

## Pottstown Borough Land Bank Board Meeting

July 25, 2022

1. Physical Location: Council Meeting Room, 3<sup>rd</sup> Floor of Borough Hall.
2. The meeting was called to order by Deb Penrod at 4:34 p.m.
3. **Public Comment:** None
4. **Board Roll Call:** Deb Penrod, Twila Fisher, Carol Kulp, Jamie Sanchez, Solicitor Boell  
**Absent:** Lisa Vanni  
**Administration:** Winnie Branton, Justin Keller, Peggy Lee-Clark, Melissa Shainline  
**Guests:** Craig Way; Laura Goodrich Cairns & Grant Stephano – Delaware County Redevelopment Authority
5. **Approval of June 27, 2020 Meeting Minutes:** Twila moved to amend previous meeting minutes: it should have read “May” instead of “April” minutes. Motion to approve minutes as amended by Twila; Carol seconded.
6. **Financial Report: Jamie Sanchez**
  - a. Beginning Balance: \$98,878.68
  - b. Balance ending 6/30/22: 98,766.18
  - c. Check was paid on June 17 for in the amount of \$112.50Motion to approve finance report: Twila made a motion; Carol seconded.
7. **Bills and Communications:** One “no charge” invoice from PAED showing time spent on researching properties discussed at last meeting as well as activity with Borough, Solicitor, and Land Bank.
8. **Report from Administrator and Consultant:** We have a meeting scheduled with National Community Stabilization Trust on Aug. 3. We will invite them to August or September Land Bank meeting to see if we can obtain properties through them. We had a property inquiry for 529 Beech Street from Paula Bickelman. Not sure if it is on blighted, but it is not one of the properties we looked at acquiring for the Land Bank so she may pursue it privately.  
Pa Land Bank Network Quarterly Meeting on Sept. 13 from 11a.m. -12:30 p.m. – save the date. Melissa will send information for that meeting.
9. **Land Bank Pre-Screening Applications:** We received one (it was distributed to the board prior to the meeting). They have worked previously on projects in Pottstown (323 and 329 Chestnut). Tom Hylton has written positively about their work in his advertorial. They would like to join our list. The Administrator will follow up with them.
10. **Unfinished Business (Solicitor update):** An email will go out first thing tomorrow morning listing the properties that the Solicitor researched for us. There are no federal liens on them. Peggy toured town and looked at them (addresses noted on previous meeting minutes). This correspondence will go out to people who have submitted pre-applications and the Pottstown Housing Coalition. Properties will also be shared on PAED’s social media platforms. Winnie asked us to consider the Land Bank trying to acquire it even if we don’t have a developer lined up yet. We could then solicit proposals for that property. With those proceeds we could incentivize purchase of less popular ones. Think about how we can use PHARE grant money to acquire it. Peggy and Danette went on site to view the properties. 439 Chestnut is vacant. 208 Gable is a corner lot (not in the PHARE grant district) that appears to be closed up and vacant but in fair condition. 948 Queen St. is confirmed vacant. There was a note on the door that it is inhabitable – perhaps due to no water or sewer service. 421 Hale St. is across the street from the explosion area and is an empty lot (former Masonic lodge that was leaning and had to be torn down). One other property came through Blighted and Deb will have a letter to sign that will be mailed out to ask for donation of the property.

At the Solicitor's recommendation, Twila made a motion authorizing Administrator to acquire properties at judicial sale using all necessary action and provisions and in accordance with the rules and procedures of the Land Bank. Peggy will pull up PHARE grant focus map again to see where these properties are located on it.

707 Hamilton St. Update:

Sewer work is still going to happen and there are emails going back and forth about how that is going to happen. The obligation to replace the sewer lines will survive settlement. The AOS should be ready to finalize.

11. **New Business:** PHARE grant reporting is due soon via a semi-annual report. Jan. 31 and July 31. The Administrator will be submitting the report online by the July 31 date. Up to this point we had nothing to report, but now we have some minor reporting. Blighted did not meet last month but will try to meet next month.

Deb Penrod noted that Jumpstart Pottstown is being launched locally.

**Other Comments:** None

12. **Adjournment:** Carol made a motion to adjourn; Jamie seconded. Meeting adjourned at 5:07 p.m.

The next meeting will be at 4:30 p.m. on August 22, 2022.