

LAND BANK BOARD AGENDA

JANUARY 24, 2022, 4:30 P.M.

POTTSTOWN BOROUGH HALL, 3RD

FLOOR

100 EAST HIGH ST.,

POTTSTOWN, PA 19464

1. ZOOM LINK

Join Zoom Meeting

[https://us02web.zoom.us/j/82375148827?  
pwd=NVV6SlhXeGVYeXhQRStqaGsxTVVqQT09](https://us02web.zoom.us/j/82375148827?pwd=NVV6SlhXeGVYeXhQRStqaGsxTVVqQT09)

Meeting ID: 823 7514 8827

Passcode: 105429

Dial by your location

+1 646 558 8656 US (New York)

Find your local number: <https://us02web.zoom.us/j/82375148827?pwd=NVV6SlhXeGVYeXhQRStqaGsxTVVqQT09>

2. Public Comment
3. Roll Call
4. Election of Officers for 2022
5. Introduction of Land Bank Solicitor
6. Approval of Minutes - November 22, 2021

Documents:

[2021-11-22.pdf](#)

7. Review of Bank Statement

\$100,100.32 in Account

8. Bills and Communications

9. Report from Administrator and Consultant

- a. Property Inquiries
- b. Grant Opportunities
- c. HB 2210

10. Land Bank Pre-Screening Applications

11. Unfinished Business

- a. Blighted Property List
- b. Sheriff, Upset and Judicial Sales

December 9 Judicial Sale - Delayed

12. New Business

- a. Board Training Follow Up

13. Adjournment

## Pottstown Borough Land Bank Meeting

November 22, 2021

There being no quorum present, the informational meeting was called to order at 3:45 PM by Ms. Peggy Lee-Clark.

### **Presentation by Ms. Deborah Spence**

Deborah presented on her idea for a mini dog park in ward 6, a 6,075-sf diamond shaped lot in the middle of Cherry Street and Center Avenue. The project would cost around \$30,500 without insurance or acquisition and could be completed in about 2 months. TriCounty Association of Realtors & Suburban Alliance backing this project and will be submitting for grants.

The LB Board asked a variety of questions regarding the project, including size of dogs, life of grass, snow removal, fees for membership, etc.

Melissa will scan materials from the presentation to entire Land Bank Board on 11/23.

### **Carol arrived at 4:54 PM creating a quorum for the meeting.**

Called to Order: 5:07 PM by Deb Penrod

Public Comment: None

Roll Call: Carol, Deb, Twila (Zoom), Jamie, Lisa (Zoom); Peggy Lee Clark and Melissa Shainline (Administrators); Justin Keller (Borough Manager); Winnie Branton (Consultant, Zoom)

Guests: Craig Way; Deborah Spence

Carol made a motion to approve the minutes from previous meeting; Jamie seconded the motion. Minutes were approved.

**Review of bank statement:** No change to date.

Bills & Communications

### **Report from Administrator:**

- Peggy reported that we have not received any new property inquiries.
- Will have follow up for Deborah and questions regarding the presentation.
- No additional prescreening applications have been received.

### **RFP for Solicitor**

Peggy reported that after the last meeting, three firms were recommended for further investigation and to possibly revisit their fee structures. Deb, Winnie & Peggy met with the principals of these three firms. Fitzpatrick, Lentz & Bubba (FL&B) scored the highest with most evidence. Our principal contact with the

firm is Mr. Steve Boell. After consultation with Winnie & Deb, it is Peggy's recommendation to move forward with hiring FL&B.

Deb made motion to appoint Fitzpatrick, Lents & Bubba, on the condition that the Board action to approve is subject to getting necessary supplemental financial resources from the Borough or other sources; Jamie seconded the motion. All in favor.

Unfinished Business

### **Blighted Property Update**

The committee will not meet again until January 2022.

### **Sheriff, Upset, and Judicial Sales**

The next sale is on December 9<sup>th</sup>. We are not in position to purchase but will monitor those properties that go to sale. As long as properties in the Borough make it to the sale, Peggy will watch it.

### **New Business**

Board Training Opportunities: board training opportunities – Winnie would like to schedule a training opportunity on 'how should a board operate'. Training would be provided by Centers for Community Progress (CCP) and the Housing Alliance (Winnie would work with CCP). Training would last no more than an hour for the basics. Additionally, board roles and division of labor would be an important topic to cover: understanding the Board Member roles, what Peggy and PAED's job is as administrator. Winnie will circulate a survey with scheduling and length and plan for training in early 2022. Winnie would like to use a property in town as an example and work through entire process to see where roles are for it. Peggy suggested 707 Hamilton may be a good one to walk through.

707 Hamilton may slip until after the new year. Proposed timing of transfer is in March 2022. Peggy is proposing a meeting with Mr. Boell sometime in December to be better prepared for a meeting end of January. Peggy will work on scheduling the meeting.

2022 Meeting Dates – 3:30 PM was put in error on the draft; meetings will take place at 4:30 PM on the 4<sup>th</sup> Monday, January – November. Carol made a motion to approve 2022 meeting dates as amended first; Jamie seconded.

Motion to adjourn made by Jamie; seconded by Carol.

Meeting adjourned at 5:28 PM.