

**Board of Directors Meeting****April 14, 2016****3:30 p.m.****Agenda**

- 1 Roll Call
- 2 Public Comment
- 3 Approval of Minutes for the Meeting of March 10, 2016
- 4 Updates
  - Update on JMT Project
  - Report on property transfers to Land Bank
  - Changes to Land Bank Pricing Model
- 5 Approval of Proposal with Neighborhood Garden Trust for Community Garden Development and Preservation Program
- 6 Adjournment

**This meeting is open to the public**



1234 Market St., 17<sup>th</sup> Floor, Philadelphia PA 19107  
philadelphialandbank.org

## **PHILADELPHIA LAND BANK**

### **BOARD MEETING MINUTES**

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A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, March 10, 2016 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 3:39 p.m.

#### **ROLL CALL**

The following members of the Board of Directors reported present: Majeedah Rashid, Chair; Deborah McColloch, Treasurer; Anjali Chainani; Christian Dunbar; Nora Lichtash; Jennifer Rodriguez and Herbert Wetzel.

The following members of the Board of Directors were not present: Paul L. Badger, Jr., Jennifer Kates, Angel Rodriguez and Courtney Voss.

The following staff members were present: Nicholas Scafidi, Esquire, John Carpenter, William Bradley, Guy Thigpen, Victoria Welch, Andrea Saah 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. Ron Holt questioned the cost of maintaining 247 buildings. Staff responded that most the properties which the Land Bank has, and will, acquire are vacant land and only a few structures and that the Land Bank has budgeted for those maintenance costs.

Ms. Amy Laura Cahn commented on the Garden Program needing more clarity regarding lease/license agreements. She also suggested that leases should allow for a longer term (e.g., 5 years or more), having a standard lease form with plain English and asked what the criteria will be for garden acquisitions. She also noted that the Strategic Plan addressed the preservation of existing gardens and asked when garden parcels will be moving forward through the pilot acquisition program.

Mr. George Voutsinos inquired about the selection process when multiple Expressions of Interest on a lot or property are submitted. Staff responded that the Disposition Policy provides several specific ways to control that decision.

### **AGENDA ITEM 3** **Approval of Minutes**

#### **Board Action**

Ms. Rashid called for a motion to approve the minutes of the Board meeting of February 11, 2016.

Upon a motion made and duly seconded, the minutes of February 11, 2016 were approved as presented. Ms. Rodriguez abstained.

### **AGENDA ITEM 4** **Updates**

#### **JMT Project**

Mr. Bradley reported that the first user groups have been identified. He stated that JMT will help identify business needs, management of data, and report production. Staff from OIT, OHCD and City Planning are working collaboratively on this project.

#### **Report on Transfer of Properties to Land Bank**

Ms. Saah reported that staff continues to work on recording deeds for the approximately 1,150 properties approved for transfer by City Council and PRA. Within the next few weeks we expect to have recorded deeds into the Land Bank for approximately three hundred of those properties.

### Report on Norris Choice Grant Project

Mr. Scafidi stated that City Council has approved the transfer of 42 city-owned properties into the Land Bank and that PRA will consider the approval for transfer of additional PRA properties at its April meeting. The Land Bank will then begin recording deeds for those properties, all in support of this Philadelphia Housing Authority project.

### Appraisal Contracts

Mr. Scafidi informed the Board that the Land Bank received three proposals to provide appraisal services and that we intend to enter into contracts with each of those appraisers for contracts that will not exceed \$25,000 contract per appraiser.

### Garden Program

Ms. Saah stated that there are approximately 150 requests for parcels in the public inventory that are for gardens uses. Ms. Chainani inquired if the geographic area has been identified. Ms. Saah stated that the gardens are located throughout the city.

Ms. Saah stated that they are working with community groups and individual gardeners to develop a long-term preservation plan. For new and existing gardens, the Land Bank expects to lease those properties. At next month's meeting, we expect to present our initial plan for garden preservation of existing garden sites on publicly owned land.

### **ADJOURNMENT**

There being no further business to come before the Board, Ms. Rashid declared the meeting adjourned at 4:14 p.m.

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SECRETARY TO THE BOARD

PHILADELPHIA LAND BANK

Board of Directors

Thursday, March 10, 2016

3:30pm

GUEST SIGN-IN SHEET

<u>NAME</u>	<u>COMPANY</u>	<u>E-MAIL ADDRESS</u>
1) GEORGE VOUTSINOS	King & Queen Investment Properties LLC	Gvoutsinos@kingqueenhomes.com
2) Cadence Bowden	Episcopal Community Services	cadenceb@ecsp Philly.org
3) Michael Lancaster	Philly Water	Michael.lancaster@phila.gov
4) Row Hoct	SHIPS	SENATOR.HOCT@GMAC.COM
5) Jenny Greenberg	Neighborhood Gardens Trust	jgreenberg@pennhart.org
6) AmyLarae Aitw	Public Int. Law Center	acahn@pubintlaw.org
7) Jessica Mammarella	Soil Generation	jess.mammarella@gmail
8) Winnie Branton	Branton Strategies wbranton@brantonstrategies.com →	
9) Katerina Bauffar	PILCOP	Kbauffar@pubintlaw.
10) Eric Boddin	CU SAVINGS	ERICBODDIN@PHILA.GOV
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**MEMORANDUM**

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Date: April 14, 2016  
To: Board of Directors  
From: John Carpenter  
Re: Garden Preservation and Development Program

One of the Land Bank's goals, articulated in both the Land Bank ordinance and the Land Bank's Strategic Plan, is to support the development and preservation of urban agriculture and open space. For some time now the Land Bank has been working with the Mayor's Office of Sustainability, the Food Policy Advisory Council, the City's Parks and Recreation and Health Departments and others to develop the capacity to support gardeners' access to City-owned land. As this work has progressed, it has become clear that the Land Bank needs to dedicate staffing, insurance, and maintenance resources to this effort in order for it to be successful. This could be done in a couple of different ways.

The Land Bank could bolster its own staff expertise in this area by hiring additional staff with skills and experience in evaluation of applications, leasing and technical support of gardeners. It would have to expand its liability insurance program to cover the operation of gardens on Land Bank owned property, and it will have to dedicate some portion of its maintenance program to ensure that the sites that it leases are safe for gardens to use. A half-time staffer with suitable skills, including benefits, will likely cost at least \$45,000. We have not yet been able to secure a quote from our insurance broker for the expansion of our liability insurance policy. The Land Bank would also reserve around \$10,000 for maintenance costs associated with garden sites, mostly for tree trimming to ensure public safety. Estimated cost- \$55,000 plus the incremental cost of liability insurance.

Alternatively, The Land Bank could engage the Neighborhood Gardens Trust to provide leasing, technical support and liability insurance to cover a set number of gardens each year. The Trust has proposed to provide a comprehensive range of services to up to ten gardens for a cost of \$3,826 per garden, or just under \$40,000 in the first year. These services include on-site inspections and evaluations, technical assistance to gardeners, and lease administration. The cost of each garden that participates in the program would drop in subsequent years to under \$2,000 per year. The Land Bank will also reserve around \$10,000 for maintenance. Estimated cost- \$50,000 for the first year, including the cost of liability insurance.

Staff recommends that that the Land Bank board approve a contract with the Neighborhood Gardens Trust as described in the attached resolution.

**RESOLUTION NO. 2015 –**

**RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH  
NEIGHBORHOOD GARDENS TRUST**

**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 Neighborhood Gardens Trust to provide on-site inspections and evaluations of garden sites, technical assistance to gardeners, lease administration for garden sites and liability insurance, in amounts and forms satisfactory to the Land Bank, for a minimum of 10 garden sites for a one year term with the initial maximum compensation, including out-of-pocket expenses, not to exceed Forty Thousand Dollars (\$40,000).

**FURTHER RESOLVING**, that the Interim Executive Director of the Land Bank is authorized to prepare, execute and deliver an Agreement necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Interim Executive Director and General Counsel shall deem necessary or appropriate to protect the interests of the Land Bank.