



**Pittsburgh Land Bank [PLB] Minutes
September 14, 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, Secretary, Senator Fontana, Steve Mazza

Public Comment:

- Chuck Carlson, Larimer resident
- Zeba Ahmed, Fineview Citizens Council / Perry Hilltop Citizens Council

Approval of August 2018 Minutes:

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

Nominating Committee:

Vice-Chair Jamil Bey introduced the nominating committee's recommended candidate for the vacant PLB Board seat, George E. Thomas, Sr. Mr. Thomas is a resident in District 5, the Board Chair of the Hazelwood Initiative, and the Director of Community Engagement at local planning firm Jackson-Clark Partners.

Mr. Thomas was not present and accepted the nomination via phone to PLB Administrator, B. Davidson. If appointed, his first PLB Board meeting will be October 2018.

◇ Motion to appoint George E. Thomas, Sr. as a Pittsburgh Land Bank Board Member. **[Bey/Leger]** Passed Unanimously.

Chairman's Report:

The Chair addressed the Board and public to clarify the role of the Board of Directors as a policy and governance body, and the staff, including the Administrator and legal counsel, as the day-to-day points of contact for PLB-related activities and inquiries.

The Chair introduced the topic of several necessary agreements with local taxing jurisdictions, including the Pittsburgh Public Schools and Allegheny County. He directed the Administrator to take steps to prepare for discussions with these bodies.

The Chair noted the increasing activity of the Board of Directors, and the formal actions will increase as the portfolio grows and professional contracts increase, requiring both more board and staff resources.

Administrator's Report:

At the August meeting, the Board directed the Administrator to conduct due diligence and make a recommendation for permanent office space for the PLB. The recommendation is to pursue co-locating

with the URA and other City Departments as they move to 420 Boulevard to have a set location by January 2020.

Legal Counsel, Irene Clark, updated the Board on the executed Memorandum of Agreement and the increase in time and capacity by the Administrator.

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 September Finance report **[Bey/Walker]**. Motion revised **[Burgess]** to include accepting the August expenditures. Passed unanimously.

The Board discussed the 2019 Budget. A question was raised regarding the anticipated Housing Opportunity Fund (Hof) line item as the 2018 Annual Allocation Plan was just passed. Administrator is in discussions with the HoF regarding 2019 activities and the possibility of financial support for the PLB's activities.

Communications Committee:

Committee Chair Dr. Bey presented the board with the committee's report. The Committee will be looking to procure third party web developer services in order to move more quickly on a new website.

◇ Motion to release Request for Proposals to procure web development services. **[Walker/Fontana]**. Passed Unanimously.

New Business:

Director Leger shared a story from his time as Director of Finance for the City of Pittsburgh regarding the City's complicated property acquisition process as a caution and educational opportunity for the Board and public.

Senator Fontana pointed out the distinction of the terms 'highest and best use', land use, and economic development as it pertains to the role of a private individual or realtor versus local government such as the URA or PLB.

Director Walker acknowledged the action of the Board to acquire its first property at the August Board meeting may have not been clear to the public as the PLB does not have established communications tools in place yet and that it is important for the PLB to have clear communication or there will be confusion from the beginning.

Chair Rev. Burgess re-acknowledged the different role of the staff and the Board, and addressed one of the public's testimony during public comment, clarifying that the PLB has only agreed to accept the City's request to transfer the property and for the PLB to acquire it. It has taken no action on the disposition of the property. There will be a separate disposition process where any interested party may apply and be vetted, with their application and project considered in terms of the stated priorities of the PLB. The PLB will strive to have a fair, equitable, and transparent process as it fulfills its role of recycling every piece of distressed property back into productive use.

New Business:

The Administrator notified the Board that there would be a set of ten or more properties for their acquisition consideration at the October Board meeting.

Adjournment:

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

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