

Land bank Board Meeting Minutes
Courthouse Annex Conference room
05/02/2016

Meeting was called to order by: Bonnie Summers at 1:35 PM

In attendance:

- Vince Witherup-Commissioner
- Albert Abramovic-Commissioner
- Bonnie Summers-Chair
- Diona Brick-Fiscal
- Julie Thompson-Tax Claim
- Robert Walter-Assessment
- Barb Cisek McGarvey-Residential Representative
- Paul Calderone-Residential Representative
- Jason Ruggiero-Planning
- Emily Donaldson-Planning
- Nancy Marano-Emlenton Borough
- Mary Swisher-Assessment
- William Moon Jr-City of Oil City
- Curtis Greene-City of Oil City
- Tim Brooks-Commissioner
- Shelly Hartle-Commissioner's Office

Introductions were made for the guest in attendance.

Motion was made by Nancy Marano to accept last month's meeting minutes 2nd by Paul Calderone, all in favor.

Old Business:

Julie Thompson stated that there were no issues with the land bank purchasing properties at the judicial sale and the sale ran smoothly.

The board reviewed a sample of the quit claim deeds for the properties that the land bank purchased to deed over to the municipalities. It was voted to sell the properties to the municipalities for \$1.00 and the land bank will cover the closing cost, motion to accept was made by Diona Brick 2nd by Vince Witherup, all in favor. The properties will be deeded over June 3, 2016. Five of the deeds will be transferred on that date. The Lintz property in Franklin has an IRS lien so it cannot be deeded for 120 days from the date of the sale. We are waiting to see what the insurance company wants us to with the property until then and if we should secure the 5 other properties until they are deeded to the municipalities.

Update on the Polk property, funding is currently being used to repay the county for the cost they have involved in the property, once that is paid off, the funding will go to the Land Bank.

New Business:

A draft copy of the acquisition and disposition policy was given to the board members to review and discuss at the next meeting.

Julie Thompson suggested the land bank obtain a membership for the PA Housing Alliance. She feels that the information will be helpful to the Land Bank. A motion to accept was made by Diona Brick 2nd by Vince Witherup (if it is cost efficient); all in favor. The membership fee will be presented at the next meeting for a final vote.

It was discussed to hire a land bank administrator to help with day to day operations. Diona will draft up a job description to review at the next meeting.

Bonnie suggested that we make sub-committees to address the different Land Bank needs and then the sub-committees would bring their information to the whole board.

Open invitations will be sent to the municipalities inviting them to the Land Bank meetings. The Land Bank would like to get them more involved and let them know what the Land Bank has to offer.

The Land Bank web page just needed the contact information finalized so it could go live. It should be live by the next meeting.

Next Meeting: Thursday May 12, 2016 at 1:30 PM

Albert Abramovic made a motion to adjourn the meeting at 10:30 AM 2nd by Nancy Marano, all in favor.

Submitted by:

Mary Swisher