

LAND BANK BOARD AGENDA

JUNE 27, 2022, 4:30 P. M.

COUNCIL MEETING ROOM & ZOOM OPTION

1. Join Zoom Meeting

Join Zoom Meeting

[https://us02web.zoom.us/j/82410024474?](https://us02web.zoom.us/j/82410024474?pwd=eWY3MFhWNWF0TjB2SURmUFNJK254QT09)

[pwd=eWY3MFhWNWF0TjB2SURmUFNJK254QT09](https://us02web.zoom.us/j/82410024474?pwd=eWY3MFhWNWF0TjB2SURmUFNJK254QT09)

Meeting ID: 824 1002 4474

Passcode: 508861

Dial by your location

+1 646 558 8656 US (New York)

Find your local number: <https://us02web.zoom.us/u/kd5EQU0NKw>

2. Public Comment

3. Roll Call

4. Approval of meeting minutes for May 23, 2022

Documents:

[2022-05-23.pdf](#)

5. Financial Report

6. Bills and Communications

Documents:

[Land Bank Statement Expenses June 2022.pdf](#)

7. Report from Administrator and Consultant

a. Property Inquiries

8. Land Bank Pre-Screening Applications

9. Unfinished Business

a. 707 Hamilton Street

10. New Business

11. Adjournment

Pottstown Borough Land Bank Board Meeting

May 23, 2022

The meeting was called to order by Deb Penrod at 4:34 p.m.

Public Comment: None

Board Roll Call: Deb Penrod, Twila Fisher, Carol Kulp, Jamie Sanchez, Lisa Vanni

Approval of April Meeting Minutes: Motion to approve: Carol, Lisa seconded.

Financial Report: Review of Bank Statement:

- a. Beginning Balance: \$99,924.71
- b. Balance ending 4/29/22: 98,076.68

Bills and Communications:

- a. Two invoices in packet: one from solicitor - \$142.80 will need to be paid by landbank; remaining balance covered by Borough.
- b. PAED has donated services up until now but per the agreement they are sending an invoice in the amount of \$225.00. They are not charging for attending meetings at this time. Some of this amount can be paid from the admin line item of PHARE grant. Item 4 under "Expenses" for bills to be paid to PAED as outlined by Peggy Twila made a motion for these to be paid.

Justin noted that \$1002.00 was paid to Fitzpatrick, Lentz & Bubba by the Borough for services in March

Report from Administrator and Consultant:

433 N. Washington St. will be addressed later in the meeting.

In Free and Clear sale coming up on August 11, there are two properties of interest: 208 Gable St., and 57 Beech St.

The land bank will be posting the properties on social media and will offer a disclaimer to interested people that the owners will have until a certain day to satisfy liens.

Winnie mentioned a due diligence checklist that is important for the land bank to go over. She said the biggest thing is that we don't want the property to be occupied. We will want to watch the judicial sale list (let school district know if we are going after one) and decide where we want to target time and resources so we can be strategic with acquisitions.

Justin noted that the repository list is dwindling too.

Winnie said to also look at properties that only owe taxes to school district and borough.

There is a property donation form on the website for people who want to donate.

You can enter into an option agreement with the tax claim borough at the county level.

Peggy commented that we are going to target blighted properties.

Jamie pointed out that the blighted tour had already looked at all the properties on the list. Nothing has changed. We talked about contacting some of the property owners. Peggy will look up the owners and send something out.

Deb: How does blighted find out about properties that could be certified as blighted? Does Codes send this along? Justin said that Code enforcement may pass along properties, but BPRC would have to see if they are vacant. Winnie suggested that Code enforcement could more regularly feed BPRC problem properties (i.e. with 10+ violations). We can get tax delinquency info from finance.

Peggy: PA Land bank meeting on **June 7 from 11-12:30 (Zoom call – Melissa will send link to group)** open to anyone from the board to attend. Winnie encouraged the board to attend (look up the presenter information).

Land Bank Pre-Screening Applications: We received one to be discussed later.

Unfinished Business (Solicitor update): We received letter that was drafted by Judy Memberg. Letter is in packet. It is designed to implement the PHARE grant on behalf of land bank and Genesis. It is straightforward and will follow grant requirements. Jamie made a motion to approve the letter; Carol seconded.

Updates on 707 Hamilton agreement of sale: Chuck has provided comments to the solicitor. The solicitor will look over them and get back to Genesis Housing.

New Business: 433 N. Washington St.

Reminder from Winnie: She saw pre-screening application. Before board would approve this, the interested parties would have to submit a full application.

Guests commenting on this: Tira Scheifley and Josh; wanting to acquire 433 N. Washington St. (empty lot) to extend fence for their dog.

Justin: when did you take ownership of property you are in now? Last fall. Who is maintaining empty lot? Borough. It was only mowed once last fall. If property transfers you would be responsible for sidewalks, too. Justin shared some history on the property. It was acquired by Borough when they wanted to extend Oak St. We don't want to hold onto it anymore. It would put property back on tax rolls and the Borough wouldn't have to maintain it. There is already a fee in place for side lot disposition (perhaps \$750)? Council would have to approve a tri-party agreement. Justin thanked the guests for helping to maintain the property.

Blighted Property List: No news from BPRC. They have not met due to a combination of weather, quorum, and lack of agenda items.

Deb will draft a letter to Mr. Hylton describing the land bank processes and why they may take longer at times.

Other Comments: None

Adjournment: Deb made a motion to adjourn; Carol seconded. Meeting adjourned at 5:20 p.m.

The next meeting will be at 4:30 p.m. on June 27, 2022.

