



## Pottstown Borough Land Bank

February 27, 2023

Deb called the meeting to order at 4:34 p.m.

**Public Comment:** None

**Roll Call:** In attendance: Deb Penrod, Twila Fisher, Carol Kulp, Jamie Sanchez, Lisa Vanni, Solicitor Boell

**Administration:** Peggy Lee-Clark, Justin Keller, Winnie Branton, Melissa Shainline

The board met briefly for an Executive Session about the 948 Queen St. property offers, resulting in a unanimous tabling of the property until next month.

**Approval of Meeting Minutes from January 23, 2023:** Ms. Sanchez made a motion to approve; Ms. Vanni seconded. Motion carried.

### **Financial Report:**

Bank Statement 1/31/23 – Beginning balance: \$206,282.65; no deposits. One check written in the amount of \$1,562.80

Ending balance: \$204,719.85

Ms. Vanni made a motion to approve finance report; Ms. Fisher seconded. Motion carried.

### **Bills and Communications:** Administrator Lee-Clark

Two invoices from attorney, Fitzpatrick, Lentz & Bubba, P.C.:

1. \$1,200.00 – Feb 21, 2023
2. \$1,521.56 – Feb 21, 2023

Ms. Sanchez made a motion to pay the solicitor bills; Ms. Kulp seconded. Motion carried.

Invoice from PAED for property tax reimbursement, per MOU, is required to be paid within 30 days.

Land bank received check in the amount of \$562.00 as tax reimbursement for 208 Gable Street. PAED will receive \$337.20 of that per our MOU.

Ms. Fisher made a motion to pay PAED in the above amount, Ms. Sanchez seconded. Motion carried.

There is a monthly admin fee of \$500 – 15-day term. Ms. Fisher made a motion to pay PAED, Ms. Sanchez seconded. Motion carried.

### **Report from Administrator and Consultant**

- a. Property Inquiries – None

- b. Annual Report of Activities and Audit – because there were no activities in the 2021 fiscal year, we weren't required to have a 2021 audit, but we do need one for 2022. We have engaged Maillie LLP, who is working on it currently to have it completed by the May 1 deadline. If we want to use another firm in the future, we can, but we had to move quickly this year.

#### **Land Bank Pre-Screening Applications**

1. MOSAIC Community Land Trust
2. Apostolic Faith Housing

Ms. Sanchez made a motion to approve the prescreening applications; Ms. Fisher seconded. Motion carried.

#### **Unfinished Business**

- a. 421 Hale Street – Have an AOS by same purchasers; update to be provided next month.
- b. 439 Chestnut Street - Have an AOS by same purchasers; update to be provided next month.
- c. NCST Application Update – Administrator reviewed this with the Land Bank Consultant. They believe this presents a good opportunity to do business with them in the future. Ms. Fisher made a motion to proceed; Ms. Kulp seconded. Motion carried.
- d. Annual review of policies and procedures: Ms. Branton prepared comments/suggestions which she presented to the Board. Administrator has distributed this to the Board for review (in packet). Administrator will set up a meeting for the Board and Solicitor to review the proposed changes, as well as the bylaws and the conflict of interest policy.

#### **New Business**

- a. 948 Queen St.'s roof needs to be tarped the Land Bank is considering a new owner. The Administrator can secure a contractor to take care of that for \$600. Ms. Sanchez made a motion for this to move forward; Ms. Fisher seconded. Motion carried.
- b. Discussion for future meetings:
  - a. Review of Purchase Application with attorney's revisions (Review this before March Meeting)

Next Meeting: March 27, 4:30 p.m.

Meeting was adjourned by a motion by Ms. Vanni at 5:33 p.m.