



Pittsburgh Land Bank [PLB] Minutes

April 12, 2019

Convene: Chair called meeting to order.

Roll Call: Administrator called the Roll. Members Present: Reverend Burgess, Chair, Jamil Bey, Vice-Chair, Diamonte Walker, Secretary Paul Leger, Treasurer, Senator Fontana, Councilwoman Kail-Smith, Councilman Lavelle, Wanda Wilson.

Public Comment:

The Board heard public comment from the following:

- Nancy Reis, Hill CDC
- Joe Wingenfeld, Uptown Partners
- Joanna Deming, Fineview and Perry Hilltop Citizen's Council
- Chris Sandvig, Pittsburgh Community Reinvestment Group
- Quinn, Northside Resident

Approval of March 2019 Minutes:

The Board reviewed the March 2019 meeting minutes.

◇ Motion to approve the March 2019 Board meeting minutes without correction [**Leger/Fontana**] Passed Unanimously.

Chairman's Report:

The Chair welcomed new PLB Board member, Wanda Wilson to her first board meeting. Ms. Wilson provided a brief greeting.

Director's Report:

Dir. Davidson gave an update on the insurance RFQ. Given the timeline, bids are expected between board meetings. Ms. Davidson asked that the Executive Committee be authorized to select the insurance underwriters and bind coverage, to then be ratified by the full board at a subsequent meeting, so that the activities of the organization may move forward without pause.

◇ Motion to authorize the Executive Committee to select insurance providers, with their decision to be ratified by the full board at the subsequent monthly board meeting. [**Walker/Leger**] Passed Unanimously.

Staff will provide an orientation to Ms. Wilson and her first PLB Board meeting will be April 12, 2019.

Finance & Fundraising Report:

The Treasurer asked the Director to provide the Finance Report. The monthly financials and expenditures for approval.

◇ Motion to accept the financial report and approve monthly expenditures. **[Leger/Lavelle]** Passed Unanimously.

The Treasurer reviewed the 2017 and 2018 audits and submitted them to the Board for acceptance.

◇ Motion to accept the 2017 and 2018 audit. **[Leger/Bey]** Passed Unanimously.

The Treasurer directed the staff to submit the audits to the required list of public entities, including: DCED, City Controller, and City Clerk.

Inventory Report:

Legal Counsel Irene Clark reviewed the PLB's Policies and Procedures requirement that the City Controller conduct an organizational audit of the PLB every three years. Staff will communicate with the Controller's audit to begin this process.

Ms. Davidson provided an update on the Property Reserve Reform Committee. Chair Burgess asked newly-appointed board member, Wanda Wilson to serve on the committee as the PLB's board liaison. Ms. Wilson accepted.

Ms. Davidson introduced two single-party contracts with the URA for property management, one for the online data management system which is a legislated requirement, and one for property maintenance contractors, utilizing the existing infrastructure of the URA's LandCare program.

◇ Motion to enter into a contract with the Urban Redevelopment Authority for use of their eProperty Plus online property management system for a period of twelve (12) months, in an amount not to exceed five thousand dollars (\$5,000.00)/ **[Walker/Leger]** Passed Unanimously.

◇ Motion to enter into a contract with the Urban Redevelopment Authority to participate in their LandCare property maintenance program in an amount not to exceed twenty thousand dollars (\$20,000.00). **[Bey/Walker]**. Passed Unanimously.

Communications Committee:

Committee Chair Dr. Bey reviewed the work of the Communications Committee and the work of the web designer. The goal is to have a new website launched by mid-May, mid-June at the latest.

Legislative Update:

Senator Fontana provided a brief update on a bill introduced in the State House by Representative DeLuca regarding mortgage lenders. Two other bills have been introduced, one to amend the state tax code and one titled the 'Abandoned Property Tax Sale Act'. Senator Fontana will work with PLB Director Davidson to review the bills and understand any implications for the PLB.

New Business:

The Director provided an update on the PLB's inventory acquisition pipeline and next steps, including requests for the August Treasurer's Sale, coordination with community group requests, additional City and URA transfers, and private requests: one to receive a donation and one a Request for Investigation on a property for possible PLB acquisition. Legal Counsel and staff provided the template applications and forms for the general public to use once the new website is up and running shortly. The Board expressed excitement to see these forms and the progress of the day-to-day operations.

Vice-Chair Bey revisited the request to consider additional public comment. Senator Fontana noted the Sports and Exhibition Authority (SEA)'s process of allowing public comment at the beginning and end of SEA board meetings. The Chair directed legal counsel to review the SEA's policy and provide recommendations to the board for consideration at the My board meeting and implementation at the Just board meeting.

Adjournment:

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

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