



## **Pottstown Borough Land Bank**

September 25, 2023

Ms. Penrod called the meeting to order at 4:33 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 August 28, 2023:** Ms. Fisher made a motion to approve; Ms. Kulp seconded. Motion carried.

### **Financial Report:**

Bank Statement 8/31/23 – Beginning balance: \$151,341.25; One deposit made in the total amount of \$17,970.00. Three checks written in the total amount of \$3,128.22.

Ending balance: \$166,183.03

PHARE Grant reporting: There is 49,140.32 left in the grant. There are a few things that can be covered by this grant for legal work, which will still come out of those funds.

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

### **Bills and Communications:** Administrator Lee-Clark

There are seven invoices to be approved for payment:

- Annual Property Insurance Renewal from H.A. Thomson Co. in the amount of \$635.00.
- Five invoices in the total amount of \$7,436 for legal services from Fitzpatrick, Lentz & Bubba.
- An invoice from Pottstown Area Economic Development (PAED) for Land Bank services rendered. September 15, 2023, of the \$1,312.00 total only \$675.00 can be used from the PHARE Grant. The rest of the invoice is being waived by PAED.

Motion made by Ms. Vanni to approve payment for the seven invoices mentioned above; Ms. Fisher seconded. Motion passed.

Finally, an invoice for the Borough from PAED for the \$500 monthly stipend; dated September 18, 2023. The Borough pays for it, but it needs to be approved by Land Bank first. Motion made by Ms. Vanni 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. 948 Queen Street: The Land Bank is treating it as one property and it will be owner occupied when transferred to the next owner.
2. Reminder: Tomorrow is the PA Land Bank Network Quarterly Meeting from 10:30 a.m. - 12:00 p.m. Contact Winnie to preregister.

## Land Bank Pre-Screening Applications

None this month.

## Unfinished Business

1. 122 Beech Street: No action is being taken currently.
  - a. 6 applications were received. The Administrator has turned the applications over to the Board Chair for review. We anticipate being able to make recommendations by the next meeting.
2. Proposed Public Comment Procedure (Solicitor Boell)
  - a. At the last meeting we discussed the draft policy. The language has been revised and does allow questions, but the Chair will make the decision if the question is answered, deferred, etc. The Solicitor can answer for the Board in the interim. The Chair retains that right/power and comment is limited to three minutes and can extend the time if warranted. These policies are becoming uniform for boards/committees.
  - b. Two additional comments from Solicitor Boell:
    - i. Some municipal bodies will structure an agenda with two public speaking opportunities. One at the beginning for items on the agenda. The second at the end for a public comment period pertaining to items that are not on the agenda. We can foster comment as we wish to.
    - ii. To the extent that someone wrote an email in advance of the meeting, you could already have a “correspondence” agenda item called correspondence where emails of this kind could be introduced.
  - c. Summary of public comment procedure we are approving:
    - i. Every meeting will have a public comment and an opportunity to speak. Restricted to residents, taxpayers, and other interested parties.
    - ii. Sign-in sheet: Any guests must sign in, so the Chair has the sheet as a guidebook and indicates if they wish to speak.
    - iii. Comments are limited to 3 minutes or less (typical amount that municipalities are allowing), unless extended by the Chair.
    - iv. The purpose is to give public comment, not to engage back and forth. Questions may be asked, but the chair will control how and when the questions are answered.
  - d. This is consistent with the Borough’s policy. It will be given to board members and will be posted on the website.
  - e. Ms. Fisher made a motion to approve the Public Comment Procedure and it being submitted to Borough Council for final approval. Ms. Kulp seconded. Motion passed.
3. Ms. Penrod will send out a reminder to the Land Bank to submit their Financial Interest Statement.

## New Business:

1. 439 Chestnut Street
  - a. Hive Properties has requested the transfer from one LLC to another LLC. Same

people own both LLCs. The record refers to a development mortgage.

- b. Ms. Kulp made a motion to approve assignment of the mortgage as to 439 Chestnut Street subject to documentation and agreements in a form satisfactory to the solicitor and subject to Hive Properties being responsible for any associated legal fees. Twila seconded. Motion passed.
2. Auditor RFP:
    - a. There is a large span of service fees for this. We decided it is most prudent to develop an RFP and solicit this way. It would be for a three-year period so that we don't have to do it every year. There are several auditing firms that are familiar with land banks, but we don't want to exclude other firms.
      - i. Ms. Fisher made a motion to have the Consultant share a draft RFP with the Administrator with recommendations for an Auditor to be brought for consideration at the November Meeting; Ms. Kulp seconded. Motion passed.

Next Meeting: October 23, 4:30 p.m.

Meeting was adjourned by a motion by Ms. Fisher at 5:15 p.m.