

PHILADELPHIA LAND BANK

BOARD MEETING MINUTES

A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, July 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.

Ms. Rashid announced to the public that prior to today's Open Session, the Board conducted an Executive Session to discuss a personnel matter.

Agenda Item 1 **Roll Call**

The following members of the Board of Directors reported present: Majeedah Rashid, Chair; Paul L. Badger, Jr., Vice Chair (*arrived after roll call*); Jennifer Kates, Secretary; Anjali Chainani (*left at 3:50 p.m.*); Deborah McColloch, Treasurer; Nora Lichtash; Angel Rodriguez; Jennifer Rodriguez; Herbert Wetzel and Courtney Voss.

The following member of the Board of Directors was not present: Christian Dunbar.

The following staff members were present: Nicholas Scafidi, Esq., Tania Nikolic, Christi Jackson, Beau Bradley, Victoria Welch and Paul Chrystie. Cathy Califano, Office of Planning and Development, was also in attendance.

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.

Ms. Rashid recognized Mr. Ron Holt who asked when properties would be available for sale to the public. Mr. Scafidi responded that almost 4,000 properties have been priced below \$50,000

and are available for sale through the PhillyLandWorks website. Another 1,000 properties are available for prices above \$50,000.

Ms. Rashid recognized Ms. Christina Wills who wanted to know the protocol once Expressions of Interest are submitted. She stated that she has received no response. Mr. Scafidi advised her to send her Expressions of Interest directly to him and he will respond to her.

Ms. Rashid recognized Ms. Vandelyn Leach who commented that she was unable to log-in to the website and inquired about properties noted as "unavailable." Mr. Scafidi stated that properties are listed as unavailable if they are actively in use by public agencies or are being reserved for specific public projects. Mr. Bradley stated that he would assist Ms. Leach with any log-in issues.

Agenda Item 3
Approval of Board Minutes

Board Action

Ms. Rashid called for a motion to approve the minutes of the Board meeting of June 9, 2016.

Upon motion made and duly seconded, the minutes of June 9, 2016 were approved as presented.

Agenda Item 4
Appointment of Interim Executive Director

Mr. Scafidi recommended the appointment of Ms. Tania Nikolic to become the Interim Executive Director of the Philadelphia Land Bank. Mr. Scafidi stated that Ms. Nikolic is presently Deputy Executive Director of the Philadelphia Redevelopment Authority and that she is extremely well-qualified to serve as the Land's Bank Interim Executive Director.

Ms. Rashid called for a motion to approve the appointment of Ms. Tania Nikolic as the Interim Executive Director.

Upon motion made and duly seconded the appointment of Ms. Tania Nikolic as Interim Executive Director was approved as follows:

RESOLUTION NO. 2016 - 10

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

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

WHEREAS, the Board wishes to appoint an individual to succeed Nicholas J. Scafidi as the Land Bank's Interim Executive Director.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Philadelphia Land Bank that Tania Nikolic 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 5
Updates

Mercadien, P.C., Certified Public Accountants

Mr. Scafidi stated that Mercadien was selected last year as the Land Bank's audit firm through the RFP process. At that time, the Board approved two one-year options to extend Mercadien's contract. Our Finance team has found Mercadien's work satisfactory and we have exercised our option to extend that contract for the FY 16 audit.

Pricing Model

Mr. Bradley reported that approximately 4,000 publicly-owned properties, valued at \$50,000 or less using the updated pricing model, are now available on PhillyLandWorks. Those properties which the Model valued as greater than \$50,000 will be placed for sale through competitive bidding.

Property Transfers

Ms. Andrea Saah reported that an additional 180 deeds have been recorded into the Land Bank and there are 200 PRA properties ready to be conveyed to the Land Bank as soon as we receive the formal approvals from City Council and PRA.

Agenda Item 6
Extension of JMT Contract

Mr. Bradley requested that the termination date for the Professional Services contract with JMT be extended from June 30, 2016 to December 31, 2016. This will allow JMT to complete all

goals for this phase of the project. JMT is aiming for the Fall release of an Alpha site. Mr. Bradley stated JMT is working very closely with the City's IT group to assess user needs. He stated that a high level of requirements are completed and JMT will speak to more user groups to document and address their concerns.

Ms. Rashid called for a motion to approve the extension of the JMT contract for time only.

Upon motion made and duly seconded the Motion was approved as follows:

RESOLUTION NO. 2016 – 11

RESOLUTION AUTHORIZING A FIRST AMENDMENT TO PROFESSIONAL SERVICES CONTRACT WITH JOHNSON, MIRMIRAN & THOMPSON, INC.

WHEREAS, on December 10, 2015, the Board adopted Resolution No. 2015- 28 which authorized a professional services contract with Johnson, Mirmiran & Thompson, Inc. ("JMT") to provide technical resources for the next phase of development for the Land Bank's GIS system architecture, web map applications and spatial tools, with an initial maximum compensation, including out-of-pocket expenses, not to exceed One Hundred Thousand Dollars (\$100,000).

WHEREAS, the Land Bank and JMT executed an Agreement For Professional Services with an effective date of January 7, 2016 and a termination date of June 30, 2016;

WHEREAS, the parties wish to extend the termination date of the Contract to allow completion of all services required thereunder, but without any change to compensation; and

WHEREAS, the Land Bank has determined that a time extension of the Contract is in the best interest of the Land Bank.

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 First Amendment to the Agreement For Professional Services with Johnson, Mirmiran & Thompson, Inc. to extend the termination date of the Contract from June 30, 2016 to December 31, 2016 without change to any other term or provision of the Contract.

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.

Agenda Item 7

Extension of Contract with Drexel University – Andrea Saah

Mr. Scafidi informed the Board that he had approved an extension, for time only, of the Professional Services Contract with Drexel University for the services of Ms. Andrea Saah from June 30, 2016 to September 30, 2016. This approval falls within the powers granted to the Executive Director as the contract for Ms. Saah is less than \$50,000.

Agenda Item 8

Amendment to Contract with Drexel University – Fellows Program

Mr. Scafidi referenced the previously approved contract with Drexel University for deed reconciliation and pricing modeling work being done under the Drexel University Fellows' Program. The Philadelphia Redevelopment Authority has asked for the Land Bank's assistance in pricing its real estate assets to complete certain audit requirements.

The Office of Planning and Development has included \$20,000 in the Land Bank's FY 17 budget for these services. We are therefore asking the Board to approve a contract amendment in the amount of \$20,000 to allow Drexel University Fellows to perform this work.

Ms. Rashid called for a motion to approve the contract amendment for the Drexel University Fellows.

Upon motion made and duly seconded the Motion was approved as follows:

RESOLUTION NO. 2016 - 12

RESOLUTION AUTHORIZING A THIRD AMENDMENT TO PROFESSIONAL SERVICES CONTRACT WITH DREXEL UNIVERSITY

WHEREAS, on May 14, 2015, the Board adopted Resolution No. 2015-14 which authorized a Professional Services Contract with Drexel University (the "Initial Drexel Contract") for the purpose of providing student assistance and research for (i) the transfer of property from the City land-holding agencies to the Land Bank, (ii) geospatial analysis necessary to support the land pricing model which the Land Bank was developing, and (iii) development of a Structure Hedonic Model for pricing of vacant structures;

WHEREAS, the parties entered into an amendment of the Initial Drexel Contract, effective December 17, 2015 and designated Amendment No. 1, for the sole purpose of extending the Term of the Initial Drexel Contract;

WHEREAS, by Resolution No. 2016 – 1 adopted January 14, 2016, the Land Bank approved a second amendment to the Initial Drexel Contract to increase compensation by an additional \$126,500 for a total maximum compensation not to exceed \$236,500 and extend the contract term to September 30, 2016 in order to allow completion of work undertaken in the Initial Drexel Contract;

WHEREAS, the Philadelphia Redevelopment Authority has requested the Land Bank's assistance by providing research necessary to perform a proper valuation of its land assets;

WHEREAS, the work requested by the Redevelopment Authority can be performed by the staff now working with the Land Bank pursuant to the Drexel Contract, as amended; and

WHEREAS, the Land Bank desires to provide this assistance to the Redevelopment Authority.

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

1. Authorization is hereby given for the Land Bank to enter into a Third Amendment to Professional Services Contract with Drexel University ("Third Amendment") to permit performance of the services requested by the Redevelopment Authority.
2. The Third Amendment shall provide for additional compensation of \$22,000, for a total maximum compensation not to exceed \$258,500, with a termination date of September 30, 2016.
3. The Interim Executive Director is authorized to prepare, execute and deliver a Second Amendment necessary to effectuate the purposes of this Resolution which shall contain such terms and conditions as the Interim Executive Director shall deem necessary or appropriate to protect the interests of the Land Bank.

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 Meeting

Thursday, July 14, 2016

3:30pm

GUEST SIGN-IN SHEET

NAME	E-MAIL ADDRESS	COMPANY
1) Chosh Nyakwa		
2) Vondell Leach	rsvpproductions@	RSVP Productions
3) Christina Wills	oel.com	
4) _____	Christina Wills ^{gmail} gmail.com	Absurface
5) Row Holt	row.holt@gmail.com	COURTNEY'S DIST. SERVICE
6) Winnie Branton	wbranton@brantinstategies.com	Branton Strategies
7) Cadence Boustien	cadenceb@csphilly.org	Essexpa Community Services
8) Jason Wallace	Jason Wallace jwallace@gmail.com	
9) Gabriel Goffrob	goffrobgabriel@yahoo.com	
10) Johnnie Whitchard	Johnniemarywhitchard@icloud.com	
11) _____		