

**Land Bank Board Meeting Minutes
Courthouse Annex Conference room
02/13/2020**

Meeting was called to order by: Bonnie Summers at 1:00 PM

In attendance:

- Vince Witherup-Board Member
- Albert Abramovic-Commissioner
- Samuel Breene-Commissioner
- Mike Dulaney-Commissioner
- Bonnie Summers-Chair
- Diona Brick-Fiscal
- Julie Thompson-Tax Claim
- Robert Walter-Assessment
- R Barb Cisek McGarvey-Residential Representative
- Paul Calderone-Residential Representative
- Joshua Sterling-Planning
- Jason Ruggiero-Planning
- Nancy Marano-Emlenton Borough
- Mary Swisher-Assessment
- William Moon Jr-City of Oil City
- Sheila Boughner-City of Franklin
- Barrie Brancato-Cranberry Township
- Tracy Jamieson-City of Franklin
- Warren Thomas-Residential Representative
- R Michelle Lemire-Cornplanter Township
- R Alan Schiller-Oil City Redevelopment Authority
- R Dale Massie-Oil City Redevelopment Authority

Motion was made by William Moon, Jr to accept last month's 1/9/20 meeting minutes, 2nd by Mike Dulaney; all in favor.

Treasurer's report: Given by Diona Brick

Fund 2770 (which is the Register/Recording fees monies) currently has a \$43,101.32 balance that must be used for demolition. The \$50,000.00 PHARE Grant money has been received and needs projects. 70% for demo and 30% for rehab.

Chip stated that there may be a request for a dumpster from Libby for an Oil City project and Libby's son may be requesting one in the spring for a clean-up day in Emlenton.

Bonnie stated that Trenton may be requesting one for a Bissell Avenue project.

Diona reminded us that the request must come from a non-profit entity.

Public Comment:

No public comment.

Old Business:

All the votes taken at the last meeting needed to be ratified.

Voting of the officers-one year appointment

Currently the officers are as followed:

Chair-Bonnie Summers
Vice Chair- Albert Abramovic
Secretary-Julie Thompson
Treasurer-Diona Brick

Warren Thomas made a motion to keep the officers as they are 2nd by Sheila Boughner; all in favor. All officers agree to remain in their positions.

Vote to add additional members to the Board of Directors. We currently allow 11 members.

Diona Brick made a motion to increase the number of board members to 13, 2nd by Warren Thomas; all in favor

Vote to have Vince Witherup appointed to the Board of Directors.

William Moon made a motion to accept Vince as a board member, 2nd by Sheila Boughner; all in favor. Bonnie Summers will send an email notifying the Commissioners of this.

Motion made to ratify previous votes at the last meeting. Motion made by Diona, 2nd by Julie and all in favor.

It has been brought to Bonnie's attention that when the law allowing Land Banks was made it only allowed for the Board to be comprised of 5-11 members. We will look into it and discuss it at the next meeting.

Discuss policy/procedures for how the Land Bank is going to process applications for the PHARE Grant

The 2020 PHARE application will be rewarded in the next few months. Our application is written 70% rehab and 30% demo, increasing the need for an official policy for applicants.

As we reviewed the policy that Sheila drafted, so we have a starting point, the income levels of home owners that we can help was discussed. It was suggested to remove the line that states "very low income, earning less than 30% of the area median income" and replace it with just low income. It is difficult to find home owners in that low of an income bracket. We need criteria but not too restrictive. Also to add a line giving preference to homes in a corridor or where other improvement projects are already being completed.

For rehab projects for the 2019 Phare Grant, we are under contract for the roofing project in Oil City, Planning has received an application for storm water repairs to a home in Emlenton and an application for another roofing project is expected. Josh will get costs on the two new projects for the next meeting. We have approximately \$8,300.00 left to spend of the \$15,000.00 earmarked specifically for rehab.

New Business

Judicial Sale

Julie stated that she sent letters to the municipalities that have properties on the Judicial Sale and are not represented on the Board stating to have any requests for the Land Bank to purchase property for them in by the March 12th meeting. At this time, Emlenton verbally stated interest in two properties. Cornplanter submitted a letter stating that they are interested in two properties with plans on demolishing the properties themselves and has interested neighbors to sell them to once they are cleaned up. Franklin may want one, Cranberry has two vacant properties they may be interested in. One for demo and the other needs looked at to see if it needs demo'd or rehabbed and Oil City will look over the list and let us know.

NEXT MEETING:

March 12, 2020 at 1:00 PM in Conference Room 100

Meeting adjourned at 2:05 PM Motion made by Bill Moon, 2nd by Sheila Boughner: all in favor

Submitted by:

Julie Thompson