

**LACKAWANNA COUNTY LAND BANK
REGULAR MEETING MINUTES
January 12, 2018**

The regular meeting of the Lackawanna County Land Bank was held on January 12, 2018 in the Commissioners' Conference Room, 200 Adams Avenue. Sixth Floor, Scranton, Pennsylvania.

At 10:00 am Chairman O'Malley called the meeting to order and all joined in the Pledge of Allegiance.

ROLL CALL

Roll Call was taken by George Kelly (member)
Commissioner O'Malley (Chairman) - Present
Henry Deecke – Excused Absence
Linda Aebli – Present
Marion Gatto – Present
Terrence McDonnell – Present
Steve Pitoniak – Present

Also present were Atty. Joseph Colbassani, Land Bank Legal Counsel, Ralph Pappas, Business Analyst and Margaret Piccotti, Assistant to George Kelly.

Election of Officers for the Year 2018

A motion by Marion Gatto and seconded by Linda Aebli was made for the officers of the Land Bank Board to remain the same as 2017 as follows:

Commissioner Patrick O'Malley -Chairman
Terrence McDonnell – Vice Chairman
Linda Aebli – Treasurer
Marion Gatto – Secretary

All in Favor

PUBLIC COMMENT ON AGENDA ITEMS ONLY

There were no comments made.

MINUTES

A motion was made by Mr. Terrance McDonnell and seconded by Ms. Linda Aebli to approve the minutes of the December 8, 2017 regular meeting as prepared and presented.

All in Favor

PRESENTATION of VOUCHERS for EXAMINATION and APPROVAL

A motion was made by Ms. Marion Gatto and seconded by Ms. Linda Aebli to approve voucher expenditures of December 8, 2017 through January 12, 2018, as presented. Ms. Aebli requested that moving forward checks should have a pin number or address on them so she knows what property it is.

All in Favor

DISCUSSION ITEMS

a) 2017 Audit Proposal:

Joseph Alu will be completing the audit for 2017. He will be charging the same rate as last year (2016) - \$1700. It was agreed by all that it was a fair rate.

b) Directors and Officers Liability Insurance Renewal

Ralph Pappas stated that Rick Jones is getting a price on the insurance renewal and it will be completed before February 1, 2018.

c.) Land Bank Website

The Land Bank received 2 proposals. George Kelly and Ralph Pappas will be meeting with the website design companies before the next meeting and will have all the information for the February 9th meeting.

d.) North Abington Township Intergovernmental Cooperation Agreement

George Kelly met with representatives from North Abington Township to discuss joining the Land Bank. He suggested doing a work caucus with the representatives to discuss the Land Bank and the positive effects it has on the community. George also suggested a letter be drafted and sent to neighboring school boards and every municipality with information on joining the Land Bank.

e.) Property Purchase/Sealed Bid vs. Best and Final Offer

It is recommended the process be streamlined as to not take as long for acquisition. It was recommended that when an interested party comes to Land Bank and wants to purchase a property, whether from the Repository or the Land Bank, a streamlined process be put in place. A discussion ensued to follow the procedure in a similar fashion to the Claim Bureau. Attorney Colbassani's concern is that it is in compliance with Land Bank policy. It was recommended a policy and procedure guide be put together for the next meeting.

ADVISORY COMMITTEE UPDATE:

Additional Properties to be acquired from the Repository of Unsold Properties:

There is interest in a property located at 1137/1139 Capouse Avenue. It was recommended by the advisory committee to acquire the property from the repository of unsold properties. These properties are currently separately deeded to the same individual. Both properties will be acquired.

Property Purchase Applications:

The Land Bank has received 1 application for the parcel at 601 Prospect Avenue. The application was received on December 1, 2017 from Kevin Mitchell. Mr. Mitchell would like to rehab the property for lease. It was recommended this application be tabled until more information was gathered on the property. The Land Bank Advisory Committee indicated that there were several issues regarding the property with the neighboring property.

Property Donation Applications:

The Land Bank is in receipt of an application from Karen and Thomas Nagle. Mr. and Mrs. Nagle would like to donate the following property located at 368 North Hyde Park Avenue in Scranton. Mr. and Mrs. Nagle purchased this property from the Tax Claim office with the intention of rehabilitating the property. However, they were unaware of the potential cost for the required improvements. The advisory committee recommended that we do not accept the donation because of the amount of work required on the property.

ACTION ITEM

Resolution NO. 18-001, Approving Professional Services Contract for Audit Services to Joeseeph Alu CPA at cost of \$1700.00

Motion by Marion Gatto

Seconded by Linda Aebli

All in favor

Property Disposition

TABLED

Resolution NO. 18-002, Approving the Conveyance of Certain Land Bank Owned Properties under the Land Bank Property Purchase Program

Motion by Marion Gatto

Seconded by Linda Aebli

All in favor

Property Acquisition

Resolution NO. 18-003, Approving the Acquisition of additional properties from the Lackawanna County's Tax Claim Repository List of Unsold Property

Motion by Henry Deecke

Seconded by Terrance McDonnell

All in Favor

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD

Attorney Paul Kelly introduced himself as the newly appointed solicitor for the Scranton Redevelopment Authority (SRA). He would like to know if the Land Bank would like to work together with the SRA. He asked if the Land Bank acquired a property from the SRA and the Land Bank sold that property for a profit, would the SRA receive a percentage of the profit from the sale of the property. George Kelly suggested a discussion take place to arrive at a beneficial agreement for both parties. A discussion continued regarding the Land Bank and SRA joining forces. It was agreed working together would be beneficial to both the Land Bank and SRA.

ADJOURNMENT

As all business had been conducted, a motion to adjourn was made by Linda Aebli with a second by Linda Aebli. The motion carried and the meeting was adjourned.

Marion Gatto, Secretary

Prepared by Margaret Piccotti