



**Pittsburgh Land Bank [PLB] Minutes
June 8, 2018**

Convene: Chair called meeting to order.

Roll Call: Administrator called the Roll. Members Present: Reverend Burgess, Chair, Paul Leger, Treasurer, Diamonte Walker, Secretary, Councilman Lavelle, Senator Fontana

Public Comment:

- Zeba Ahmed, Fineview Citizens Council / Perry Hilltop Citizens Council
- Sarah Slater, Bloomfield resident

Approval of May 2018 Minutes:

◇ Motion to approve the May 2018 Board meeting minutes [**Leger/Lavelle**] Passed unanimously.

Chairman's Report:

The Chair introduced the proposed 2018 Strategic Plan. Hard copies were distributed. The Administrator had distributed the document to the board, but there was an issue with transmission. The Board requested it be re-sent. It will be published to the PLB website for the public to review. Additionally, as the initial acquisitions are being selected, the Chair requested the Administrator look primarily at the City-owned surplus, and that other Board members suggest locations which fit the stated criteria for further due diligence and review.

◇ Motion to approve the draft Strategic Plan, with a 30-day comment period from the board.
[**Walker/Leger**] Passed Unanimously

The Chair informed the Board the Tri-Party Co-Operation Agreement had been approved by all entities and is in the signatory process. Once signed, the PLB can be considered fully operational and legally able to own and manage an inventory of real property. The Board acknowledged the significant step.

The Chair asked the Board members and other PLB delegation who attended the Reclaiming Vacant Properties National conference to provide the board and public with their take-aways. Administrator BDavidson acknowledged the importance of once again seeking out peer-to-peer learning, this time with several Western New York land banks: Greater Syracuse, Albany, and Erie-Buffalo-Niagara.

Administrator's Report:

Administrative representative and legal counsel reviewed the several technical changes suggested by the City Law Department to the PLB's Policies and Procedures. A 1-page comparison table and overview of the changes was provided to the Board.

The Board discussed the definition of the term 'Immediate Family Member'.

◇ Motion to include the term ‘and domestic partner(s)’ to the definition of immediate family member. **[Lavelle/Leger]**. Passed Unanimously

◇ Motion to amend the Policies and Procedures as offered. **[Lavelle/Leger]** Passed Unanimously

The Chair appointed the Executive Committee to be the advisement and review committee for the Request for Proposals for the reform of the Pittsburgh Property Reserve.

Finance & Fundraising Report:

Treasurer Leger provided an overview of the financial position of the PLB, noting the cash balance. Administrator B. Davidson gave the financial reports, including a full report on the balance sheet, budget vs. actual, 3-month projection, AP/AR, and monthly expenditures.

The Heinz Endowments grant application of \$400,000 was approved. The Administrator provided the Board with the full application for their information.

◇ Motion to accept the June Finance report, approve the monthly expenditures, and accept the Heinz Endowments Grant. **[Lavelle/Leger]**. Passed unanimously.

The Treasurer updated the Board on the progress with receiving the \$200,000 General Funds line-item in the City’s 2018 Operating Budget. The Administrator will be creating a scope of work and the Finance Department will be drafting legislation to introduce to City Council before summer recess.

The Treasurer recommended the PLB being to draft its 2019 budget so that it is prepared to make any requests of other government agencies as they go through their own budgeting processes.

As part of the increased activity now that the PLB has established all of its foundational documents to begin transacting properties, the day-to-day needs of the PLB have increased dramatically. Both the Tri-Party Co-Op and the existing MOA with the URA allow for the URA to continue to provide staffing as-needed and as agreed upon by both the PLB and URA. The Treasurer suggested the Board consider expanding the scope of the MOA temporarily to provide for the PLB to continue to grow. The Chair agreed and authorized the Treasurer and Legal Counsel to negotiate an increase in terms to the MOA with the URA to make a recommendation at the July board meeting for the full board to consider.

Nominations Committee Report:

Secretary Diamonte Walker provided an update on the progress in selecting a board member to fill the vacant seat. The committee met and vetted the nominations received and will be interviewing a short list. The goal is to have a final recommendation to the Executive Committee in advance of the July board meeting, so the board may be able to select a candidate at that time.

New Business:

Legal Counsel Irene Clark and board member Senator Fontana reviewed the two pieces of legislation signed into law by Governor Wolf earlier in the month: SB653 and HB667. HB667 exempted Allegheny County so does not affect Pittsburgh, and SB653 pertains to mortgage foreclosures at Sheriff’s Sale which Pittsburgh does not use significantly, so the impacts on Pittsburgh and the PLB are expected to be minimal.

Announcements:

The Chair requested the Board not cancel the August meeting as is standard for many local government entities, so that it may continue its progress and momentum towards being transactional.

Councilman Lavelle reminded the Board the owning properties includes the responsibility of ongoing maintenance and encouraged the Board to begin making arrangements for maintenance simultaneous to the due diligence vetting of property acquisitions.

Secretary Walker and Treasurer Leger discussed the need to make sure any transactions engage the community and are transparent while also striking the balance of being flexible and nimble to produce the most positive impact as possible.

Adjournment:

There was no more business and the Chair called for adjournment.

◇ Motion to adjourn [**Walker/Fontana**]. Passed unanimously.