



Pottstown Borough Land Bank

May 22, 2023

Ms. Penrod called the meeting to order at 4:34 p.m.

Public Comment:

Ms. Memberg reported on PHARE program spending to date.

Roll Call: In attendance: Deb Penrod, Lisa Vanni, Twila Fisher, Carol Kulp, Solicitor Boell

Absent: Jamie Sanchez

Administration: Peggy Lee-Clark, Winnie Branton, Melissa Shainline

Approval of Meeting Minutes from April 24, 2023: Ms. Vanni made a motion to approve; Ms. Kulp seconded. Motion carried.

Financial Report:

Bank Statement 4/28/23 – Beginning balance: \$228,346.27; One deposit came in. Four checks written in the total amount of \$32,512.50

Ending balance: \$210,994.77

Ms. Fisher made a motion to approve; Ms. Kulp seconded. Motion carried.

Bills and Communications: Administrator Lee-Clark

There are seven invoices to be approved for payment:

- For Montgomery County to complete the hearing for the tax appeal, they would need \$200 each (separate checks) for both 421 Hale St and 439 Chestnut St. Zoom meeting hearings are set on June 8, 2023. Payment will need to be in to the County before the meeting.
- One legal bill in the amount of \$1,327.50 to Fitzpatrick, Lentz & Bubba.
- Genesis Housing Corp for PHARE grant in the amount of \$14,645 for work completed at 36 Beech St.
- 439 Chestnut - Carter's locksmith services to change locks, giving us access to garage. Not sure how much that amount will be yet but asking board to approve up to \$1000.
- An invoice from Pottstown Area Economic Development (PAED) for Land Bank services rendered. May 12, 2023, of the \$956.25 total only \$375 can be used from the PHARE Grant.
- Finally, an invoice for the Borough from PAED for the \$500 monthly stipend; dated May 15, 2023. The Borough does pay for it, but it needs to be approved by Land Bank first.

Motion made by Ms. Fisher to pay all seven invoices for payment; Ms. Kulp seconded. Motion passed.

Communications:

Nothing to update

Report from Administrator and Consultant

1. Property Inquiries – There were none this month.
2. Senate Bill 466 is being brought before House on May 24. If passed, this would be a positive for land banks.

Land Bank Pre-Screening Applications

1. There was an Investigation for Acquisition submitted: Mr. Desimone was interested in 439 Chestnut St. but an agreement of sale is already in place for that property.

Unfinished Business

1. 421 Hale Street:
 - a. Buyer's attorney says there is encroachment to the fence from one of the properties that had fire damage from the explosion. We have to investigate who put the fence up, whether Borough or another entity
 - b. The quiet title action is complete. The buyer would like Land Bank to have the inheritance tax waived by Commonwealth of PA; Solicitor will investigate that, and we hope to settle soon.
2. 439 Chestnut Street –
 - a. Mowing needs to happen after locksmith grants access.
 - b. Filed quiet title actions of the court. They are in the service process, posted on March 16. Working on the inheritance tax issue and will provide an update next month.
3. 948 Queen Street – The Agreement of Sale was signed before last meeting. They are in the 30-day closing period and will be in touch soon.
4. Annual review of policies and procedures: Changes will be approved next month after the 30-day public comment review period has expired.
5. Review of purchase application and agreement of sale: Feedback on purchase application was solicited without any changes. Ms. Kulp made a motion, Ms. Vanni seconded. Motion passed.

New Business:

1. Conflict of Interest Policy – this will be brought to next month's meeting.
2. Discussions for future meetings: how to best handle public comment at meetings; Administrator Lee-Clark distributed some guidelines for how to handle it per some research in other places. We will discuss it next time.
 - a. i.e. time limits, must be germane to agenda, etc.

Next Meeting: June 26, 4:30 p.m.

Meeting was adjourned by a motion by Ms. Fisher at 6:05 p.m.