



PITTSBURGH LAND BANK

414 Grant Street
Pittsburgh, PA 15219

Pittsburgh Land Bank [PLB] Minutes November 17, 2017

Convene: Chair called meeting to order.

Roll Call: Administrator called the Roll. Members Present: Jamil Bey, Vice-Chair, Paul Leger, Treasurer, Senator Fontana, Councilwoman Kail-Smith, Steve Mazza, Tara Sherry-Torres

Public Comment:

Zeba Ahmed, Fineview Citizens Council & Perry Hilltop Citizens Council

Approval of October Minutes:

◇ Motion to approve October Board meeting minutes [**Fontana/Mazza**] Passed Unanimously.

Chairman's report:

The Chair also introduced the renewal of terms for the three board members (Burgess, Walker, and Bey) whose terms were expiring. All three members have expressed desire to continue in their capacity. The Board discussed the procedure for filling Board seats, as there are several bodies who have the authority to appoint new members, per the PLB's local enabling legislation. Ms. Clark, PLB Counsel, will review the pertinent legislation and incorporation documents and prepare an overview of any formally designated processes for the Board.

◇ Motion to renew the terms of the three expiring Board members. [**Bey/Fontana**]. Passed unanimously.

The Chair provided an update on the need for legal services in 2018. Existing PLB Counsel, Irene Clark, will not be transitioning to the State Commonwealth Court and is available to continue to serve in her capacity with the PLB. The need for more specific expertise for real property transactions will still need to be addressed some time in the 1st quarter of 2018. No further action is necessary at this time.

Administrator's Report:

BDavidson, representing the URA, acting PLB Administrator, provided an overview to the Board of the renewal of the Administrative Memorandum of Agreement between the PLB and the URA. The Board will take action as to their desire to extend, amend, and/or terminate the contract at the December board meeting.

Finance Committee Report:

The Treasurer introduced the monthly and year-to-date financials, and asked Ms. Davidson to provide a full overview, including a report on the balance sheet, budget vs. actual, 3-month projection, AP/AR, and monthly expenditures.

The Board briefly discussed the request for the City Operating Budget, Capital Budget, and Housing Opportunity Fund.

◇ Motion to accept the November Finance Report and the monthly expenditures [**Sherry-Torres/Mazza**]. Passed unanimously.

Communications Committee Report:

Committee Chair Sherry-Torres provided the report for the Communications Committee, and introduced the topic of the upcoming City Council Post Agenda and Public Hearing on the PLB's Policies & Procedures, which were discussed in more detail later in the agenda.

◇ Motion to accept the Communications Committee report. **[Mazza/Leger]** Passed Unanimously.

Policies and Procedures

Ms. Clark reviewed the Pittsburgh City Council legislative actions pertaining to the PLB since the October meeting, including the technical amendment to the Tri-Party Co-Op agreement, and the introduction of legislation to provide City Council the opportunity to review the PLB's inaugural Policies & Procedures. As City Council has scheduled a Post Agenda and Public Hearing on the PLB's Policies & Procedures for Thursday, December 14th, at 1:30 pm and 3:30pm, respectively, Ms. Clark reviewed the Post Agenda and Public Hearing processes. PLB Board members will submit the name of any speakers they would like to have participate in the Post Agenda directly to the City Clerk.

Legislative Update:

Ms. Clark provided a report on the House Urban Affairs Committee hearing on the state of Land Banking in Pennsylvania, including providing several documents which were submitted to the state as part of the testimony and information provided in the hearing. She also provided an update on SB 667, and committed to keeping the Board informed of any movement through the legislative process.

New Business:

Councilwoman Kail-Smith informed the Board of her intention to work with Director Leger and PLB Administrative representative, Ms. Davidson, on drafting language for financial policies that may be included in the PLB's Policies & Procedures document.

Adjournment:

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

◇ Motion to adjourn **[Mazza/Kail-Smith]**. Passed unanimously.