Land Bank Board Meeting
Feb. 22, 2021

Present: Carol Kulp, Justin Keller, Peggy Lee Clark, Deb Penrod

Guests: Craig Way

Called meeting to order at 11:13 a.m.

No comments from public

Twila made a motion to approve meetings of Jan. 25 pending change that Twila will make (# of firm companies instead of # of members); Carol seconded. Motion passed.

**Bills and communications:** We have one bill in the amount of $1350 for land bank consulting through Branten Strategies; Borough will pay from funds allocated for this purpose.

We have Administrator agreement through PAID – we can address that later on in the meeting.

**PHARE Grant Update:**
Judy Memberg said there aren’t funds deposited yet but they should be there in the next few weeks.

2nd item -- RFQ’s:
Winnie needs to provide more information to the title companies
More direct outreach needed to explain what we need from them
Twila will send Winnie information for any title companies she suggested as possible collaborators.
We want to get a sense of what they will charge and then see if they will make a good longer-term partner for the land bank.

Biannual review of procedures: Justin, Peggy, Twila, and Winnie met to review policies and procedures. All members of board were invited to participate. It was a good meeting with good discussion about what is critical and what isn’t. Winnie has some proposed changes that she will bring to the board in the march meeting. As a board, we would consider the changes, ask for public comment. Any substantive changes will go before council for approval.

**Unfinished Business:** scheduling another outreach meeting for talking to the public about how we will buy properties for the land bank: Some potential dates at noon would be:
March 23
March 25
We decided on Tuesday March 23 at noon

Deb said she would go to housing coalition’s meeting last month – how do we promote this with PHC and other groups?
Other two items under unfinished business

Blighted Property List:

Deb hasn’t heard more in the BP list. There was not a meeting this month; next one is in March.

Sheriff’s Upset and Judicial Sales
Winnie is going to try to go on line on Feb. 24. There’s a free and clear sale at 10 a.m. that involve some properties in the Borough. Justin and Peggy suggested sharing language with MontCo that we want included in these sales respective to the land bank and properties on those lists.

Process for Tax Sale Acquisitions: LB should be able to acquire the properties at two different types of sales: free and clear and judicial. Winnie is still trying to see if there are other LB jurisdictions similar to what Pottstown has – haven’t found any. This will be a matter of first impression. Peggy and Justin are trying to schedule a meeting with Portnoff to better understand this process.
These two avenues in addition to the ones below, could serve as another source.
Donations
Transfers from other NGO
Transfers from tax claim bureau

The RFI form should now be fillable and is on the landbank page on the Borough website.

New Business
Peggy has a draft for consideration for the agreement for PAID to administer the land bank.

Peggy went over the changes:
Full board at PAID has looked at this. At the previous time, it was suggested that PAID not take this on, but Matt Hovey had drafted something and shared it with PAID’s solicitor.
1. RTK – Board and attorney determined it is not appropriate for PAID to serve as a RTK officer, rather as a RTK assistant, and Ginny would be the officer.
2. Termination: The original document was reviewed by exec committee and Jamie. We can’t put PAID in a less than position. It was about shared reward and shared liability. Rather than the LB being able to cancel agreement within 15 or 30 days’ notice, PAID is suggesting that it must be a mutual agreement so that the cancel agreement can go either way if either party is not happy with the arrangement. There would be need to be remuneration to PAID for any hours/work done up to the termination.
3. Mutual indemnification: There will be a mutual indemnification to hold harmless either party, not just the Land Bank.
LB board will read over these changes and take it vote next month.

Motion to adjourn made by Twila at 11:39 a.m. Next meeting will be on Monday, March 22 at 11:00 a.m.