

PHILADELPHIA LAND BANK

BOARD MEETING MINUTES

A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, April 9, 2015 commencing at 3:35 p.m. in the offices of the Philadelphia Housing Development Corporation, being its regular meeting place, 17th Floor, 1234 Market Street, Philadelphia, Pennsylvania, pursuant to proper notices.

CALL TO ORDER

Ms. Rashid called the meeting to order at 3:35 p.m.

ROLL CALL

The following members of the Board of Directors reported present: Majeedah Rashid, Chair; Paul L. Badger, Jr., Vice Chair; Jennifer Kates, Secretary; Deborah McColloch, Treasurer; Anjali Chainani; Christian Dunbar; Nora Lichtash; Angel Rodriguez; Jennifer Rodriguez; and Courtney Voss.

The following members of PHDC and OHCD staff were present: Michael Koonce, John Carpenter, Christi Jackson, Beau Bradley, Guy Thigpen, Victoria Welch and Paul Chrystie.

Public Attendees: The list of public attendees is attached to these minutes.

A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.



Agenda Item 2

Public Comment

Ms. Rashid asked if any member of the public wished to comment upon any item on the Board's agenda.

Mr. Holt expressed concern regarding a pre-Board meeting being conducted before the public is admitted. Mr. Wayne Byrd asked if the meeting was being recorded.



Agenda Item 3

Approval of Board Minutes

Ms. Rashid called for a motion to approve the minutes of the Board meeting of March 12, 2015.

Upon motion made and duly seconded, the minutes of March 12, 2015 were approved as presented.



Agenda Item 4

Updates

Ms. Rashid asked Mr. Koonce to present his update on Land Bank activities. Mr. Koonce reported on the recently introduced Land Bank Ordinance.

Ms. Kates stated that this ordinance was needed to authorize a process to transfer land from the City to the Land Bank. The proposed legislation will allow land to pass from City to PRA to Land Bank without additional restrictions. She stated that Charter requires that land pass through PRA.

Ms. Rashid then asked Mr. Carpenter to present his update on Land Bank activities.

Mr. Carpenter updated the Board on the new website which does not change the current website, but continues to refine the content and function. Also a determination of who the stakeholders will be is in process. The website is expected to be launched in late April or early May.

Mr. Carpenter stated that the budget is in the process of being developed for the fiscal year ending June 30, 2016, and that the City is allocating \$500,000. However, the bulk of the budget is coming from PRA.

Ms. Kates requested that the Board be notified of any Land Bank budget related hearings.

Mr. Carpenter also reported that the City and PRA have hired additional staff that will review deeds prior to execution and recording by each agency.



Agenda Item 5

Information Items

Ms. Rashid asked Mr. Carpenter to present this agenda item.

Mr. Carpenter reported that an RFP is being released in late April or early May to secure firms to provide property maintenance services.

Ms. Voss requested that all contractors be required to have appropriate licensing.



Agenda Item 6

Selection of Bradley & Bradley Associates

Mr. Carpenter reported that an RFP for insurance services was advertised in numerous formats and venues. One response was received from Bradley & Bradley Associates, Inc., who also handles PHDC's insurance issues.

Ms. Rashid called for a motion to approve the resolution. Upon motion made by Ms. Voss and duly seconded by Mr. Rodriguez, the resolution was approved by unanimous vote of the Board as follows:

RESOLUTION 2015 - 12

RESOLUTION SELECTING BRADLEY & BRADLEY ASSOCIATES, INC. AS THE INSURANCE BROKER FOR THE LAND BANK

WHEREAS, the Philadelphia Land Bank intends to engage an insurance broker to assist Land Bank Board and staff with placing and managing the insurance policies for the Land Bank;

WHEREAS, the Land Bank issued a competitive Request for Proposals (RFP) from qualified insurance brokers to perform these services;

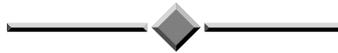
WHEREAS, Land Bank staff has reviewed and evaluated the response submitted by Bradley & Bradley Associates, Inc. and has determined that Bradley & Bradley Associates, Inc. meets all selection criteria and has the experience and qualifications to perform the services stated in the RFP; and

WHEREAS, Land Bank staff has recommended that Bradley & Bradley Associates, Inc. by awarded this contract.

NOW THEREFORE, BE IT RESOLVED by the Philadelphia Land Bank that:

1. The Land Bank may enter into a professional services contract with Bradley & Bradley Associates, Inc. to provide insurance brokerage services to the Land Bank, for an initial term of one year with the Land Bank's option to renew the contract for two additional one-year periods.
2. That the initial term of the contract shall be for a maximum compensation, including out-of-pocket expenses, of Thirty Seven Thousand Dollars (\$37,000)
3. That the first option term of the contract, if exercised, shall be for a maximum compensation, including out-of-pocket expenses, of Forty Thousand Dollars (\$40,000) and the second option term of the contract, if exercised, shall be for a maximum compensation, including out-of-pocket expenses, of Forty Four Thousand Dollars (\$44,000).

FURTHER AUTHORIZING, the preparation, execution, and delivery of all contracts necessary to carry out the foregoing in form and substance acceptable to the Executive Director and General Counsel.



Agenda Item 7

Proposal Submitted by Drexel University

Mr. Carpenter reported that the University of Pennsylvania's Fels Institute is no longer interested in providing intern services to the Land Bank. An RFP was issued in March and one proposal was received from Drexel University's Lindy Institute.

Ms. Rashid called for a motion to approve the resolution. Upon motion made by Ms. McColloch and duly seconded by Mr. Rodriguez, the resolution was approved by unanimous vote of the Board as follows:

RESOLUTION 2015 - 13

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
DREXEL UNIVERSITY
LINDY INSTITUTE FOR URBAN INNOVATION**

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that authorization is hereby given for the Land Bank to enter into a professional services contract with Drexel University in their Lindy Institute for Urban Innovation (“Contract”) to provide graduate level students to assist in the review, analysis and preparation of land records for properties owned by Philadelphia Redevelopment Authority, the City of Philadelphia and Philadelphia Housing Development Corporation in preparation for transfer of properties to the Philadelphia Land Bank.

FURTHER RESOLVING:

1. The Contract shall provide for an initial maximum compensation, including out-of-pocket expenses, in an amount not to exceed Forty Thousand Dollars (\$40,000) with a termination date of June 30, 2015.
2. The Land Bank shall have the option to extend the Contract in its sole discretion for an amount not to exceed, including out-of-pocket expenses, for an additional Seventy Thousand Dollars (\$70,000) with a termination date of December 31, 2015.
3. The Executive Director is authorized to prepare, execute and deliver the Contract necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Executive Director and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.

ADJOURNMENT

There being no further business to come before the Board, Ms. Rashid declared the meeting adjourned.

SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Thursday, April 9, 2015

3:30pm

GUEST SIGN-IN SHEET

NAME

E-MAIL ADDRESS

COMPANY

1) Wayne Byrd	Wynnebyrd@yahoo.com	S.W.D.S.
2) <i>[Signature]</i>	SENATOR.HOLT@GMAIL.COM	S.W.D.S.
3) <i>[Signature]</i>	CESTRELL@AOL.COM	S.W.D.S.
4) Winnie Branton	wbranton@brantonstrategies.com	Branton Strategies
5) Michael J. Harvey	mjharvey20@gmail.com	—
6) Christi Jackson		P.L.B.
7) MALIK MAHDESS BEY	MBEY61@ICLOUD.COM	S.W.D.S.
8)		
9)		
10)		
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