

PHILADELPHIA LAND BANK

BOARD MEETING MINUTES

A meeting of the Board of Directors of the Philadelphia Land Bank was held on Thursday, August 11, 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 3:35 p.m.

Agenda Item 1

Roll Call

The following members of the Board of Directors reported present: Majeedah Rashid, Chair; Jennifer Kates, Secretary; Anjali Chainani, Christian Dunbar, Richard DeMarco, Frederick Purnell, Angel Rodriguez, Anna Shipp and Herbert Wetzel.

The following member of the Board of Directors was not present: Courtney Voss.

The following staff members were present: Tania Nikolic, Nicholas Scafidi, Esq., Christi Jackson, Beau Bradley, Guy Thigpen, Darren Williams, Victoria Welch and Paul Chrystie. Gregory Heller, Philadelphia Redevelopment Authority 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. Victor Young who inquired about Land Bank properties that can be placed into the NGT program. He stated that he is interested in acquiring 1701-13 N. 55th Street for gardening and to support local residents' food needs and as training for local youngsters.

Agenda Item 3
Approval of Board Minutes

Ms. Rashid called for a motion to approve the minutes of the Board meeting of July 14, 2016. Upon motion made and duly seconded, the minutes were approved as presented.

Agenda Item 4
Updates

Board of Ethics Advisory Opinion

Mr. Scafidi stated that several months ago, in furtherance of the Land Bank Ordinance's directive that the Land Bank adhere to strict ethical conduct, the Board requested the City of Philadelphia Board of Ethics to advise on several ethics issues. The Board of Ethics has now issued a public advisory opinion detailing how various provisions of the City Ethics Code and Lobbying laws affect Philadelphia Land Bank Board members and staff. A copy of that Opinion was distributed and its major topics were discussed.

JMT Contract

Mr. Bradley reported that he met with the Technical Advisory team on the project status. The JMT group and Land Bank staff are identifying user groups; reviewing infrastructure condition in order to improve infrastructure; building the new web application which will provide easier access to the website. The Alpha website should be up in the next month or two.

Property Transfers

Mr. Thigpen reported that City Council has approved 2,200 for transfer and that 1,306 of those properties have moved into the Land Bank.

Ms. Kates stated that she would like to see monthly reports that include:

- Year to date acquisitions and dispositions, displayed according to the Strategic Plan use goals, and
- Acquisition requests submitted for consideration by, e.g., Council offices, community groups, the urban ag community, and the status for each request

Agenda Item 5
Approval of FY 17 Operating Budget

Ms. Nikolic presented the FY 17 Operating Budget, with a comparison to the FY 16 budget. The FY 17 Operating Budget was reviewed and analyzed by the Finance Committee and the Committee recommends approval.

Ms. Rashid called for a motion to approve the FY 17 Operating Budget. Upon motion made and duly seconded the Motion was approved as follows:

RESOLUTION NO. 2016 -13

RESOLUTION APPROVING PHILADELPHIA LAND BANK OPERATING BUDGET FOR FISCAL YEAR 2017

WHEREAS, the Board of Directors has been presented with the proposed budget for Fiscal Year 2017 which itemizes the categories and amounts of expenses required to fund operations of the Philadelphia Land Bank (“Operating Budget”);

WHEREAS, the Finance Committee has recommended the approval of the Operating Budget;

WHEREAS, the Board has reviewed and considered the Operating Budget; and

WHEREAS, a majority of the entire Board of Directors of the Philadelphia Land Bank has voted in favor of adopting the Operating Budget.

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

1. The Operating Budget for Fiscal Year 2017, as presented to this Board and attached hereto, is hereby approved.
2. The Board will receive quarterly financial reporting comparing actual expenditures to Fiscal Year 2017 budgeted expenses.

Agenda Items 6 and 7

Amendment to Contract with Drexel University – Andrea Saah
Amendment to Contract with Drexel University – Fellows Program

Ms. Nikolic requested the Board to approve two contract extensions. The first resolution would increase the contract compensation for Andrea Saah, Esq. by \$25,000 to allow her to continue her work as team lead. The second resolution would increase the contract compensation for the Drexel University Fellows by \$70,000 to allow them to continue their deed project, to support the recent update to the Land Bank’s pricing model and to assist the Redevelopment Authority in pricing its assets for financial reporting purposes.

Ms. Rashid called for a motion to approve the contract amendments for Ms. Saah and the Drexel University Fellows.

Upon motion made and duly seconded the Motions were approved as follows:

RESOLUTION NO. 2016 -14

**PROFESSIONAL SERVICES CONTRACT WITH
DREXEL UNIVERSITY – ANDREA SAAH**

WHEREAS, the Land Bank and Drexel University entered into an Agreement for Professional Services with an effective date of January 1, 2016 to permit Drexel to allow, as an independent contractor, Andrea Saah to lead the team Fellows who are conducting research necessary for the transfer of property from the City land-holding agencies to the Land Bank;

WHEREAS, the Land Bank’s Fiscal Year 17 Operating Budget provides further funding of \$25,000 for this position which will take maximum compensation to the amount of \$70,000; and

WHEREAS, the Land Bank wishes to continue with the work being performed by Drexel Fellows by increasing compensation in accordance with the approved FY 17 Land Bank Operating Budget.

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 an Amendment and Restated Professional Service Contract with Drexel University – Andrea Saah to further the work for the Deed Reconciliation Project.
2. The Amended and Restated Contract will provide for a maximum compensation of \$70,000 (inclusive of all amounts expended under the initial contract for Ms. Saah’s services) with a termination date of June 30, 2017 or expenditure of this authorized increase.
3. The Interim Executive Director is authorized to prepare, execute and deliver an Amended and Restated Professional Services Contract 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.

RESOLUTION NO. 2016 -15

**AMENDED AND RESTATED 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 – I 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 \$256,500 and extend the contract term to September 30, 2016 in order to allow completion of work undertaken in the Initial Drexel Contract;

WHEREAS, by Resolution No. 2016-12 adopted July 14, 2016, the Land Bank approved a third amendment to the Initial Drexel Contract to increase compensation by an additional \$20,000 for a total maximum compensation not to exceed \$276,500 to assist the Philadelphia Redevelopment Authority in the valuation of its land assets;

WHEREAS, the Land Bank wishes to continue with the work being performed by the Drexel Fellows by increasing compensation in accordance with the approved FY 17 Land Bank Operating Budget.

NO 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 an Amended and Restated Professional Services Contract with Drexel University to further the work for the Deed Reconciliation Project and provide the audit assistance requested by the Redevelopment Authority.
2. The Amended and Restated Contract will provide for additional compensation of \$70,000 (inclusive of authorization provided by Resolution 2012-16), with a termination date of June 30, 2017 or expenditure of this authorized increase.
3. The Interim Executive Director is authorized to prepare, execute and deliver an Amended and Restated Professional Services Contract 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