

Pottstown Land Bank Board Meeting
June 28, 2021

1. Meeting called to order at 11:06 a.m. by Deb Penrod.
2. Public Comment: None
3. Roll Call

Present (in person): Deb Penrod, Twila Fisher, Carol Kulp, Justin Keller, Peggy Lee Clark
Present (Zoom): Lisa Vanni, Winnie Branton
Guests: Craig Way

4. The board accepts that there will not be November meeting minutes.

Approval for April meeting minutes: Carol made a motion to approve, Twila seconded.

5. Bills and Communications (Justin):

Two bills from Branton Strategies

April - \$1687.50

May - \$2087.50

We have been fielding interest from parties wanting to participate in the land bank. Working with county to create a vacant/blighted property map. County has sent an inventory of properties being held by the County, redevelopment authority and the Borough. Justin will put together a map draft based on this inventory and try to have next meeting.

Borough will walk through 708 Hamilton to see how it can be stabilized, and they will talk with Genesis to see if they are interested in taking it on.

6. Report from Administrator and Consultant:

- a. We received a letter that Peggy drafted and sent to Michael Mauger about his official resignation. He returned it and is thus resigned. There is an application already in queue to fill his place. We also talked about inviting someone from the County to sit on the board that can help champion the land bank process with the county commerce department. Let's encourage people to sit in on the public meetings as a guest.

b. PHARE Grant Update:

Money is in the bank! We two years to acquire and substantially make headway on four properties. There is some room for flexibility since we didn't get our proceeds until recently. There have not been additional inquiries aside from the vacant lot that a woman was interested in for a dog park. We have some communication going on there.

Even though the PHC presentation stirred some interest in submitting applications, we don't have specific interest in properties.

Winnie provided Peggy with a due diligence internal checklist: We should be looking at the checklist and determining if that's even something we want to take on. Questions to ask: Is the property vacant or occupied? Is it on the blighted list?

Code enforcement will be very helpful with this checklist since they have access to violations, etc.

Do we have a google doc with properties of interest? This would have to come from PAID as the administrator. Twila offered to work with Peggy to draft one for Winnie's review.

7. Solicitor Consideration: Will follow the Borough's RFP practice to proceed with finding a solicitor.

8. Accounting and Audit Practices: We want to make sure the land bank doesn't get caught up in PAID's audit. Bill Breslowski of Maillie is PAID's auditor and gave advice about this. PAID has Traci O'Connor as a bookkeeper, so Twila will see a statement each month from her as a treasurer's report. She will keep a separate account in her bookkeeping.

The land bank does not qualify as a component unit of the Borough, so it will have to be audited separately.

9. Unfinished Business

a. Biannual Review of Policies and Procedures: Review summary of proposed revisions (and invite community members to do the same). Winnie will resend markup copy to look like legislative amendments and attach it to the summary document.

b. Blighted Property List

3rd Wed of every month – public meetings (all welcome to join)

July 21st – 4 p.m. is the bus tour

There has not been a revised list since the one a week ago.

566 E. High St. was introduced to the process for the first time. It will go to the Planning Commission, then blighted, etc.

Winnie is willing to work with the blighted property committee to evaluate and improve their current processes.

c. Sheriff, Upset, and Judicial Sales

i. Aug. 12 judicial sale is scheduled with the following Pottstown properties likely available for acquisition:

1. 529 Beech St.
2. 439 Chestnut St.
3. 22 S. Franklin St.
4. 779 Lincoln Ave.

5. Others?

10. New Business

a. Rescheduling/advertising new meeting time: 4:30 p.m.

Deb made a motion to change meeting time from 11:00 a.m. to 4:30 p.m. on the 4th Monday of each month beginning in July. Twila seconded it. Motion passed.

b. Webpage updates and new forms

11. Adjournment

Twila made a motion to adjourn. Carol seconded.

Next meeting is July 26 at 4:30 p.m.