

**LACKAWANNA COUNTY LAND BANK  
SCHEDULED MEETING MINUTES  
November 10, 2021**

The regularly scheduled meeting of the Lackawanna County Land Bank was held virtually on Wednesday, November 10<sup>th</sup>, 2021. The meeting was held via ZOOM and broadcast live on the Electric City Television (ECTV) YouTube channel and can be accessed at <https://www.youtube.com/watch?v=iA4bDFIBIiI> Members of the public were requested to submit any comments to Ralph Pappas at [pappasr@lackawannacounty.org](mailto:pappasr@lackawannacounty.org) by 9:00AM the day of the meeting.

At 11:00 AM, Chairwoman Debi Domenick called the meeting to order.

**ROLL CALL**

Roll Call was taken by Ralph Pappas, Staff  
Commissioner Debi Domenick – Present  
Commissioner Chris Chermak-Excused  
Al Chelik - Present  
Marion Gatto – Present  
Brenda Sacco – Present  
Mary Jo Sheridan- Present  
Patrick Tobin- Present

Also, present were Atty. Joseph Colbassani, Land Bank Legal Counsel, Ralph Pappas, Business Relations Manager, Jesse Ergott, NeighborWorks NEPA CEO, Advisory Committee Representative, Todd Pousley, NeighborWorks NEPA, Community Revitalization Manager.

**OPPORTUNITY FOR PUBLIC TO ADDRESS BOARD (AGENDA ITEMS ONLY)**

Mr. Pappas reported he had not received any comments or questions prior to the meeting.

**PRESENTATION OF MINUTES FOR APPROVAL**

A Motion was made by Mr. Chelik and seconded by Mrs. Sacco to approve the minutes of the October 13<sup>th</sup>, 2021, meeting.

**All Voted in Favor**

**PRESENTATION OF VOUCHERS FOR EXAMINATION AND APPROVAL**

Mr. Pappas reviewed the vouchers with the Board.

A Motion was made by Mrs. Gatto and seconded by Mr. Tobin to approve the voucher expenditures of October 14<sup>th</sup> 2021 through November 10<sup>th</sup> 2021 as presented.

**All Voted in Favor**

**DISCUSSION ITEMS**

**Land Bank General Update**

Mr. Pappas reported that the Land Bank has conveyed one hundred eight-one (181) properties to date. In the City of Scranton, the Land Bank has conveyed one hundred fifty-one (151) properties. One hundred forty-three (143) to private interests, three (3) to the City of Scranton, five (5) to non-profits. There are currently sixty-four (64) properties in the City of Scranton property inventory. In the City of Carbondale, the Land Bank has conveyed thirteen (13) properties. After today's meeting, there will be an additional property pending to be sold to private interests. Fourteen (14) properties have been sold in Covington Township with seven (7) properties pending sale

and five (5) properties to be acted upon at this meeting. One (1) property has been sold in Vandling Borough. One (1) property sold to Throop Borough.

### **New Interest /Land Bank**

Commissioner Domenick stated she sent follow up emails to the municipalities and school districts that have not joined the Land Bank as of this date. She is hoping these follow-up emails will generate some new interests in the Land Bank. She hopes to have her assistant, Shannon Taylor, and Jim Rodway, Community Relations Director, follow up on these emails with some phone calls to schedule some dates and times to attend their meetings.

### **Past Real Estate Tax Delinquencies of Prospective Purchasers**

Mr. Pappas asked the Board about addressing past real estate tax delinquencies of prospective purchasers. It was agreed that all applicants must be current on all real estate taxes and municipal fees. After a lengthy discussion regarding past delinquencies of applicants, the Board requested Mr. Pappas and Atty. Colbassani draft an amendment to the Land Bank's Policies & Procedures based on this discussion for the Board's review.

### **Application Process**

Mr. Pappas spoke about the amount of time applications must be received prior to Board action. The Board agreed that applications to purchase property through the Land Bank must be received ten (10) full business days prior to the next scheduled Land Bank Board Meeting to be considered at the meeting.

A motion was made to approve this process by Mr. Tobin and seconded by Mrs. Sacco.

**All Voted in Favor**

### **Sealed Bid Process during Virtual Meetings**

Mr. Pappas asked the Board about addressing the sealed bid process during virtual meetings. The Board agreed that sealed bids would be accepted at the Office of Planning and Economic Development up until 4:00PM on the day prior to the scheduled meeting. Staff will date and time stamp all sealed bids received on the property. A staff representative of the County Controller's office will be present when the bids are opened at the scheduled meeting. All bids will be reviewed prior to any formal action.

A motion was made to approve this process by Mr. Chelik and seconded by Mrs. Sheridan.

**All Voted in Favor**

### **Bid Openings/if Necessary**

Mr. Pappas reported that the Land Bank has not received any bids to be opened at this meeting.

### **Advisory Committee Discussion**

Mr. Ergott stated the Advisory Committee reviewed the properties to be acquired and conveyed. After review, the Advisory Committee agreed with all acquisitions and conveyances to the prospective purchasers as presented.

Chairwoman Domenick then proceeded to the Resolutions to be acted upon at today's meeting.\

## **ACTION ITEMS**

### **New Business**

**Resolution No. 21-036-** Approving the Acquisition of Additional Property from the Tax Claim Office Repository List of Unsold Property

a). **Parcel Address:** Chipmunk Lane, WL4-276, Covington Township

**Parcel Pin #:** 22004060002

b.) **Parcel Address:** Skyview Drive A2-90, Covington Township

**Parcel Pin #:** 22702070042

*November 10, 2021*

*Minutes*

*Page 2*

- |   |                                  |
|---|----------------------------------|
| c). <b>Parcel Address:</b> Dogwood Lane WD3-418, Covington Township | <b>Parcel Pin #:</b> 22701020418 |
| d). <b>Parcel Address:</b> Dogwood Lane WD3-419, Covington Township | <b>Parcel Pin #:</b> 22701020419 |
| e). <b>Parcel Address:</b> Fiesta Drive R3-318, Covington Township  | <b>Parcel Pin #:</b> 22702080318 |
| f). <b>Parcel Address:</b> 204 Morse Avenue, Fell Township          | <b>Parcel Pin #:</b> 03519050002 |
| g). <b>Parcel Address:</b> 113-115 So. Bromley Avenue, Scranton     | <b>Parcel Pin #:</b> 14518040005 |

A Motion was made by Mrs. Sacco and seconded by Mrs. Gatto to approve this Resolution.

**All Voted in Favor**

**Resolution No. 21-037-** Approving the Conveyance of Certain Land Bank Owned Property under the Property Purchase Program

- |   |  |
|---|--|
| a). <b>Parcel Address:</b> Skyview Drive A2-90, Covington Township<br><b>Purchaser:</b> Mark Holochuck          | <b>Parcel Pin #:</b> 22702070042<br><b>Price:</b> \$500.00 |
| b). <b>Parcel Address:</b> Chipmunk Lane, WL 4-276, Covington Township<br><b>Purchaser:</b> Mark Holochuck      | <b>Parcel Pin #:</b> 22004060002<br><b>Price:</b> \$500.00 |
| c). <b>Parcel Address:</b> Dogwood Lane WD3-418, Covington Township<br><b>Purchaser:</b> Amy & William A Brower | <b>Parcel Pin #:</b> 22701020418<br><b>Price:</b> \$500.00 |
| d). <b>Parcel Address:</b> Dogwood Lane WD3-419, Covington Township<br><b>Purchaser:</b> Tony Schaller          | <b>Parcel Pin #:</b> 22701020419<br><b>Price:</b> \$500.00 |
| e). <b>Parcel Address:</b> Fiesta Drive R3-318, Covington Township<br><b>Purchaser:</b> Anton Spitsin           | <b>Parcel Pin #:</b> 22702080318<br><b>Price:</b> \$500.00 |
| f). <b>Parcel Address:</b> 204 Morse Avenue, Fell Township<br><b>Purchaser:</b> Dale & Lisa Starbuck            | <b>Parcel Pin #:</b> 03519050002<br><b>Price:</b> \$500.00 |
| g). <b>Parcel Address:</b> 113-115 So. Bromley Avenue, Scranton<br><b>Purchaser:</b> Robert & Amanda VanGorder  | <b>Parcel Pin #:</b> 14518040005<br><b>Price:</b> \$500.00 |

A Motion was made by Mr. Chelik and seconded by Mrs. Sheridan to approve this Resolution.

**All Voted in Favor**

**Presentation of Data & Mapping Survey in the City of Scranton**

At this time of the meeting, Todd Pousley, Community Revitalization Manager, Neighbor Works NEPA presented to the Board a power point slide show showing the results their Data & Mapping Survey in the City of Scranton. This information can prove to be a valuable tool for the Land Bank when acquiring certain properties for blight remediation and future development. After the presentation, Mrs. Sacco requested Mr. Pousley email the presentation to the members of the Board.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**


No emails were received from the public prior to the meeting.

Chairwoman Domenick stated the next scheduled meeting is Wednesday, December 8, 2021, at 11:00AM.

**ADJOURNMENT**

Commissioner Domenick requested a motion to adjourn. Mrs. Gatto made the motion. The motion was seconded by Mrs. Sheridan.

**All Voted in Favor**



\_\_\_\_\_  
Marion Gatto, Secretary

Prepared by Ralph Pappas