

**LACKAWANNA COUNTY LAND BANK
SCHEDULED MEETING MINUTES
December 8th, 2021**

The regularly scheduled meeting of the Lackawanna County Land Bank was held virtually on Wednesday, December 8th, 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 by 9:00AM the day of the meeting.

At 11:00 AM, in Chairwoman Domenick's absence Vice-Chairman Chermak called the meeting to order.

ROLL CALL

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

Also, present were Atty. Joseph Colbassani, Land Bank Legal Counsel, Ralph Pappas, Business Relations Manager, 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. Gatto to approve the minutes of the November 10th, 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 November 10th through December 12, 2021, as presented.

All Voted in Favor

DISCUSSION ITEMS

Schedule of 2022 Meetings

After a brief discussion, the Board of Directors agreed to keep the meeting schedule at the second Wednesday of every month at 11:00AM. Mr. Pappas stated he will advertise the schedule of 2022 meetings as required by the Sunshine Act.

2021 Year End Audit

Mr. Pappas stated, that since its inception, Joseph Alu and Associates has been completing the Land Bank year-end audit. He also stated that a few years ago, the Land Bank contacted a few other auditing firms for a cost to complete the year-end audit. None of the firms came close to the cost as submitted by Joseph Alu and Associates. After a brief discussion, The Board requested Mr. Pappas reach out to Joseph Alu and Associates for a cost to complete 2021-year end audit. Once he receives their cost, he will forward to the Board for review.

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 twelve (12) properties pending sale and five (4) properties to be acted upon at this meeting. One (1) property has been sold in Vandling Borough. One (1) property sold to Throop Borough. One (1) property pending in Scott Township.

New Interest /Land Bank

Mr. Pappas stated that he has not received any new interests since the last meeting.

Bid Openings/if Necessary

Mr. Pappas stated the Land Bank received two (2) bids for the property located 336 South Hyde Park Avenue, Scranton. Both bidders are adjacent property owners. The bids were opened by Germaine Helcoski, from the Lackawanna County Controllers Office. They were read aloud by Mr. Pappas. The bids received were as follows:

Tianna Bicking-\$2002.00

Dorothy Echevarria-\$2500.00

Mr. Pappas stated the bids will be reviewed by the Land Bank Solicitor and the purchaser will be approved at the next schedule board meeting.

Advisory Committee Discussion

Mr. Pappas reviewed with the Board the properties to be considered for acquisition and conveyance at today’s meeting. Todd Pousley, NeighborWorks NEPA, Community Revitalization Manager, represented the Land Bank Advisory Committee in Jesse Ergott’s absence. Mr. Pousley 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.

Vice-Chairman Chermak then proceeded to the Resolutions to be acted upon at today’s meeting.

ACTION ITEMS

Resolution No. 21-038- Approving the Acquisition of Additional Property from the Tax Claim Office Repository List of Unsold Property

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|---|----------------------------------|
| a). Parcel Address: 948 Johler Avenue, Scranton | Parcel Pin #: 14507060031 |
| b). Parcel Address: 536 Rear Deacon Street, Scranton | Parcel Pin #: 13513020013 |
| c). Parcel Address: 915 Crown Avenue, Scranton | Parcel Pin #: 16708050041 |
| d). Parcel Address: Cherry Drive WD3-292, Covington Township | Parcel Pin #: 22701020292 |
| e). Parcel Address: Chestnut Drive WD2-231 Covington Township | Parcel Pin #: 22701020231 |
| f). Parcel Address: Rainbow Drive N1-77 Covington Township | Parcel Pin #: 22801020077 |
| g). Parcel Address: Dogwood Lane WD-415 Covington Township | Parcel Pin #: 22701020415 |

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

All Voted in Favor

Resolution No. 21-039- Approving the Conveyance of Certain Land Bank Owned Property under the Land Bank Side Lot Program

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|---|----------------------------------|
| a). Address: 948 Jöhler Ave, Scranton | Parcel Pin #: 14507060031 |
| Purchaser: Eric Kropiewnicki, dba Kroperland Inc | Price: \$150.00 |
| b). Address: 536 Rear Deacon Street, Scranton | Parcel Pin #: 13513020013 |
| Purchaser: Hector Castillo | Price: \$150.00 |
| c). Address: 435 Ripple Street, Scranton | Parcel Pin #: 16710030017 |
| Purchaser: Nandranie and Aartie Sewah | Price: \$150.00 |

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

All Voted in Favor

Resolution No. 21-040- Approving the Conveyance of Certain Land Bank Owned Property under the Property Purchase Program

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|--|----------------------------------|
| a). Parcel Address: 915 Crown Avenue, Scranton | Parcel Pin #: 16708050041 |
| Purchaser: Bhawan and Sandra Nanan | Price: \$500.00 |
| b). Parcel Address: Rainbow Drive N1-77 Covington Township | Parcel Pin #: 22801020077 |
| Purchaser: Judith Klag-Beres | Price: \$500.00 |
| c). Parcel Address: Dogwood Lane WD-415 Covington Township | Parcel Pin #: 22701020415 |
| Purchaser: Brandon Schaller | Price: \$500.00 |
| d). Parcel Address: Cherry Drive WD3-292 Covington Township | Parcel Pin #: 22701020292 |
| Purchaser: Angelika Everett | Price: \$500.00 |
| e). Parcel Address: Chestnut Drive WD2-231 Covington Township | Parcel Pin #: 22701020231 |
| Purchaser: Angelika Everett | Price: \$500.00 |

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

All Voted in Favor

Resolution NO. 21-041- Approving Amendment No. 6 to the Policies and Procedures with respect to Section 4.5 "Reserved Discretion" (b)

WHEREAS the Governing Body of the Lackawanna County Land Bank wishes to approve an amendment to **Section 4.5 "Reserved Discretion"** of the Land Bank Policies and Procedures adopted May 13, 2016; amended April 14, 2021, September 8, 2021, and

BE IT RESOLVED that under Section 4.5 "**Reserved Discretion**" (b) the following shall be added:

Prior to approving the purchase of Land Bank or Repository Property through the Land Bank, the Land Bank Board of Directors will review the past delinquent real estate tax history on current or past properties in Lackawanna County owned by the Applicant. After review, final approval of the Applicant to purchase a property through the Land Bank is at the discretion of the Land Bank Board of Directors.

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

All Voted in Favor

Resolution No. 21-042- Approving Amendment No. 7 to the Policies and Procedures with respect to Section 4.9
“Prescribed Process for Acquiring Properties”

WHEREAS the Governing Body of the Lackawanna County Land Bank wishes to approve an amendment to **Section 4.9 “Prescribed Process for Conveying Properties”** of the Land Bank Policies and Procedures adopted May 13, 2016; amended April 14, 2021, September 8, 2021,

BE IT RESOLVED that under Section 4.9 “Prescribed Process for Conveying Properties” the following shall be deleted:
Conveyances to transferees in excess of \$25,000 shall be approved by the LCLB Board.

Under Section 4.9 “Prescribed Process for Conveying Properties” the following shall be added:

All conveyances shall be approved by the LCLB Board. To be considered, applications to purchase Land Bank Properties or Repository Properties through the Land Bank must be received ten (10) full business days prior to the next scheduled meeting. If the Land Bank receives two or more applications for the same property, the Board may also choose to accept sealed bids for the purchase of the property. Sealed bids will be opened publicly at a time and place as established by the Board of Directors. Land Bank staff will notify the applicants as to the time and place to submit their sealed bids, which must include the completed updated offer form for the total amount offered for the property. The sealed bid must also include a cashier’s check or money order for the total amount offered for the property minus any amount previously submitted. For both in-person meetings and virtual meetings, sealed bids must be received in the office of the Lackawanna County Planning & Economic Development Office by 4:00PM on the day prior to the next scheduled meeting. All sealed bids received by the Land Bank staff will be date- and time-stamped immediately upon receipt, and all bids will remain sealed until public opening. For virtual meetings, a representative from the Lackawanna County Controller’s office will witness the sealed bid opening.

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

All Voted in Favor

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

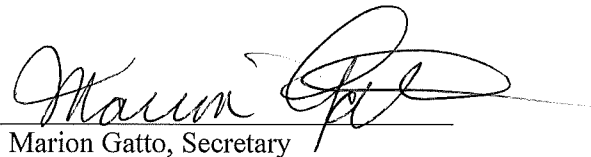
No emails were received from the public prior to the meeting.

Vice-Chairman Chermak stated the next scheduled regular and reorganizational meeting is Wednesday, January 12, 2022, at 11:00AM.

ADJOURNMENT

Vice-Chairman Chermak requested a motion to adjourn. Mr. Chelik made the motion. The motion was seconded by Mrs. Sheridan.

All Voted in Favor


Marion Gatto, Secretary

Prepared by Ralph Pappas