

Pottstown Borough Land Bank Board Meeting

April 25, 2022

The meeting was called to order by Deb Penrod at 4:07 p.m.

Public Comment: None

Board Roll Call: Deb Penrod, Twila Fisher, Carol Kulp, Jamie Sanchez, Lisa Vanni (Zoom)

Approval of March 28, 2022 Meeting Minutes: Motion to approve: Twila, Carol seconded.

Review of Bank Statement:

- a. \$98,778.68 in Account – PHARE grant money - checks were issued for legal bills.

Bills and Communications:

- a. 707 Hamilton was put out to bid for weatherization; the first round came in over (needs to come in at under \$25,000), so it went out to bid again.

Report from Administrator and Consultant:

Property Inquiries: No inquiries this month.

Winnie and Peggy talked to Clay Lambert from PFHA about the Land Bank's plan to use PHARE funds for the acquisition of 707 Hamilton from the Borough for transfer to Genesis. We reviewed the transaction details, the parties, and the plans for end use as owner-occupied affordable housing. We also reviewed the other types of expenses that can be reimbursed with PHARE funds. No objections or questions from Clay.

The annual report of activities for the Land Bank is due to be filed with DCED on or before May 1. Because the Land Bank did not engage in any transactions in 2021, the report is a simple letter stating such to DCED. Winnie will share to Peggy a copy of the letter filed last year.

Request for a motion to authorize Peggy to file the letter report with DCED.

Twila made a motion to proceed as described. Carol seconded.

Land Bank Pre-Screening Applications: None.

Unfinished Business:

707 Hamilton update: Justin noted that the Borough received a DCED grant for weatherization. They didn't get a successful bidder because of the bonding requirement. Instead, the contract would post a security at valuation of 25% of the project. That will go out to bid once again and

hopefully it will be more successful this time. The improvements need to be done while the Borough owns it.

1. Blighted Property List: No news from BPRC. They have not met due to a combination of weather, quorum, and lack of agenda items. They are planning to have an April meeting and a bus tour in May. Everyone is invited to both events.
2. Sheriff, Upset & Judicial Sales: There are none right now, but Justin and Peggy will still seek to meet with the County about streamlining the process and access to these sales.
3. Winnie noted that the Judicial sale is Thursday, Aug. 11; upset sale Sept. 22, continued upset sale is Dec. 8. We have the special powers for Aug. 11 and Dec. 8 sales; we know right now which properties are likely to be on August sale list. Now would be a time to share those property addresses with Habitat and Genesis about the opportunities (make sure with Bill that is ok to share the information).
4. After the blighted property tour, perhaps we can pursue some estate sales and encourage donations to the land bank.
5. 707 application packet: Judy Memberg filled this out and there is an acquisition and disposition report that have been filled out. We are moving forward on this paperwork and grateful to Winnie for helping us.
6. Solicitor report: Shortly after last board meeting, He and Winnie talked through the policies and procedures related to this transaction, ranging from application process to the contents of the agreement of sale, including transaction fee that can be applied but land bank has the discretion of waiving (we would have to do here). Also dictates how property will be monitored after it is sold. He has the updated AOS. There is no action needed tonight. Judy will get a copy of the AOS and address any of her comments/concerns with the solicitor.

New Business:

- Judy Memberg of Genesis Housing talked about 707 Hamilton: The title came back clean. The sewer line work is the most important part. If they can't get interest on bid, they have to move forward. Genesis could pay the land bank the acquisition money and the land bank could use PHARE grant to pay the Borough. We do a full income certification for the buyer. The land bank will want to see those documents. There will be a 15-year deed restriction.
- Homeowner rehab program. Judy would like to get it up and running but she needs paperwork stating that she will get reimbursed for it. Solicitor will draft a letter.

Other Comments: None

Adjournment: Jamie made a motion to adjourn; Carol seconded. Meeting adjourned at 4:23 p.m.

The next meeting will be at 4:30 p.m. on May 23, 2022.