

April 25, 2022, 4:30 P. M.

Physical Location: Council Meeting Room, 3rd Floor of Borough Hall
Join Zoom Meeting

[https://us02web.zoom.us/j/82410024474?](https://us02web.zoom.us/j/82410024474?pwd=eWY3MFhWNWF0TjB2SURmUFNJK254QT09)
[pwd=eWY3MFhWNWF0TjB2SUR mUFNJK254QT09](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>

1. Public Comment
2. Roll Call
3. Approval of meeting minutes for March 28, 2022

Documents:

[2022-03-28.pdf](#)

4. Financial Report
5. Bills and Communications
6. Report from Administrator and Consultant
 - a. Property Inquiries
 - b. Grant Application Result
7. Land Bank Pre-Screening Applications
8. Unfinished Business
9. New Business
10. Adjournment

Pottstown Borough Land Bank Board Meeting

March 28, 2022

The meeting was called to order by Deb Penrod at 4:38 p.m.

Public Comment: None

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

Other Attendees: Peggy Lee Clark, Melissa Shainline, Winnie Branton, Steve Boell (Solicitor)

Approval of February 28, 2022 Meeting Minutes: Motion to approve: Carol Kulp; Jamie seconded.

Review of Bank Statement:

- a. \$100,100.32 in Account – PHARE grant money - checks were just issued for legal bills but funds not yet withdrawn.

Bills and Communications:

- a. \$1,500 – Land Bank paid \$750 to Solicitor, Borough will pay remaining balance.
- b. Peggy would like to get Jamie Sanchez added as a signer.
- c. 707 Hamilton was put out to bid for weatherization; the first round came in over (needs to come in at under \$25,000), so it went out to bid again.

Report from Administrator and Consultant:

Property Inquiries: No inquiries this month.

We were not successful with Housing Alliance grant. Truist will continue to offer opportunities for the housing coalition, and we will continue looking for those opportunities moving forward. Winnie said she knows Phyllis Chamberlain from PA Housing Alliance, who can make a direct introduction with the Truist representative when the time comes to reapply.

Land Bank Pre-Screening Applications: Brian Cooper sent a pre-screening application. He has lived next to 707 Hamilton at 608 Grant Street. Peggy does not think he's interested in being part of the land bank process, but he did express interest in 707. She will continue to attempt follow up with Mr. Cooper.

Unfinished Business:

1. Blighted Property List: No news from BPRC. They have not met due to a combination of weather, quorum, and lack of agenda items. They are planning to have an April meeting and a bus tour in May. Everyone is invited to both events.

2. Sheriff, Upset & Judicial Sales: There are none right now, but Justin and Peggy will still seek to meet with the County about streamlining the process and access to these sales.
3. Winnie noted that the Judicial sale is Thursday, Aug. 11; Upset Sale is Sept. 22, and Continued Upset Sale is Dec. 8. We have the “special powers” for Aug. 11 and Dec. 8 sales; we know right now which properties are likely to be on August sale list. Now would be a time to share those property addresses with Habitat and Genesis about the opportunities (make sure with Bill that is ok to share the information).
4. Additionally, after the blighted property tour, perhaps we can pursue some estate sales and encourage donations to the Land Bank.
5. 707 application Packet: Judy Memberg filled this out and there is also an acquisition and disposition report that have been filled out by Peggy. We are moving forward on this paperwork and grateful to Winnie for helping us.
6. Solicitor report: Shortly after last board meeting, Winnie and the Solicitor talked through the policies and procedures related to this transaction, ranging from application process to the contents of the agreement of sale, including transaction fee that can be applied but land bank has the discretion of waiving (we would have to do that for this transaction). It also dictates how we will monitor property after it is sold. The Solicitor updated the AOS and recirculated it. There is no action needed tonight. Judy will get a copy of the AOS and address any of her comments/concerns with the Solicitor.

New Business:

- Peggy and Deb talked to the school board on March 10 and gave an update on 707 Hamilton and that it would not affect tax income. They offered further discussion if necessary. None was requested, but the school board seemed to appreciate being kept in the loop.
- Jamie and Deb are part of Rotary and Deb is part of deciding what goes on the agenda. She will add the land bank when there is an opening. She will also invite the Board to join Rotary for dinner that night.

Other Comments: No additional comments.

Adjournment: Jamie made a motion to adjourn; Carol seconded. Meeting adjourned at 5:11 p.m.

The next meeting will be at 4:30 p.m. on April 25, 2022.