LACKAWANNA COUNTY LAND BANK
SCHEDULED MEETING MINUTES
January 11, 2019

The scheduled meeting of the Lackawanna County Land Bank was held on Friday, January 11, 2019 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 Commissioner O'Malley (Chairman) – Present
George Kelly-Excused
Henry Deecke - Present
Linda Aebli – Present
Marion Gatto – Present
Terrence McDonnell – Excused
Steve Pitoniak – Present

Also present were Atty. Joseph Colbassani, Land Bank Legal Counsel and Ralph Pappas, Business Relations Manager.

ELECTION OF OFFICERS FOR 2019

Atty. Colbassani announced the officers for the previous year as follows:
Terrence McDonnell-Vice Chairman
Linda Aebli –Treasurer
Marion Gatto- Secretary
He then asked if there any other nomination for any of the offices. Since there were no other nominations for any of the offices, Mr. Deecke made the motion to close the nominations, seconded by Mr. Pitoniak.

All in Favor

Mrs. Gatto, as Secretary, then cast the vote for the unopposed slate of officers.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

There were no comments made at this time.

MINUTES

A motion was made by Marion Gatto and seconded by Henry Deecke to approve the minutes of the December 14, 2018 meeting as prepared and presented.

All in Favor

PRESENTATION OF VOUCHERS FOR EXAMINATION AND APPROVAL

A motion was made by Henry Deecke and seconded by Steve Pitoniak to approve voucher expenditures of December 14, 2018 through January 11, 2019, as presented. **All in Favor**

DISCUSSION ITEMS

YE 2018 Audit

Mr. Pappas explained that he contacted Joseph Alu and Associates regarding the 2018 year end audit. Mr. Alu agreed to perform the audit for the same cost as last year. Last year's audit cost was $1700. At the Board's request, Mr. Pappas also contacted Mike Kohanski, CPA, for a quote to perform the 2018 year end audit. Mr. Kohanski submitted a quote of $4,000 to perform the audit. A motion was made by Mr. Deecke and seconded by Mrs. Gatto to approve Joseph Alu and Associates to perform the 2018 year end audit. **All in Favor**

Directors and Officers Liability Insurance Renewal

Mr. Pappas notified the Board that the Director's liability insurance has been renewed for another year, expiring February 1, 2020.

New Interest /Land Bank- Dunmore, Old Forge, Mid Valley SD

Mr. Pappas explained that there hasn't been much movement since the last meeting. Since George Kelly is on vacation, he stated that he and Terry McDonald could attend the next Dunmore School District work session. He said he would contact Terry regarding scheduling the meeting. Commissioner O'Malley asked about Old Forge and Mid Valley. Mr. Pappas stated that he believed George Kelly met with Old Forge Council. They are also on board but he wasn't sure if they passed a resolution yet. A meeting with the Old Forge School District has to be scheduled. The Mid Valley School District has passed a resolution to join the Land Bank and they are on board with any municipality within the district that is electing to join. The municipalities include Dickson City, Olyphant and Throop. The School District planned on sending letters to these municipalities encouraging them to join.

Blight to Bright LSA Grant Update

Mr. Pappas stated the he and George Kelly met last week with Jesse Ergott and Todd Pousley about how we can continue the momentum we now have with the blight task force. He then asked Mr. Ergott to update the Land Bank Board. Mr. Ergott explained that we are now in the process of forming the blight action team. The blight action team will take the blight plan and actually implement it with the municipalities. The discussion continued regarding the municipalities that have participated in the blight survey distributed by Todd Pousley of Neighborworks. Mr. Ergott explained that the action team will be charged with implementing the principals of the action plan and convincing their colleagues to do the same in their respective municipalities. This will be accomplished by going out and offering workshops of ways to fight blight. The other goal of the task force is to keep the issue of addressing blight in the public eye. Mr. Pappas added that NeighborWorks has also offered a proposal to assist in maintaining the Land Bank Website.

1445 Meylert Avenue Update

Mr. Pappas stated that he hasn't been over to the site recently but Mr. Kelly had informed him that the building has been razed. Commissioner O'Malley asked if the property has been conveyed to the new owners. Mr. Pappas along with Atty. Colbassani stated that there are a few issues as spelled out in the purchase agreement that have to be resolved prior to the conveyance to the buyer.

1344-1346 Bryn Mawr & 1350 Bryn Mawr

Atty. Colbassani stated that he spoke with Tom Navich of TGF Properties LLC, a partner of TGF Properties LLC, regarding the names to be placed on the deed of convbeyance. Mr. Navich asked if his name and George Plisko's name could be placed on the deed since the other partner of TGF Properties, LLC is not part of this project. A motion was made by Mr. Deecke and seconded by Mrs. Aebli to approve this name change. **All in Favor**

Bid Openings/if Necessary
There were no property purchase bids received prior to this meeting.

Property Acquisition/Disposition/Donation Discussion
Mr. Pappas reviewed the properties included in the following resolutions.

Mr. Pappas stated (1) one property purchase application was received from Joseph and Margaret Dougherty. Mr. and Mrs. Dougherty want to purchase 3 land bank owned properties located at 202-204 Larch Street, 1301-1305 Capouse Avenue, 1307-1309-1311 Capouse Avenue. These 3 properties are across from their residence and business rental. If allowed, they plan on using the properties for tenant and customer parking. Both the staff and the Scranton Advisory committee recommended the sale of this property to the applicant.

Resolution NO. 19-001- Approving the Conveyance of Certain Land Bank Owned Property under the Land Bank Property Purchase Program

The property, price and purchasers are as follows:

Parcel Address: 202-204 Larch Street **Parcel Pin #:** 14609020006
Parcel Address: 1301-1305 Capouse Avenue **Parcel Pin #:** 14605020058
Parcel Address: 1307-1309-1311 Capouse Avenue **Parcel Pin #:** 14605020059
Purchaser: Joseph and Margaret Dougherty **Price:** $600.00 for the three (3) parcels

Motion by Mrs. Gatto and Seconded by Mrs. Aebli.
All in Favor

Opportunity for Public to Address the Board:

None at this time

Additional Discussion

Mrs. Aebli announced that she is retiring from her position as Executive Director of the City's Office of Economic and Community Development, effective February 28, 2019. Therefore, she will also leaving her position as a member and Treasurer of the Land Bank Board of Directors. It was decided that her resignation will be accepted at the next Land Bank Board Meeting.

Mr. Pappas stated that in light of Mrs. Aebli leaving the Board and the addition of other municipalities joining the Land Bank, it was decided at the advisory committee meeting that Jesse Ergott will assume the leadership role of the committee. The Board agreed with this decision.

Adjournment – Next Meeting: Friday, March 8, 2019

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Marion Gatto, Secretary

Prepared by Ralph Pappas