



Pottstown Borough Land Bank

August 28, 2023

Ms. Penrod called the meeting to order at 4:32 p.m.

Public Comment:

Completed

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

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

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

Financial Report:

Bank Statement 7/31/23 – Beginning balance: \$164,993.77; No deposits made. Six checks written in the total amount of \$13,652.52

Ending balance: \$151,341.25

PHARE Grant reporting will be provided in September, due to waiting for checks to clear.

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

Bills and Communications: Administrator Lee-Clark

There are five invoices to be approved for payment:

- Liability Insurance is due for renewal through P&G Brokers in the amount of \$1,650.00. Ms. Fisher made a motion to approve paying the liability insurance bill; Ms. Kulp seconded. Motion carried.
- Bill in the amount of \$100 to secure 439 Chestnut Street. This had to be paid in cash – Administrator Lee-Clark paid for it. Ms. Kulp made a motion to reimburse Administrator Lee-Clark; Ms. Vanni seconded. Motion carried.
- Genesis Housing has put in for reimbursement funded by PHARE grant for their Pottstown Homeowner Single System Rehab Program at \$10,950.00. Ms. Vanni made a motion to pay; Ms. Kulp seconded. Motion carried.
- An invoice from Pottstown Area Economic Development (PAED) for Land Bank services rendered. August 18, 2023, of the \$1,275.00 total only \$487.50 can be used from the PHARE Grant. Motion made by Ms. Kulp to pay the invoice; seconded by Ms. Fisher. Motion carried.

Finally, an invoice for the Borough from PAED for the \$500 monthly stipend; dated August 21, 2023. The Borough pays for it, but it needs to be approved by Land Bank first. Motion made by Ms. Kulp to submit the invoice to the Borough for payment to the Administrator for services rendered; Ms. Fisher seconded. Motion passed.

Communications:

Nothing to update.

Report from Administrator and Consultant

1. Next month we will need to discuss engaging an auditor. We used Maillie last year, but Land Bank will need to put out an RFP this year. The Administrator will have a draft ready for next month.
2. The Administrator met with the Solicitor and Consultant of the Land Bank to have an in-depth conversation regarding 122 Beech Street and similar properties, and the consequences of holding property for the Land Bank. Consultant's responses:
 - a. Perhaps we could put together some recommendations after going back to the Solicitor again and present them at the next meeting.
 - b. RFP will be issued for another round of PHARE grants – due in November.
3. On Sept 27, the PA Land Bank Network is having a virtual meeting at 10:30.

Land Bank Pre-Screening Applications

1. OP Operations LLC in Royersford
2. WOW Property Solutions

From Solicitor:

The receipt of prescreening applications just puts them on the list after meeting the basic eligibility requirements. The Board does not need to approve putting someone on that list. The Consultant went over the basic eligibility requirements (instructed all to review the Land Bank website page).

For the future, we will update the public and the board with how many applications were added, for a total of "x".

The Administrator said that every applicant has received correspondence following their application.

Unfinished Business

1. Update on the August judicial sale. 403 Walnut and 633 Walnut were pulled from the sale and may be listed again in December.
2. 122 Beech Street acquisition: the Administrator held an open house last week with 11 interested parties attending. The Board is to set guidelines for the applications that will be received with a recommendation that a floor be set for a minimum bid at \$12,000 based on what we know about the property to date and possible resale value may be using area comps.
 - a. Sewer laterals on property – L&I said there are no records of sewer issues, but the property has been vacant and marked as uninhabitable for some time.
 - b. Flood plain: in our application it was clear that the property was being sold as is. We will make this disclosure to anyone applying – still, the Sellers Disclosure Statement allows us to disclose to end user that it is in a flood plain.
 - c. Administrator is asking for three action items from the board:
 - i. Setting the minimum purchase price to \$12,000 – Ms. Fisher made a motion; Ms. Vanni seconded. Motion carried.
 - ii. Date for when applications open – August 29, 2023
 - iii. Date for when applications close – September 19, 2023

Ms. Fisher made a motion to the terms mentioned above for 122 Beech Street; Ms. Kulp seconded. Motion carried.

The Administrator emphasized that it is an application process, but the Land Bank really considers the site and development plan. This is not an auction.

New Business:

1. New business
 - a. Land Bank recently closed on three properties:
 - i. 421 Hale Street on August 24
 - ii. 439 Chestnut Street on August 24
 - iii. 948 Queen Street on August 28
 - b. New suggested order of business for Public Comment Land Bank meetings:
 - i. If participating virtually, guest must submit full name and address through “Zoom” chat or via email at landbank@pottstown.org
 - ii. Three minutes per person of talking time. Sign up required prior to the meeting beginning.
 - iii. The Chair will determine if the item is in or out of order. Some things may be listed as a future meeting agenda item.
 - iv. We will table voting on this until the next meeting.

If the Land Bank board members have not returned the ethics statement yet, they need to do that by the next meeting.

Next Meeting: September 25, 4:30 p.m.

Meeting was adjourned by a motion by Ms. Fisher at 5:30 p.m.