or knowingly permit any of its subcontractors to knowingly employ, the labor services of an illegal alien on activities funded in whole or in part by this Grant.

19.3 Grantee expressly acknowledges that this Grant is funded with state funds and as such all requirements of state law shall be applicable to this Grant and the Project. This includes specifically payment of wage rates set forth in the prevailing wage act, if applicable.

ARTICLE XX.
MISCELLANEOUS

20.1 Notices. All notices given hereunder shall be made by United States mail to the following addresses unless otherwise designated in writing by either party:

Agency: See preamble to this Agreement
Grantee: See preamble to this Agreement

20.2 Entire Agreement. This Agreement, with all referenced addenda and exhibits, when signed by all the parties hereto, constitutes the full, final and complete understanding and agreement of the parties and this Agreement supersedes and cancels all prior written and oral agreements and communications and all contemporaneous oral agreement with respect to the subject matter of this Agreement. No provision of this Agreement shall be construed in any manner so as to create any rights in third parties not a party to this Agreement. It shall be interpreted solely to define specific duties and responsibilities between the Agency and the Grantee and shall not provide any basis for claims of any other person.

20.3 Governing Law. The validity, interpretation, enforcement, and effect of this Agreement shall be governed by and construed in accordance with, the laws of the Commonwealth of Pennsylvania.

20.4 Amendment. This Agreement may be modified or amended only in a writing executed by all of the parties hereto.

20.5 Independent Contractor. Grantee's relationship to the Agency is one of independent contract and nothing contained herein is intended or shall be construed as to create an employment, agency or partnership relationship between the parties.

20.6 Severability. If an article, clause or provision of this Agreement, or any part thereof, is declared to be invalid, void or unenforceable by any tribunal having jurisdiction, such invalidity, voidness or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement and the applicability thereof.

20.7 No Waiver. The failure of the Agency to insist upon strict performance of the terms and conditions hereof shall not constitute or be construed as a waiver or relinquishment of the Agency's right to thereafter enforce the same in accordance with this Agreement in the event of a continuing or subsequent default by Grantee.

20.8 Counterparts. This Agreement may be executed in various counterparts each of which shall be an original but all of which shall constitute one instrument.

[Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates indicated below, and by execution below, the Grantee certifies that they are authorized to bind the Grantee, all representations made herein are true and correct and that they are fully authorized and able to comply with all terms and conditions set forth in this Agreement.

WITNESS

PENNSYLVANIA HOUSING FINANCE AGENCY

By: _____

Robin L. Wiessmann
Executive Director & CEO

Date: _____

WITNESS:

POTTSTOWN BOROUGH LAND BANK

By: _____

Title: _____

Date: _____

APPROVED FOR FORM AND LEGALITY

By: _____

Michael Steven O'Neill, Assistant Counsel
Pennsylvania Housing Finance Agency



PHARE Fact Sheet (New Construction and/or Project Rehabilitation)

NOTE: All information provided in this fact sheet will be the final information used during the funding review process.

1. Name of Project/Development: Pottstown Borough Land Bank Blight Prevention and Elimination Program

2. Please indicate the source and the amount of PHARE funds your organization intends to apply for and the amount being requested from each. Applicants are reminded to refer to the RFP to view the eligible applicants and proposal submission requirements for each source of funds.

- | | |
|--|------------------|
| <input type="checkbox"/> PHARE/Marcellus Shale Fund | \$ _____ |
| <input checked="" type="checkbox"/> PHARE/Realty Transfer Tax Fund | \$ 200,000 _____ |
| <input type="checkbox"/> PHARE/National Housing Trust Fund | \$ _____ |
| TOTAL | \$ _____ |

3. Total Project/Development Cost: \$ _____

4. Please identify the amount and percentage of PHARE funds that will be used to benefit households below fifty percent (50%) of the median area income. **Note:** No less than 30% of PHARE funds must assist persons/families below 50% MAI.)

\$ _____ %

5. Identify the targeted populations to be served by the project’s proposed PHARE funding.

(Example: 50% of the PHARE Funds will assist persons/households below 50% of the county MAI. The remaining 50% of the PHARE Funds will assist persons/households between 50% and 100% of the county MAI.)

39% of the PHARE Funds will assist persons/households below 50% of the county MAI. An estimated 14% of the PHARE Funds will assist persons/households between 80% and 120% MAI. No PHARE Funds will benefit households with incomes exceeding 200% MAI.

6. Project/Development total number of units? 10

7. Total project/development square footage impacted by PHARE funding? TBD sq. ft.

8. Number of units to be newly constructed using PHARE funding? N/A

One Bedroom Units	# _____	Bathrooms	# _____
Two Bedroom Units	# _____	Bathrooms	# _____
Three Bedroom Units	# _____	Bathrooms	# _____
Four Bedroom Units	# _____	Bathrooms	# _____

- Number of newly constructed Accessible units? # _____

9. Number of units to be rehabilitated using PHARE funding? 6 owner-occupied homes TBD

One Bedroom Units	# _____	Bathrooms	# _____
Two Bedroom Units	# _____	Bathrooms	# _____
Three Bedroom Units	# _____	Bathrooms	# _____
Four Bedroom Units	# _____	Bathrooms	# _____

- Number of newly rehabilitated Accessible units? # _____

10. Projected Rent/For-Sale Price of PHARE impacted units? Not yet determined

	Projected Rent	Projected Sales Price
One Bedroom Units	\$ _____	\$ _____
Two Bedroom Units	\$ _____	\$ _____
Three Bedroom Units	\$ _____	\$ _____
Four Bedroom Units	\$ _____	\$ _____

11. Additional amenities/services impacted by PHARE funding:

12. Property address(es) of the Project/Development

(**Please include the nine digit zip code(s), if available.)

Individual properties to be selected

13. Contact information of the individual completing the application.

(**This person will be contacted by PHFA with any questions regarding the PHARE proposal.)

Name: Winnie Branton, Branton Strategies

Address: 250 S. 18th Street, Unit 1201
Philadelphia, PA 19103

Phone: 267-788-1651

E-mail: wbranton@brantonstrategies.com

14. Contact information for all entities involved in the Project/Development.

(**County/municipality, developers, non-profits, etc. that are involved in the project/development)

Name: Justin Keller, Borough of Pottstown

Address: 100 East High Street
Pottstown, PA 19464

Phone: 610-970-6511

E-mail: jkeller@pottstown.org

Name: Judith Memberg, Genesis Housing Corp.

Address: 1430 DeKalb Street, Suite 2020
Norristown, PA 19401

Phone: 610-275-4357

E-mail: jmemberg@genesishousing.org

See attached for additional information for this Question 14.

15. Contact information for the individual overseeing the project/development.

(**All required reporting documentation will be sent to the individual listed below.)

Name: Judith Memberg, Genesis Housing Corp.

Address: 1430 DeKalb Street, Suite 2020

Norristown, PA 19401

Phone: 610-275-4357

E-mail: jmemberg@genesishousing.org

16. Contact information for one person able to handle communications regarding contracting and transfer of funds.

Name: Judith Memberg, Genesis Housing Corp.

Address: 1430 DeKalb Street, Suite 2020

Norristown, PA 19401

Phone: 610-275-4357

E-mail: jmemberg@genesishousing.org

****Please attach additional pages as necessary****

POTTSTOWN BOROUGH LAND BANK		
DRAFT BUDGET 2021		
4 Acquisitions [1 Borough transfer, 3 tax sale acquisitions]		
4 Sales		
YEAR 1		
PROJECTED EXPENSES		Notes
Administrative		
Salary and Wages		MOU with Borough/County? Hire Employee?
Office Supplies/Postage	500	
Website development	1000	
Marketing	1000	
Computer Purchase		
Software License		
Notary		
Travel/Training		
Insurances		
D&O	2000	
Workman's comp		If LB has employee, would need this coverage
Liability		Need quote
Audit	2500	RFP coming
Professional Services - Consultant	18000	
Professional Services - Legal	12000	RFP coming
Reserves	0	
Subtotal	37000	
Program		
Acquire & Resale		
Program budget numbers from PHARE project		
Acquisition and Disposition	81000	
Program Delivery Costs	12150	
Insurance, Utilities and Maintenance	8100	
Professional Services	11340	
Subtotal	112590	
Total Expenses	149590	
PROJECTED REVENUE		
Land Bank Activity		
Sale Proceeds	20000	Assumes 4 sales, average price \$5,000
Transaction Fees	3000	Assumes 4 sales, transaction fee \$750
50% Tax Recapture	0	Year 2 budget should include revenue here
Subtotal	23000	Ideally, this number > Administrative Expenses
Grants and Other Support		
PHARE Grant	117590	
Borough Seed Money 2018	20000	
Borough Contribution		
Other Support		
Subtotal	137590	
Total Revenue	160590	
Profit/Loss	11000	

PUBLIC MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Pottstown Borough Land Bank Board will conduct its 2021 meetings at 4:30 p.m. on the following dates: January 25, 2021, February 22, 2021, March 22, 2021, April 26, 2021, May 24, 2021, June 28, 2021, July 26, 2021, August 23, 2021, September 27, 2021, October 25 2021, November 22, 2021 in the Council Meeting Room, 3rd Floor, Pottstown Borough Hall, 100 East High Street, Pottstown, Pennsylvania, for the purpose of conducting any relevant business that may come before the Board. The public meeting shall allow for public comments on matters under deliberation, in accordance with the Pennsylvania Sunshine Act.

Justin M. Keller
Borough Manager

Charles D. Garner, Jr.
Borough Solicitor

The Mercury

DATE