

February 25, 2019 minutes of the Land Bank Board meeting.

The meeting was called to order at 4:05 pm by Ms. Penrod.

First order of business was public comment. The only commenter was Matt Green, a Pottstown realtor, who thanked Mr. Keller for assistance in a real estate matter.

Roll call: Attendees were: Deb Penrod, Twila Fisher, Cheryl Chiarello, and Winnie Braxton. Also in attendance: Justin Keller, Peggy Lee Clark and Matt Hovey, Esquire, solicitor.

Absent (excused) – Carol Kulp.

Minutes of January 2019 meeting: Ms. Chiarello moved and Ms. Penrod seconded a motion to approve the January minutes, and said motion passed unanimously.

There was no discussion on bills as there are currently no bills for payment.

Ms. Penrod reported that the policies and procedures submitted by the Land Bank were approved by Borough Council.

Mr. Monastra moved and Ms. Fisher seconded a motion to approve the Intergovernmental Cooperation Agreement was approved unanimously. This agreement will need to have the approval from Montgomery County.

Ms. Penrod advised that there is no budget report as there is no financial activity currently planned.

There are no current grant opportunities identified or in progress.

Ms. Penrod executes an authorization presented by Justin Keller which would allow the acquisition of additional quotes for Land Bank insurance.

The Board then reviewed the current list of Blighted Properties. It was noted that no bank owned properties appeared on the list. The Land Bank discussed the generation of the list, and requested additional information from the Borough's Licensing and Inspection Department.

A discussion ensued regarding Sheriff's sales. Mr. Monastra explained the sheriff sale process and the concept of the "upset sale price."

Ms. Fisher presenting her findings regarding Upset and Judicial Tax Sales. Ms. Fisher indicated that private bids may be made prior to the sale, even as low as \$1,000.00, but county officials suggested that minimum bids should be the amount of the outstanding municipal liens. Mr. Monastra also explained that any properties obtained through this process would have to be held

for a period of 13 months as no title insurer will allow the property to be insured to a third party buyer until after the 13 month period expires.

Ms. Braxton, consultant to the Land Bank, next discussed the National Stabilization Trust, one of the functions of said Trust to be the facilitation of agreements between banks regarding blighted and vacant properties.

The Board moved to new business, the first being a movement of the current meetings from 4:00 pm to 4:30pm to accommodate the schedule of the Executive Director. If approved, the meeting schedule would need to be advertised again. Mr. Monastra moved and Ms. Chiarello seconded a motion to advertise the meeting times as 4:30pm on the fourth Monday of each month, and said motion passed unanimously.

Solicitor Hovey presented the Board with a Draft of Ethical Considerations for Conflicts of Interests. The Board agreed to review and comment on the Policy and tabled the discussion until the next meeting.

Solicitor Hovey then recommended that the Board adopt a Record Retention Policy and a Right to Know Policy. In response, Ms. Fisher moved and Ms. Penrod seconded to authorize the solicitor draft such policies for Board review, and the motion passed unanimously, with Mr. Monastra abstaining. Mr. Monastra abstained because he works at the same law firm as the solicitor.

The Board adjourned into Executive session at 5:05pm to discuss a matter of personnel.