

PHILADELPHIA LAND BANK

BOARD MEETING MINUTES

A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, November 10, 2015 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 3:31 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; Courtney Voss and Herbert Wetzell.

The following member of the Board of Directors was not present: Jennifer Rodriguez.

The following staff members were present: Nicholas Scafidi, Esquire, John Carpenter, William Bradley, Guy Thigpen, Victoria Welch, Darren Williams and Paul Chrystie.

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

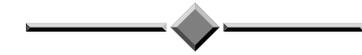
A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.



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 asked why the Board accepted public comment only at the beginning of each meeting. Ms. Rashid replied that the Sunshine Act permits the Board to designate the time and manner of public comment and that public comment at the beginning of the meeting provides an orderly process which allows the Board to consider all comments before any official Board action is taken on individual agenda items.



Agenda Item 3
Approval of Board Minutes

Ms. Rashid called for a motion to approve the minutes of the Board meeting of October 8, 2015.

Upon motion made and duly seconded, the minutes of October 8, 2015 were approved as presented.



Agenda Item 4
Updates

Ms. Rashid asked staff to provide their update of Land Bank activities.

Mr. Williams reported that the Board's Finance Committee has reviewed a draft of the Land Bank Audit and Management Letter and that the final audit reports will be presented for Board approval in December.

Mr. Carpenter stated that we are preparing to issue an RFP for the maintenance of structures that the Land Bank acquires. We expect to present a proposed contract to the Board in January. The FY 16 budget provides adequate funding for these services.

Mr. Carpenter also reported that the pilot tax foreclosure project has received City approval which will allow the Land Bank to bid for approximately 70 properties at future tax foreclosure sales. We are working with City agencies and the Sheriff's Office in preparation for these acquisitions. We will keep the Board informed of our progress.

Mr. Scafidi reported that the Orphans' Court has granted approval for the transfer of PHDC properties to the Land Bank. Staff is completing the deed preparation work with the goal of recording deeds starting in early December.

At the request of Ms. Rashid, Mr. Scafidi notified the Board that at its December meeting, the Board will be asked to approve its meeting schedule for the Calendar Year 2016 which we propose as the second Thursday of each month.



Agenda Item 5
Appointment of Interim Executive Director

Ms. McColloch proposed a resolution that Nicholas J. Scafidi, the Land Bank's General Counsel, be appointed as the Land Bank's Interim Executive Director to serve until the Board appoints a permanent Executive Director.

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

RESOLUTION NO. 2015 - 24

**RESOLUTION APPOINTING AN INTERIM EXECUTIVE DIRECTOR
FOR PHILADELPHIA LAND BANK**

WHEREAS, the Pennsylvania Land Bank Act, 68 Pa. C.S.A. § 2101, *et seq.* ("Land Bank Act") provides that a land bank may employ or enter into a contract for an executive director; and

WHEREAS, with the resignation of the Land Bank's Executive Director, the Board now wishes to appoint an individual who will serve as the Land Bank's Interim Executive Director.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that Nicholas J. Scafidi shall serve as Interim Executive Director of the Land Bank until such time as the Board identifies and appoints a successor Executive Director.



Agenda Item 6

Approval of 2015 Progress Report and Strategic Plan Update

Ms. Rashid announced that the Board would now consider the Proposed 2015 Progress Report and Strategic Plan Update. Ms. Rashid stated that each Board Member has received the Report and Update; that the Report and Update was the subject of a well-attended public hearing before several Board Members; and that a summary of public comments and revisions based on that public input was included in the final Report and Update.

Mr. Carpenter supplemented this information with a Memorandum to the Board which was included with the posting of the Board agenda.

Ms. Rashid called for a motion on the resolution to approve the Proposed 2015 Progress Report and Strategic Plan Update and for its submission to City Council. Upon motion made and duly seconded, the resolution was approved by unanimous vote of the Board as follows:

RESOLUTION NO. 2015 - 25

RESOLUTION APPROVING AND ADOPTING 2015 PROGRESS REPORT AND STRATEGIC PLAN UPDATE FOR THE PHILADELPHIA LAND BANK

WHEREAS, Chapter 16-700 of the Philadelphia Code, entitled “Philadelphia Land Bank” (the “Land Bank Ordinance”), requires the Land Bank Board of Directors to develop a strategic plan in coordination with the Philadelphia City Planning Commission to guide the acquisition, maintenance and disposition of Land Bank properties;

WHEREAS, the Land Bank has prepared, published and conducted a public hearing on its 2015 Progress Report and Strategic Plan Update; and

WHEREAS, the Board has given full consideration of the 2015 Progress Report and Strategic Plan Update and the public comments thereon.

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

1. The 2015 Progress Report and Strategic Plan Update as presented to this Board and attached hereto is hereby adopted.
2. Land Bank Counsel is directed to prepare an appropriate resolution for introduction into Philadelphia City Council to allow Council’s review, and to request Council’s approval, of the Land Bank’s 2015 Progress Report and Strategic Plan Update.



Agenda Item 7

Approval of Procurement Process and Financial Assistance Guidelines

Mr. Scafidi presented the Board with a proposed set of guidelines for the Land Bank’s procurement practices along with a set of rules for providing financial assistance, all as further outlined in a Memorandum to the Board that is part of the Board agenda.

Ms. Rashid called for a motion on the resolution to adopt the Procurement Process and Financial Assistance Guidelines. Upon motion made and duly seconded, the resolution was approved by unanimous vote of the Board as follows:

RESOLUTION NO. 2015 - 26

RESOLUTION ADOPTING PROCUREMENT PROCESS AND FINANCIAL ASSISTANCE GUIDELINES

FOR PHILADELPHIA LAND BANK

NOW THEREFORE, BE IT RESOLVED by the Philadelphia Land Bank that the Procurement Process and Financial Assistance Guidelines attached hereto as an Exhibit to this Resolution are hereby adopted.

ADJOURNMENT

There being no further business to come before the Board, Ms. Rashid declared the meeting adjourned at 3:52 p.m.

SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Thursday, November 12, 2015

3:30pm

GUEST SIGN-IN SHEET

NAME

COMPANY

E-MAIL ADDRESS

1)	Ron Holt	S/W DISTRICT SERVICES	SENATOR.HOLT@GMAIL.COM
2)	Brianne Lanza	ALP for everyone	briannel.palomba@aphila.org
3)	Andee Saah	PLB	
4)	Joel Adle	USA	
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