LACKAWANNA COUNTY LAND BANK
SCHEDULED MEETING MINUTES
March 13, 2020

The regularly scheduled meeting of the Lackawanna County Land Bank was held on Friday, March 13, 2020 in the Commissioners' Conference Room, 123 Wyoming Avenue, Fifth Floor, Lackawanna County Government Center, Scranton, Pennsylvania.

At 10:00 AM Chairman Debi Domenick called the meeting to order and all joined in the Pledge of Allegiance.

ROLL CALL

Roll Call was taken by Ralph Pappas, Staff

Commissioner Debi Domenick – Present
Commissioner Chris Chermak-Excused
Al Chelik - Present
Wayne Beck – Excused
Henry Deecke - Excused
Marion Gatto – Present
Steve Pitoniak – Present

Also present were Atty. Joseph Colbassani, Land Bank Legal Counsel, Ralph Pappas, Business Relations Manager, Don King, Scranton City Planner, Jesse Ergott, Advisory Committee Representative

ELECTION OF OFFICERS FOR THE YEAR 2020

As Chairman, Commissioner Domenick made a motion to elect Commissioner Chermak as Vice-Chairman. Seconded by Mr. Pitoniak. All voted in favor. Mr. Pitoniak made a motion to re-appoint Marion Gatto as Secretary. Seconded by Mr. Chelik. All voted in favor. Commissioner Domenick made a motion re-elect Wayne Beck as Treasurer. Seconded by Marion Gatto. All voted in favor. 2020 Officers elected are as follows:
Commissioner Debi Domenick, Chairman
Commissioner Chris Chermak, Vice-Chairman
Marion Gatto, Secretary
Wayne Beck, Treasurer

OPPORTUNITY FOR PUBLIC TO ADDRESS BOARD (AGENDA ITEMS ONLY)

There were no comments made at this time.

PRESENTATION OF MINUTES FOR APPROVAL

A Motion was made by Mr. Pitoniak and seconded by Mr. Chelik to approve the minutes of the December 13, 2020 meeting as prepared and presented.

All in Favor

PRESENTATION OF VOUCHERS FOR EXAMINATION AND APPROVAL

A Motion was made by Marion Gatto and seconded by Steve Pitoniak to approve voucher expenditures of December 14, 2019 through March 13, 2020, as presented.

All in Favor

DISCUSSION ITEMS

Year End 2019 Audit

Mr. Pappas stated that since Joseph Alu & Associates completed the audit for the last few years, he reached out to him again this year for a price to complete the 2019-year end audit. Mr. Alu submitted a bid, via fax, in the amount of $1750.00 to complete the audit. This was a $50.00 increase from last year. Mr. Pappas then polled the Board of Directors via email regarding Mr. Alu's price for the audit. All agreed to award the contract to Mr. Alu at the cost of $1750. The contract with Joseph Alu & Associates will be ratified later in this meeting.

Directors and Officers Liability Insurance Renewal

Mr. Pappas notified the Board that Directors and Officers Liability insurance has been renewed until February 1, 2021 at a cost of $2,445. This is the same amount as last year.

New Interest /Land Bank- Dickson City, Scott Township, Blakely, Olyphant

Mr. Pappas stated that he still had not heard back from Dickson City or Scott Township. Most recently, both Blakely and Olyphant requested information on the Land Bank. Information was sent and hopes to meet with them soon to answer any questions. Commissioner Domenick also stated that it is her intention to meet with the school districts boards and municipal representatives to explain the benefits of being part of the Land Bank. She invited anyone else who would like to join her on this endeavor.

601 Prospect Avenue, Scranton Update

Mr. Pappas stated that it is an ongoing project. Brenda Sacco, Veterans Resource Coalition Vice President, developers of the project, addressed the Board. Mrs. Sacco informed the Board that they were not approved for this round of the grant money they sought through Wells Fargo Foundation. However, they are seeking grant money from other sources for the rehabilitation of the structure. The structure has been cleaned out and secured.

Scranton Demolitions

Mr. Pappas stated that, to date, two structures have been razed. One structure at 225 Putnam Street, the other at 1024-26-28 Snyder Avenue. He reminded the Board that the properties are being demolished by the Scranton Department of Public Works with the Land Bank contributing $5,000 toward the tipping fees for each of the structures. At the last meeting, the Board acted on the conveyance of the Putnam Street property. Today, the board will be acting on the conveyance of the now empty lot at 1024-26-28 Snyder Avenue to an adjacent property owner. The next property to be razed will be the structure located at the rear of 1619 Price Street. As stated at past meetings, Mr. Pappas will be working with the City to get a right of entry on the front of that property in order to get access to that rear property. Atty. Joe Price, Assistant City Solicitor, has signed the right of entry and Mr. Pappas must get the property owner to hopefully go along with it.

Ontario Street Property/Fell Township Update

Mr. Pappas reminded the Board that the Land Bank is contributing $20,000 toward tipping fees and environmental inspecting during the demolition of the structure. Fell Township officials took the lead for the demolition of the Ontario Street property, including the advertising for bids. The bids were received and reviewed. According to Fell Township officials, the bids were much higher than they had budgeted. Even with the Land Banks contribution, they are unsure if it's feasible. The County Economic Development Department followed up with the company currently under contract with the Department for environmental issues. The company submitted a price for the environmental inspection during the demolition of the structure. The cost was then given to Fell Township officials. Again, they thought the cost was above their estimate. We are currently still working with Fell Township officials to come to a viable solution to get this structure demolished.

No. Church Street & Canaan Street Property, Carbondale

At the December 13, 2019 meeting, the Board approved the acquisition of a property located at North Church Street and Canaan Street in Carbondale from the Tax Claim repository to the Land Bank. At the same meeting, at the request of the City of Carbondale, the Board approved the conveyance to the City of Carbondale. It appears there is a municipal sewer line that runs through the property that was never recorded. The City wants possession of the property to secure an easement for maintenance of this sewer line.

Since the December meeting, the Land Bank has received three letters from Carbondale resident Robert Evancho regarding this property. The letters were forwarded to the Land Bank Board as well as the Land Bank Solicitor for review. Mr. Evancho's letters expressed his objection to the conveyance of the City of Carbondale. Mr. Evancho owns a property next to the subject property. Since the property was on the repository list of unsold property, Mr. Evancho had submitted a bid to the Tax Claim Bureau to purchase the property. His bid was sent to the three taxing bodies for approval. The County and the Carbondale Area School District both approved the bid. However, the City did not approve the bid due to the sewer line issue.

Michele Bannon, Carbondale City Clerk, addressed the board regarding this issue. Ms. Bannon stated that the City of Carbondale rejected the bid due the sewer line issue. It is the intent of the City of Carbondale to establish and record a metes and bounds description of the sewer easement for future maintenance. They then intend to place the property out to bid, excepting and reserving the easement area.

After some additional discussion, it was pointed out that Section 2 of the Intergovernmental Cooperation Agreement states "With regard to property which is acquired, the Land Bank takes affirmative steps to return the same to productive use consistent with the desires of the municipality". Since it is the desire of the City of Carbondale to acquire the property for their use, the Land Bank Board of Directors decided not to take any further action on this issue.

Blight Task Force Update

Jesse Ergott, NeighborWorks NEPA, CEO reminded everyone that his organization has been partnering with the Land Bank for the last few years to support the work of the land bank. The land bank video that NeighborWorks has been working on is ready to go. The video should help with the efforts to get other school districts and municipalities on board. As stated earlier, Commissioner Domenick hopes to meet with

the school districts boards and municipal representatives to explain the benefits of being part of the land bank. The video and some land bank background information could be sent to the school districts and municipalities prior to the in-person meeting. Mr. Pappas is working on the background information to be sent. Mr. Ergott stated they would like to put together another code enforcement workshop for late summer or early fall. They are also talking with the Institute for Public Policy to do an impact report on the work that the land bank has done.

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

Advisory Committee Discussion
Mr. Pappas reviewed the property purchase applications that were received since the last meeting with the advisory committee prior to this meeting. The advisory voted to approve the property conveyance to the respective applicants.
Commissioner Domenick then proceeded to the Resolutions to be acted upon at today's meeting,

ACTION ITEMS

PROPERTY ACQUISITION

Resolution No. 20-001– Approving the Acquisition of Additional Property from the Tax Claim Office Repository List of Unsold Property

Parcel Address: 529 Alder Street, Scranton — **Parcel Pin #**: 15616040011
Parcel Address: 2825 Marvine Ave, Scranton — **Parcel Pin #:** 12417020052

A Motion was made by Mr. Chelik and seconded by Mr. Pitoniak to approve this Resolution

All in Favor

PROPERTY DISPOSITION

Resolution No. 20-002 – Approving the Conveyance of Certain Land Bank Owned Property Under the Property Purchase Program –

a.) Property Located at 529 Alder Street, Scranton — **Parcel Pin #** 15616040011
Purchaser: Daniel Kayes, dba, Kayes-Fallbrook LLC — **Price:** $500.00

b.) Property Located at 2825 Marvine Ave, Scranton — **Parcel Pin #** 12417020052
Purchaser: Thomas D'Andrea — **Price:** $500.00

c.) Property Located at 1022-24-26 Snyder Avenue, Scranton — **Parcel Pin #** 15613070065
Purchaser: Janice Alicia Vega — **Price:** $500.00

A Motion was made by Mr. Pitoniak and seconded by Mrs. Gatto to approve this Resolution

All in Favor

2019 YEAR END AUDIT

Resolution No. 20-003– Ratifying a Professional Services Contract for Audit Services with Joseph Alu and Associates for the 2019 Year End Audit at a cost of $1750.00.

A Motion was made by Mr. Chelik and seconded by Mr. Pitoniak to approve this Resolution.

All in Favor

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

There were no comments made at this time.

Prior to adjournment the Board discussed moving the day and time of Land Bank Board of Directors meeting. After some discussion, Mr. Chelik made a motion to move the Land Bank meetings to the second Wednesday of every month and advertise accordingly. Motion was seconded by Mrs. Gatto.

All in Favor

ADJOURNMENT

A Motion to adjourn was made by Mr. Chelik and seconded by Mrs. Gatto.

All in Favor

Next Scheduled Meeting: Wednesday, April 8, 2020

Marion Gatto, Secretary

Prepared by Ralph Pappas