

# **Pottstown Borough Land Bank Board**

## **Meeting of the Board**

Monday November 25, 2019  
Pottstown Borough Hall  
100 E. High St.  
Pottstown, PA 19464

### **Meeting Minutes**

Called to order at 4:30 PM

Present:

Justin Keller  
Peggy Lee-Clark  
Carol Kulp  
Winnie Branton  
Deb Penrod  
Twila Fisher  
Michael Mauger

1. Roll Call
2. Public Comment
  - a. No comment
3. Approval of Minutes
  - a. TF move, Carol second. No opposed. Unanimous
4. Bills & Communications
  - a. No bills to be paid by Land Bank – Land Bank expenses are factored into Borough Budget.
5. Reports:
  - a. Winnie Branton submitted PHARE Grant on November 14, asking for \$246,7500.00 plus total project cost of \$20,000 from Borough to support property.
  - b. May not hear about grants until as late as May or even July. acquisitions. Handout Narrative for PHARE Grant
  - c. In 2020, law requires PBLB to conduct an audit, should also produce a narrative to help as marketing piece. By next year, we need to have an audit done b/c required by law. Need audit & narrative. Can be used as marketing piece.
  - d. Land Bank website up, but will look to get a more detailed section about us so that others can view it.
6. Unfinished Business
  - a. Updated on Blighted Property List & coordinating w/ Blighted Property Review Committee

- i. Nothing new.
    - b. 400 block of Lincoln – Winnie recommends we review this property with the purpose of developing and understanding the process for future acquisitions.
      - i. Prop owner had asked about conveying to her as sidelot. It is only 3500 sqft but it is developable/buildable.
      - ii. JK doing a little bit more due diligence on the property.
        - 1. JK will also put out publication for people who want to be part of our mailing list – that way when we have properties we think could be good properties, mail it to them.
        - 2. Need to establish parameters for selection for mailing list.
        - 3. A notice should be sent out to all who may be interested in being on the mailing list.
    - c. Update on Sheriff, Upset & Judicial Sales
      - i. Big news – Bill Caldwell meeting scheduled for December 10
        - 1. Justin, Deb, Peggy, Winnie to meet and discuss process – will present how we'd like property sales would go – select which ones we'd like to acquire and pay the costs.
- 7. New Business
  - a. 2020 meeting dates
    - i. MM Moved; TF second; no opposed, approved
- 8. Adjourned at 5:05 PM