



**Pittsburgh Land Bank [PLB] Minutes  
August 10, 2018**

**Convene:** Chair called meeting to order.

**Roll Call:** Administrator called the Roll. Members Present: Reverend Burgess, Chair, Jamil Bey, Vice-Chair, Paul Leger, Treasurer, Diamonte Walker (via phone), Secretary, Steve Mazza

**Public Comment:**

- Zeba Ahmed, Fineview Citizens Council / Perry Hilltop Citizens Council
- Sarah Slater, Pittsburgh Community Reinvestment Group

**Approval of July 2018 Minutes:**

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

**Chairman's Report:**

The Chair informed the Board and public that the Mayor has re-appointed and City Council has confirmed Director Leger for another three-year term.

The Chair introduced a request from the City of Pittsburgh to transfer a property from the City surplus inventory into the PLB's inventory. Parcel 124-P-199 is located in the 12<sup>th</sup> Ward at 243 Meadow Street. City Council passed a resolution on July 31<sup>st</sup> authorizing the transfer. Administrator BDavidson provided a one-page snapshot of the property. The Board discussed the property and its related implications as the very first acquisition for the PLB. Administrator clarified that the Board would be taking action to approve the transaction, and the transaction itself would still take a couple of months to process between the City and PLB. The Board expressed a desire to ensure property maintenance and insurance-related issues were resolved before ultimately owning any properties.

◇ Motion to approve the transfer request of parcel 124-P-199 / 243 Meadow Street from the City of Pittsburgh to the Pittsburgh Land Bank [**Bey/Leger**]. Passed Unanimously.

The Chair discussed the next steps in inventory selection. The Board directed the Administrator to initiate selection and transfer conversations and solicit transfers from other government surplus portfolios.

**Administrator's Report:**

Director Leger briefed the Board on the work done on flushing out the administrative needs of the PLB over the next 17 months in order to expand the existing Memorandum of Agreement [MOA] with the Urban Redevelopment Authority [URA] to provide for those needs. The Board reviewed a letter and associated budget justification increase from the URA.

◇ Motion to expand the terms of the Memorandum of Agreement with the Urban Redevelopment Authority for a period of 18 months retroactive to July 1, 2018, and a shall not exceed amount of \$375,000 **[Mazza/Bey]**. Passed Unanimously.

A question was raised as to if this amount would cover URA engineering staff to inspect the condition of parcels, specifically structures, of potential PLB acquisitions as part of the PLB's acquisition due diligence. Administrator explained the amount does not specifically mention engineering staff, however it does have a miscellaneous line item and as part of the shall-not exceed, can provide the flexibility to include those types of services as-needed if necessary. Separately, the PLB's adopted 2018 budget does provide a line-item for contracted structural engineering services, so if there is the need for this service beyond what the MOA can cover, a separate contract or further expansion of terms could occur.

The Chair relayed a request from the URA and City to understand future PLB physical office space needs given the recent decision to relocate public agencies from 200 Ross Street by the end of 2019. The Board directed the Administrator to engage in conversations with all parties to understand what the PLB's options are and begin an analysis to make a recommendation to the PLB Board as to where it may want to physically locate in 2020 after the MOA with the URA has expired.

As the MOA is being increased, a question was raised as to how future billing and reimbursement for services between the PLB and URA would occur. Under the initial terms of the MOA, there was a flat monthly fee. Moving forward as services and staffing increase, the invoice from the URA to the PLB should change monthly with line items detailing the costs incurred.

#### **Finance & Fundraising Report:**

Treasurer Leger provided an overview of the financial position of the PLB, noting the increased 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.

◇ Motion to accept the July Finance report and approve the monthly expenditures, **[Bey/Mazza]**. Passed unanimously.

The Board discussed budget revenue projections for 2019 and how the PLB may become a standing budgeted line item in the Housing Opportunity Fund and City Operating Budgets.

#### **Communications Committee:**

Committee Chair Dr. Bey presented the board with the committee's report. The Committee will be reaching out to the City's Department of Innovation & Performance to understand how they may support the PLB's website re-design efforts to save resources. Additionally, the Administrator will work with the Committee to draft a press release on today's transfer authorization. Finally, the Committee has additionally decided to create a Communications Plan for the PLB and will now be once again meeting monthly as the communications needs are increasing as implementation is occurring and activity is quickly increasing.

#### **Nominations Committee Report:**

Committee member Dr. Bey provided the board with the vetting of candidates by the nominations committee for a new board member. The top recommendation, George Thomas, we a nominee by Councilman O'Connor, is a resident of District 5, the Chair of the Hazelwood Initiative board and the Director of Community Outreach for Jackson-Clark Partners. Mr. Thomas was invited to the table to

introduce himself and make a brief statement. The Executive and nominations committees will hold a meet-and-greet with Mr. Thomas prior to his formal nomination at the September board meeting.

**New Business:**

Several board members inquired as to additional components which would be necessary for the PLB to consider and potentially engage in contracts for services over the next couple of months prior to holding a portfolio of property, including organizational and general liability insurance, as well as property maintenance services. The board articulated that it is important to identify future risk points and proactively work to mitigate and minimize risk to the extent feasible and desired.

**Adjournment:**

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

◇ Motion to adjourn [**Mazza / Leger**]. Passed unanimously.