

Land Bank Board Meeting Minutes
Courthouse Annex Conference room
06/09/2016

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
- Koah Pentz-Cranberry Township
- Sarah McGuinness-Planning
- Kristy-Intern with Emlenton Borough

Introductions were made for the guest in attendance.

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

Review Acquisition and Disposition policy draft:

Discussion:

Commission Witherup expressed the importance of making it clear in this document that the Land Bank should represent an avenue for municipalities to fight blight in their communities, the board discussed to add "*In conjunction/cooperation/partnership with municipalities*" to the first section.

Bonnie Summers stated that the assumption needs to be "total communication" with municipalities as partners throughout the Land Bank. William Moon also indicated the need to keep the school districts involved in this communication as well. It was decided that the phrase "concurrence of all taxing bodies" should be added to the disposition section.

The board discussed options concerning the disposal of properties after demolition/remodeling. It was decided that there needs to be an option for the Land Bank to put a lien on properties if selling below the appraised value. If these properties are then sold by the new owners within a period of time (5 years) the owner would have to pay the Land Bank in some fashion. Options included liens of various amounts relative to the appraised value at the time the Land Bank sold the property or a percentage/all the profits from the sale. It was stated that providing the Land Bank with this option would not require the Land Bank to implement this in all circumstances but it would protect the Land Bank.

The Land Bank will contact municipalities before selling properties to residents of Venango County, to ensure that the potential buyers have no current code violations (in addition to checking their tax status).

The above changes have been made and it was voted to accept this policy. Nancy Marano made a motion to accept, 2nd by Vince Witherup, all in favor.

Update on properties purchased from the Judicial Sale:

Julie Thompson informed the board that 5 out of the 6 properties have been transferred to the Land Bank June 2, 2016 and then transferred to the municipalities on June 3, 2016. The property that did not transfer is the property at 327 Pacific because it has an IRS lien. Julie stated that if there is no response from the IRS the property should transfer around the middle of August.

Albert Abramovic stated that he has been notified that the neighbor is interested in possibly obtaining this property. He is going to notify Franklin of this and get their input as to the neighbor possibly purchasing it from the Land Bank or from the City once it is transferred. Albert will give an update at the next meeting.

It was suggested that the Land Bank receive notification as to what municipalities have done with the properties. Possibly obtain before and after photos to share on the web site.

Review job description draft:

Changes/comments to the job description:

- Under "Essential Function of job, 1" change "chairman" to "board"
- Eliminate the empty #9

The above changes have been made.

It was suggested that the job title be "*Land Bank Coordinator*"

Essential Functions

- #4 remove "*as staffing to the Land Bank*"
- Add "works closely with the Municipalities"

Remove Qualifications and education/Experience

Required knowledge, skills and abilities

- #11 remove "administrative officials and replace with "Land Bank board"

Bonnie suggests that everyone take the job description with them, look it over, review it and vote on it at next meeting.

Discuss the membership of the Housing Alliance of PA:

Julie informed the board that they are officially a member under the Venango County Land Bank at the cost of \$150.00.

Discuss any sub-committees we could form:

Bonnie suggested the, the Land Bank form a couple small committees at this time and see how they go before starting any more.

1. **Blight control**_ this committee will work with the Municipalities, planning and tax claim reviewing which properties are blight and which areas need the most attention. William Moon stated that Oil City has a blight committee that meets once a month, if the blight control needs any assistance.
Julie Thompson and Albert Abramovic have volunteered to be members of this committee.
2. **Financial and Asset**_work with the banks, checking on any financial aid/grants that maybe available. Reviewing the properties for liens or monies owed against it.
Nancy Marano and Barb Cisek McGarvey have volunteered to be members of this committee. Bonnie is going to check with Diona about becoming a member also.

Vince suggest that the Land Bank be promoted at the COG meetings making more people aware of what the board has to offer. Julie is going to get copies of the letters that she previously sent to the municipalities explaining to them what the Land Bank does and inviting them to the next meetings. Vince is going to hand them out at the next COG meeting which is July 16, 2016.

Next Meeting: Thursday July 7, 2016 at 1:30 PM

Vince Witherup made a motion to adjourn the meeting at 2:40 PM.

Submitted by:
Mary Swisher