

Land Bank Agenda
November 23, 2020, 4:30 p.m.
Go-To Meeting

1. Land Bank Go-To Meeting

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/195971765>

You can also dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (646) 749-3117

Access Code: 195-971-765

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/195971765>

2. Public Comment

3. Roll Call

4. Approval of Minutes

Documents:

[2020-10-26.pdf](#)

5. Bills and Communications

6. Report of the Executive Director or other appropriate staff

- a. PHARE Grant Agreement
- b. Request for Qualifications - Developers
 - i. Comments on RFQ form
- c. Request for proposals/quotes for professional services:
 - i. Legal; Appraisals; Title Reports
- d. PA Land Bank Network Update

7. Unfinished Business

- a. 2021 Budget
- b. Community Outreach and Education
- c. Blighted Property List
- d. Sheriff, Upset & Judicial Sales

8. Adjournment

**Minutes of the Meeting of the
Board of Directors of the Pottstown Borough Land Bank**
Monday, October 26, 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)
Michael Mauger (Secretary)

Absent:

Michael Paules (Board Member)
Carol Kulp (Board Member)

Called to order at 4:35 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

- Bill for \$2,250 from Branton Strategies for June through now paid by Borough.

Report of Administrator

- Branton:
 - o Grant Agreement
 - Had conversations w/ Genesis Housing re grant administration
 - Term: 2 years (from time signed, we have two years to do the work and spend the money)
 - Reporting requirements, Judy ED of Genesis Housing Corporation will take that. First due at the end of January.
 - Insurance and liability.
 - Branton asks Keller to get quotes for insurance liability so that PHFA is a covered entity. Not just D&O, but general liability coverage.
 - PHFA can terminate with or without cause on thirty days notice. Never heard of it happening, but should be brought to our attention.
 - Record keeping and audit requirements – Branton will review with Keller and Takach
 - Written business integrity policy to prevent fraud and other bad faith actions. Branton will look for appropriate fraud policies.
 - Must be signed and returned before or after December 10th.

- Mauger moves; Fisher seconds, unanimously approved.
 - Will get feedback from steering committee on the RFQ
 - RFP – Branton will have a draft for November meeting.
 - Federal EIN has been obtained.
 - PA Landbank network update
 - Have returned survey results
 - Housing Alliance hosting meeting on December 7th from 10am – 12:30pm
 - Center for Community Progress will be presenting.

Unfinished Business

- Blighted meeting was canceled for October, so no progress report there.
- Sheriff/upset/judicial sales
 - How do we get the money from Genesis to us to County if we were going to purchase anything.
 - Branton had reached out to County officials about process. Have not received a response, perhaps Keller or Lee-Clark could have better luck.
 - Would ideally like to set up sound operations and procedures so that the appropriate government officials can keep us in the loop for these sales.

New Business

- 2021 Budget
 - Look to whether to have an intergovernmental cooperation agreement to help with administration or maybe contract an individual(s)
 - The current draft of the Borough budget has \$20-\$25k going to Land Bank. Intended to cover consulting fees.
 - PAID has new solicitor, and can revisit previous MOU that didn't get approved.
 - Branton will send out old draft MOU
 - County Redevelopment Authority may not be in the best position right now for an intergovernmental cooperative agreement or MOU
 - Keller doesn't think hiring one employee is the right move right now given the task ahead. Branton agrees that it's the best practice right now to allow PBLB to utilize options already available to them, like other government agencies, etc.
- Public education and outreach
 - Branton encourages more broad sharing of materials and information that we already have.
- Meeting dates:
 - Fisher moves; Mauger seconds; unanimously approved.

Meeting adjourned at 5:31 PM.