

# **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, April 14, 2016 commencing at 3:30 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 3:40 p.m.

### **Agenda Item 1**

#### **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; Christian Dunbar; Nora Lichtash; Angel Rodriguez; Herbert Wetzell and Courtney Voss.

The following members of PHDC and OHCD staff were present: Nicholas Scafidi, Esq., John Carpenter, Christi Jackson, Beau Bradley, 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.

No attendee responded to Ms. Rashid's invitation to comment.

### **Agenda Item 3**

#### **Approval of Board Minutes**

##### **Board Action**

Ms. Rashid called for a motion to approve the minutes of the Board meeting of March 10, 2016.

Upon motion made and duly seconded, the minutes of March 10, 2016 were approved as presented.

### **Agenda Item 4**

#### **Updates**

##### **JMT Project**

Mr. Bradley reported that JMT is now creating an electronic survey to help collect more information in designing program for user groups.

Ms. Kates asked if there was a list of the user groups. Mr. Bradley stated that there are several including executive, board, Council staff, real estate, garden, and community. Another part of the team is meeting with OIT and others to assess the database and communications systems that were developed over the past five years.

Ms. Kates inquired if there was a timeframe when the board would see the next work products of this project. Beau stated that wireframes (the first stage of the design process) would be available in June.

##### **Property Transfers**

Ms. Saah reported that progress has been made with the transfer of properties. She stated that 122 additional properties have been formally transferred to the Land Bank, and 582 more are in the process of having deeds signed. In total, about 1,683 properties will be transferred into the Land Bank.

Mr. Badger inquired about the timeframe for completion of the transfer of properties. Mr. Scafidi responded that it would be by the end of June.

##### **Changes to Land Bank Pricing Model**

Mr. Scafidi stated that the Board previously approved updating the pricing model because many of the properties were being priced at the old model. Prices have been pulled until new pricing is available which should be in the next two weeks or more.

Ms. Kates inquired if staff will be cleaning up old Expressions of Interest that are no longer viable. Mr. Scafidi stated that staff will reach out to applicants to see if they are still interested.

### **Agenda 5**

#### **Proposal**

##### **Neighborhood Garden Trust**

This matter was tabled.

##### **High School Interns**

Mastery Charter School sophomores including Chanelle Hawkins, Nicholas Carter, Claudelle Smallwood, Savonarry Chhen and Tanasha Richburg were introduced to the Board by Mr. Scafidi and Ms. Jackson. Mr. Scafidi noted that they were a tremendous help in the processing of deeds. Ms. Jackson who supervised the students, stated that Mastery requires all students to participate in an internship at a public or private corporation. She stated that the students worked very hard and did an outstanding job.

### **Agenda Item 6**

#### **Adjournment**

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

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SECRETARY TO THE BOARD

FY 2016 Revenue & Expenses: July 1, 2015 to June 30, 2016

	Budget	YTD Expenses through 03-31-2016	Available Balance
<b>SALARIES</b>	1,181,600	463,568	718,033
<i>Share of OHCD Support Salaries</i>	130,000	65,000	65,000
<i>Share of PHDC Admin Salaries</i>	253,000	63,727	189,273
<b>Fringe Benefits</b>			
FICA	90,400	36,764	53,636
Pensions	384,800	100,780	284,020
Health Benefits			
Major Medical	302,300	61,081	241,219
Prescription Plan	52,900	2,694	50,206
Dental	15,700	2,253	13,447
Vision	800	60	740
Life Insurance	12,000	172	11,828
Group Legal	2,160	360	1,800
Worker's Compensation	7,500	3,705	3,795
Unemployment Comp	16,000		16,000
<b>Total Fringes</b>	884,560	207,869	676,691
<b>Purchase of Services</b>			
Telephone	6,800	3,702	3,098
Training, Travel & Conferences	25,000	16,992	8,008
Parking & Mileage	15,800	5,999	9,801
Postage	5,100	25	5,075
Advertisement & Promotions	30,000	738	29,262
<i>Professional Services</i>			
Legal Fees	26,700	10,711	15,989
Strategic Planning for 2017	100,000		100,000
Communications	25,000		25,000
Audit and Accounting Consulting	40,000		40,000
Insurance broker fees	50,700	27,750	22,950
Other	6,400	2,472	3,928
Repair & Property Maintenance	6,400		6,400
Rent of Office Space	89,200	44,289	44,911
Insurance	309,000	164,106	144,894
<b>Total Purchase of Services</b>	736,100	276,784	459,316
<b>Materials &amp; Supplies</b>			
Books, Publications, Dues	5,100	1,264	3,836
Office Material & Supplies	5,000	1,694	3,306
Printing	20,200	461	19,739
<b>Total Materials &amp; Supplies</b>	30,300	3,419	26,881
<b>Equipment</b>			
Tools and Equipment	4,700	0	4,700
Auto	22,000	0	22,000
<b>Total Equipment</b>	26,700	0	26,700
<b>Information Services &amp; Technology</b>			
Information technology improvement	175,000	40,118	134,882
Drexel Interns	75,000	68,500	6,500 *
Software licenses	32,500	1,160	31,340
Purchase of data services	23,100		23,100
Purchase and maintenance of equipment	18,300	10,243	8,057
	323,900	120,021	203,879
<b>Real Estate</b>			
Acquisition & disposition	407,500	2,591	404,909
Maintenance	350,000	108,511	241,489
	757,500	111,102	646,398
<b>Total Costs All Categories</b>	<b>4,323,660</b>	<b>1,311,488</b>	<b>3,012,172</b>
<b>Revenue</b>			
City: General Funds	500,000	350,000	150,000
Philadelphia Redevelopment Authority Funding	3,823,660	1,804,000	2,019,660 **
	<b>4,323,660</b>	<b>2,154,000</b>	<b>2,169,660</b>

Philadelphia Land Bank  
Statement of Net Position

<i>Year ended March 30th,</i>	<i>2016</i>
<b>Assets</b>	
<b>Current Assets</b>	
Cash	\$ 1,640,697
Accounts receivable, net of allowance for doubtful accounts of \$0 for 2015	1,239,061 -
Other current assets	-
Property held for development or sale	548
<b>Total Current Assets</b>	<b>2,880,306</b>
<b>Noncurrent Assets</b>	
Capital assets, net of accumulated depreciation	49,568
<b>Total Noncurrent Assets</b>	<b>49,568</b>
<b>Total Assets</b>	<b>\$ 2,929,874</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts payable	\$ 3,000
Accrued liabilities	-
Compensated absences	-
Intercompany Payable	-
<b>Total Current Liabilities</b>	<b>3,000</b>
<b>Noncurrent Liabilities</b>	
Unearned Revenue	2,872,261
<b>Total Noncurrent Liabilities</b>	<b>-</b>
<b>Total Liabilities</b>	<b>2,875,261</b>
<b>Commitments and Contingencies</b>	
<b>Net Position</b>	
Net investment in capital assets	-
Restricted	3,000
Unrestricted	51,613
<b>Total Net Position</b>	<b>\$ 54,613</b>

PHILADELPHIA LAND BANK

Board of Directors

Thursday, April 14, 2015

3:30pm

GUEST SIGN-IN SHEET

NAME

E-MAIL ADDRESS

COMPANY

1) PHILIP RUSAK

PR27@hotmail.com

Self

2) Chron Nye

PUB

3) Cloustel Smallwood

Mastery School

4) Nick Carter

Mastery School

5) Jenny Greenberg

jgreenberg@pombhat.org

NGF

6) TANGSHA RICHBURD

RANCHEZ@IMPACTSERVICES.ORG

IMPACT SER

7) Rolando Sanchez

rgoldstone.pa@gmail.com

CBRO Development Group

8) Richard Goldstone

DeonteH@ES1870.org

ES

9) Deonte Haynes

EricBorcar@PHILA.WA

Eric Borcar

10) Eric Borcar