



1234 Market St., 16th Floor, Philadelphia PA 19107
philadelphialandbank.org

**Board of Director's Meeting
Rescheduled - February 27, 2019 - 3:00 PM
Agenda**

1. Roll Call
2. Public Comment
3. Approval of Minutes for the Meeting of January 16, 2019
4. Resolution Authorizing a Memorandum of Understanding between the City of Philadelphia and the Philadelphia Land Bank Regarding VPRC Property Dispositions
5. Executive Director's Report (including update on property transfers, acquisition, and sales)
6. Adjournment

THIS MEETING IS OPEN TO THE PUBLIC

**PHILADELPHIA LAND BANK
BOARD MEETING MINUTES**

A Regular Meeting of the Board of Directors of the Philadelphia Land Bank was held on Wednesday, January 16, 2019, 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

Mr. Dunbar called the meeting to order at 3:15 p.m.

ANNOUNCEMENT

Steve Cusano, Senior Counsel, announced that prior to today's Public Session, the Board held an Executive Session in which the Board received information regarding (i) that certain litigation matter entitled "City of Philadelphia v. Lower Germantown Limited Partnership" filed in the Philadelphia Court of Common Pleas, Case No. 1702T0245, involving a Petition to Redeem for 5423-27 Lena Street; (ii) that certain litigation matter entitled "Donald Watkins v. Philadelphia Land Bank" filed in the U.S. District Court for the Eastern District of Pennsylvania, Civil Action No. 18-cv-04242 involving an adverse possession and quiet title matter for 869 N. 20th Street; and (iii) that certain litigation matter entitled "Public Advocate v. Philadelphia Water, Sewer and Storm Water Rate Board, filed in the Philadelphia Court of Common Pleas, Case No. 180800527. The Board also listened to a presentation by Mr. Rodriguez and Mr. Cusano regarding the restrictions imposed by the Land Bank's Purchase and Development Agreement and a presentation by Anne Fadullon regarding the disposition policy.

Mr. Cusano read the conflict of interest disclosure letters from Mr. Sauer and Mr. Johns, which are attached to these minutes as Exhibit A.

**Agenda Item 1
Roll Call**

The following members of the Board of Directors reported present: Christian Dunbar, Paulette Adams, Michael Koonce, Richard DeMarco, Rick Sauer, Jennifer Kates, Majeedah Rashid, Michael Johns, and Courtney Voss.

The following members of the Board of Directors were not present: Dominique Casmir and Joshua Harris.

The following staff members were present: Angel Rodriguez, Christi Jackson, Steve Cusano, Esq., Andrea Saah, Esq., Stephen Novotny, Bradley Vassallo, Carolyn Terry, Marla Clark, and Anne Fadullon.

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, proceeded with business.

Agenda Item 2
Public Comment

Mr. Dunbar asked if any member of the public wished to comment upon any item on the Board's agenda.

Mr. Dunbar recognized Noelle Warford, Director of Urban Tree Connection. Ms. Warford inquired about acquiring a Land Bank property located at 42nd and Girard Ave for a community garden. Ms. Warford indicated that the Land Bank recently acquired the property at sheriff sale. Mr. Rodriguez briefly explained the process following acquisition of a property at sheriff sale and asked Ms. Warford to speak with Christi Jackson after the meeting.

There were no other comments from the public.

Agenda Item 3
Approval of Board Minutes

Steve Cusano informed the Board that Joshu Harris' name is misspelled in Exhibit F of the minutes and any motion should include this correction.

Mr. Dunbar called for a motion to approve the minutes of the Board meeting of December 13, 2018 with an amendment to correct Joshu Harris' name in Exhibit F of the minutes.

Ms. Adams made a motion to approve the minutes of the Board meeting of December 13, 2018 with the above referenced correction. The motion was seconded by Mr. Koonce.

Upon motion made and duly seconded, the Board approved the minutes of the December 13, 2018 Board meeting with the above referenced correction.

Agenda Item 4
Property Dispositions

A. 1302 South Cleveland Street

Mr. Novotny presented the proposed conveyance of 1302 South Cleveland Street to Daniel McLaughlin for a nominal consideration of \$1.00 and a non-amortizing 30-year mortgage for the appraised value of the property. The applicant resides at 1816 Wharton Street and proposes to utilize the property as a side yard. The disposition received VPRC approval on November 13, 2018 and City Council approval on November 29, 2018. Planned improvements include raised garden beds, a patio area, fencing, and tree plantings. The use of the lot will be restricted by a deed covenant to a side yard incidental to the adjacent residence of the applicant. Other uses, such as construction of permanent structures, commercial activity, and parking will be prohibited. The applicant currently has a garden agreement for the lot and has a history of cleaning and maintaining the property, which has been subjected to illegal dumping of construction debris. The applicant is in good standing with the City of Philadelphia. Evidence of project financing has been provided in the form of bank statements.

This disposition qualifies for a direct sale under the current Disposition Policies as a side yard and as reviewed and approved by VPRC. It also qualifies for nominal sales price under the side yard exception because the applicant is a long-time owner-occupant who has lived in his home since 2006

and is currently maintaining the property. In addition to the use restrictions, a 30-year non-amortizing mortgage will be placed on the property for the fair market value of \$115,000, as determined by a third-party appraisal. The mortgage in its entirety would be due should the applicant choose to sell the property within 30 years of settlement. The project will not be subject to an Economic Opportunity Plan as it does not consist of any permanent improvements.

The Board deliberated and asked questions. One question was whether the mortgage is self-amortizing to which Mr. Cusano answered that the mortgage is not-self-amortizing and is forgiven after 30 years if the applicant does not transfer the property or violate any conditions of the mortgage during that time. The Board engaged in a lengthy discussion regarding how this conveyance fits into the disposition policy and whether the disposition policy requires a self-amortizing mortgage or a payoff at the end of the 30-year period.

Mr. Dunbar asked Daniel McLaughlin to comment about his experience trying to acquire this property throughout the years and Mr. McLaughlin did so. Theresa McCormick, a member of the public, commented about the need for affordable housing in Point Breeze, not side yards, due to the number of homeless individuals and seniors in that area. Orlando Acosta, another member of the public, commented on the number of "stolen" homes in the City to which Mr. Dunbar explained how the Land Bank does not have purview over "stolen" homes.

During discussions, Mr. DeMarco made a motion to approve the conveyance of 1302 South Cleveland Street with the mortgage being extinguished after 30 years.

Following Mr. DeMarco's motion, the Board continued to discuss until Mr. Sauer seconded the motion.

Upon motion made and duly seconded, the Board approved the Resolution Authorizing Conveyance of 1302 S. Cleveland Street (with the mortgage being extinguished in 30 years) attached as Exhibit B to these minutes. Mr. Koonce abstained.

B. 3318-3320 North 5th Street (License Agreement)

A revised fact sheets was distributed to the Board to include the census tract and correct the OPA Value. The revised fact sheet is attached to these minutes as part of Exhibit C.

Mr. Vassallo presented the proposed license agreement for 3318 and 3320 N. 5th Street to International Missionary Vision Church of God. The applicant, located at 3324 N. 5th Street, plans to use the land as open space for passive recreation and respite for their congregation. Improvements include a fence around the perimeter with egress from the street and back alley, as well as flowers planted at the base of the fence to beautify the site. Labor will be provided in-kind by members of the congregation. Evidence of project financing has been provided in the form of a bank statement. The applicant is compliant and in good standing with the City of Philadelphia.

The Board deliberated and asked questions which the staff answered.

Mr. Dunbar called for a motion to approve the Resolution Authorizing a License Agreement to Iglesia Del Dios Vision Misionera Internacional for 3318-20 N. 5th Street.

Mr. Sauer made a motion to approve the resolution. The motion was seconded by Mr. DeMarco.

Upon motion made and duly seconded, the Board approved the Resolution Authorizing a License Agreement to Iglesia Del Dios Vision Misionera Internacional for 3318-20 N. 5th Street attached as Exhibit C to these minutes.

Agenda Item 5

Resolution Adopting Philadelphia Land Bank Schedule of Regular Board of Directors Meetings

Mr. Cusano presented this resolution and explained that, due to unforeseen circumstances, the meeting dates approved by the Board at the last meeting needed to be revised. Mr. Cusano informed the Board that the revised meeting dates, as well as calendar invites, were sent to all Board members and that the revised meeting dates were advertised pursuant to Sunshine Law.

Mr. Dunbar called for a motion to approve the revised Resolution Adopting Philadelphia Land Bank Schedule of Regular Board of Directors Meetings.

Mr. Koonce made a motion to approve the revised Resolution. The motion was seconded by Mr. DeMarco.

Upon motion made and duly seconded, the Board approved the revised Resolution Adopting Philadelphia Land Bank Schedule of Regular Board of Directors Meetings attached as Exhibit D to these minutes.

Agenda Item 6

Resolution Delegating Authority to Execute and Deliver License Agreements, Subject to Certain Terms and Conditions

Mr. Cusano explained that due to the breadth of license requests the resolution currently in effect needs to be more comprehensive to allow not only for testing, studies, surveys, and storing materials, but for any lawful purpose. Mr. Cusano explained that a license agreement, when properly drafted, is not a conveyance of an interest in real estate. Therefore, the prohibition on delegating disposition authority for properties valued in excess of \$50,000 does not apply. Mr. Cusano further explained that, under the proposed resolution, (i) a license agreement cannot be longer than one (1) year and any extension after the initial one (1) year period would require Board approval; (ii) the license agreement must provide that possession is non-exclusive and that it can be revoked at will by the Land Bank upon no more than thirty (30) days written notice; (iii) the license agreement may not convey any estate, title, or interest in real estate; and (iv) Senior Counsel must approve the form and substance of the license agreement.

The Board deliberated and asked questions which Mr. Cusano answered.

Mr. Dunbar called for a motion to approve the Resolution Delegating Authority to Execute and Deliver License Agreements, Subject to Certain Terms and Conditions.

Ms. Voss made a motion to approve the resolution. The motion was seconded by Mr. Koonce.

Upon motion made and duly seconded, the Board approved the Resolution Delegating Authority to Execute and Deliver License Agreements, Subject to Certain Terms and Conditions attached as Exhibit E to these minutes.

Agenda Item 7
Resolution Approving Assumption of Notes and Mortgages from the
Philadelphia Redevelopment Authority

Mr. Cusano explained that this resolution was discussed at the Board meeting on November 27, 2018 and, at that meeting, certain Board members asked that a schedule of mortgages be attached to this resolution. The schedule is now attached.

Mr. Dunbar called for a motion to approve the Resolution Approving Assumption of Notes and Mortgages from the Philadelphia Redevelopment Authority.

Ms. Kates made a motion to approve the resolution. The motion was seconded by Ms. Adams.

Upon motion made and duly seconded, the Board approved the Resolution Approving Assumption of Notes and Mortgages from the Philadelphia Redevelopment Authority attached as Exhibit F to these minutes.

Agenda Item 8
Executive Director's Report

Mr. Rodriguez provided the Board with an update regarding acquisitions.

Ms. Jackson discussed dispositions and completed settlements per the handouts attached as Exhibit G to these minutes. Ms. Jackson discussed the upcoming RFPs for Council Districts 2 and 3; being Point Breeze, Grays Ferry, and Parkside. Ms. Jackson also informed the Board that competitive sales for Council Districts 1, 2, and 3 will be posted in early-February. It is anticipated that 25 parcels will be posted for competitive sale at this time. The goal is approximately 200 properties out for RFP or competitive sale by the end of the fiscal year.

With respect to side yards, Ms. Jackson mentioned that many applicants do not have the closing costs needed for settlement. Therefore, they receive a garden license for no more than one-year in order to save up for closing costs.

Ms. Jackson indicated that the handouts had some discrepancies to which Mr. Rodriguez provided some clarification. Ms. Jackson further indicated that revised handouts would be emailed to the Board.

Agenda Item 9
Adjournment

There being no further business, Mr. Dunbar called for a motion to adjourn the meeting.

Ms. Voss made a motion to adjourn the meeting. Mr. Sauer seconded the motion.

Upon motion made and duly seconded, the Board approved to adjourn the meeting. The meeting was adjourned at 4:46 p.m.

SECRETARY TO THE BOARD

GUEST SIGN-IN SHEET



BOARD OF DIRECTORS
REGULAR MEETING

Wednesday, January 16, 2019 at 3:00 PM
1234 Market Street, 17th Floor, Philadelphia, PA 19107

ALL GUESTS ARE REQUIRED TO SIGN-IN
THIS SIGN-IN SHEET WILL BE PART OF THE MEETING MINUTES AND ANY INFORMATION CONTAINED HEREIN WILL BE MADE PUBLIC

	NAME	COMPANY	EMAIL
1	Angela Nelson	Fair Housing Rights Center	angela@fairhousingrights.org
2	Orville Mafford	Urban Tree Foundation	orville@urbantreefoundation.org
3	Daniel Mawhin	ME	danmawhin@gmail.com
4	Yes Y		
5	Therese McCreave		theresamc5913@aol.com
6	Jishana P		J
7	Orlando Acosta		
8	Dillon Maloney	CHA Johnson	dillon.maloney@phila.gov
9	Mansura Motry	NGT	mmotry@penncol.org
10			
11			
12			

EXHIBIT A (1 of 2)

January 16, 2019

Via Certified Mail

Christian Dunbar
Chair
Philadelphia Land Bank
1234 Market Street, 16th Floor
Philadelphia, PA 19107

Angel Rodriguez
Executive Director
Philadelphia Land Bank
1234 Market Street, 16th Floor
Philadelphia, PA 19107

General Counsel
City of Philadelphia Board of Ethics
One Parkway Building
1515 Arch Street, 18th Floor
Philadelphia, PA 19102-1504

James Leonard, Esquire
Commissioner
City of Philadelphia Department of Records
Room 111, City Hall
Philadelphia, PA 19107

Re: Conflict Disclosure Letter

Ladies/Gentlemen:

In accordance with the Land Bank's Public Disclosure and Disqualification Procedure for Conflict Issues, I write to disclose my interest in and association with the Philadelphia Association of Community Development Corporations ("PACDC") of which I am the Executive Director.

Maria Gonzalez, President of HACE, is also President of PACDC's Board of Directors. Casa Indiana LLC, an affiliate of HACE has requested the Land Bank to convey to it certain property located at 2935-65 N. 2nd St. Because both Ms. Gonzalez and I are involved with PACDC, I therefore disqualify myself from taking action as a Land Bank Board member that affects HACE with regard to its request to the Land Bank described above.

Because of this conflict, I am disqualifying myself and abstaining from using the authority of my office or taking official action related to HACE's request for conveyance of these properties as described above. I am removing myself from the opportunity to influence in any manner the Land Bank's actions related to HACE's request. This includes leaving the room while the Executive Director consults with Land Bank Board members and while the Land Bank Board otherwise considers the matter.

Please note that the above referenced matter was presented to the Land Bank Board and voted on at the Board meeting held on December 13, 2018. At that meeting, I announced my conflict, disqualified myself from voting, and left the room while the Executive Director consulted with Land Bank Board members and while the Land Bank Board considered, and voted on, this matter. I am now providing this letter to fulfill my obligation under the Land Bank's Public Disclosure and Disqualification Procedure for Conflict Issues.

This letter will also confirm that I will abide by the Land Bank's Public Disclosure and Disqualification Procedure for Conflict Issues and I will not take official action in any future Land Bank matters involving HACE while the above described conflict exists. Please contact me if you require further clarification.

Sincerely,



Rick Sauer

215.732.5829

rsauer@pacdc.org

EXHIBIT A (2 of 2)

January 16, 2019

Via Certified Mail

Christian Dunbar
Chair
Philadelphia Land Bank
1234 Market Street, 16th Floor
Philadelphia, PA 19107

Angel Rodriguez
Executive Director
Philadelphia Land Bank
1234 Market Street, 16th Floor
Philadelphia, PA 19107

General Counsel
City of Philadelphia Board of Ethics
One Parkway Building
1515 Arch Street, 18th Floor
Philadelphia, PA 19102-1504

James Leonard, Esquire
Commissioner
City of Philadelphia Department of Records
Room 111, City Hall
Philadelphia, PA 19107

Re: Conflict Disclosure Letter

Ladies/Gentlemen:

In accordance with the Land Bank's Public Disclosure and Disqualification Procedure for Conflict Issues, I write to disclose my interest in and association with Mdesigns, which provides services to Habitat for Humanity Philadelphia, Inc. I therefore disqualify myself from taking action as a Land Bank Board member that affects Habitat for Humanity Philadelphia, Inc. ("Habitat") with regard to its request to the Land Bank described below.

Habitat has requested the Land Bank to convey to Habitat certain property located at 2211, 2213 W. Sergeant Street and 2200 N. Cleveland Street both at nominal consideration.

Because I have an interest in a business that provides services to Habitat, I am disqualifying myself and abstaining from using the authority of my office or taking official action related to Habitat's request for conveyance of these properties as described above. I am removing myself from the opportunity to influence in any manner the Land Bank's actions related to Habitat's request. This includes leaving the room while the Executive Director consults with Land Bank Board members and while the Land Bank Board otherwise considers the matter.

Please note that the above referenced matter was presented to the Land Bank Board and voted on at the Board meeting held on December 13, 2018. At that meeting, I announced my conflict, disqualified myself from voting, and left the room while the Executive Director consulted with Land Bank Board members and while the Land Bank Board considered, and voted on, this matter. I am now providing this letter to fulfill my obligation under the Land Bank's Public Disclosure and Disqualification Procedure for Conflict Issues.

This letter will also confirm that I will abide by the Land Bank's Public Disclosure and Disqualification Procedure for Conflict Issues and I will not take official action in any future Land Bank matters involving Habitat while my business provides services or is contracted to provide services to Habitat. Please contact me if you require further clarification.

Sincerely,



Michael Johns
(215) 917-3798
mdesigns@msn.com

EXHIBIT B

RESOLUTION NO. 2019 – 1

**RESOLUTION AUTHORIZING CONVEYANCE OF
1302 S. CLEVELAND STREET TO DANIEL MCLAUGHLIN**

WHEREAS, Section 16-707 of the Philadelphia Code authorizes the Philadelphia Land Bank (“Land Bank”) to convey, exchange, sell, transfer, lease, grant or mortgage interests in real property of the Land Bank, subject to approval of the Vacant Property Review Committee and resolution by Philadelphia City Council, and subject further to the terms and conditions of Section 16-707; and

WHEREAS, the Vacant Property Review Committee reviewed the proposed transfer of 1302 S. Cleveland Street (the "Property") at its public meeting held on November 13, 2018 and Philadelphia City Council approved conveyance of the Property by Resolution No. 181016, adopted on November 29, 2018.

WHEREAS, the Board of Directors has determined that it is in the best interest of the Land Bank to convey the Property; and

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

1. The conveyance of the Property to Daniel McLaughlin for One Dollar (\$1) is in the best interests of the Land Bank and is hereby approved;
2. The conveyance of the Property complies with all terms and conditions of Section 16-707 of the Philadelphia Code;
3. The Executive Director, Director of Real Estate, and Senior Counsel are each hereby authorized, in the name of and on behalf of the Land Bank, to prepare, execute, deliver, and perform any and all agreements, deeds, and other documents as may be necessary or desirable to consummate the conveyance of the Property, which shall contain such terms and conditions as the Executive Director and Senior Counsel shall deem necessary or appropriate, and, when so executed and delivered by the Land Bank shall constitute the valid and binding obligations of the Land Bank; and
4. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents. The Executive Director or Senior Counsel will notify the Board of all modifications to this Resolution at the next Board meeting following the date of such modifications.
5. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED 1/16/2019

EXHIBIT C (1 of 3)

RESOLUTION NO. 2019 – 2

**RESOLUTION AUTHORIZING A LICENSE AGREEMENT
TO IGLESIA DEL DIOS VISION MISIONERA INTERNACIONAL
FOR 3318-20 N. 5TH STREET**

WHEREAS, the Board of Directors has determined that it is in the best interest of the Philadelphia Land Bank (“**Land Bank**”) to provide access and use of 3318-20 N. 5th Street (collectively, the “**Properties**”) to Iglesia del Dios Vision Misionera Internacional pursuant to a non-exclusive, revocable, license agreement (“**License Agreement**”).

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

6. Subject to the terms and conditions of this Resolution, the Executive Director is hereby authorized on behalf of the Land Bank to enter into a License Agreement with Iglesia del Dios Vision Misionera Internacional.
7. The License Agreement shall contain such terms and conditions which the Executive Director, with the advice of Senior Counsel, deems necessary or desirable, subject to the terms and conditions of this Resolution.
8. The License Agreement (i) shall automatically terminate no later than six (6) months after its effective date and any extensions after the initial six (6) month period requires Board approval; (ii) shall provide that possession is non-exclusive; (iii) shall be revocable at will by the Land Bank upon no more than thirty (30) days written notice; (iv) shall not convey any estate, title, or interest in real estate; and (v) shall be approved by Senior Counsel as to form and substance.
9. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents. The Executive Director or Senior Counsel will notify the Board of all modifications to this Resolution at the next Board meeting following the date of such modifications.
10. The Executive Director may permit any of those Land Bank staff authorized to execute and deliver certain documents on behalf of the Land Bank pursuant to Resolution 2017-43 to execute and deliver the License Agreement pursuant to, and in accordance with, this Resolution.
11. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED 1/16/2019

EXHIBIT C (2 of 3)



DEVELOPMENT FACT SHEET

Last Updated: January 16, 2019

1. **ADDRESS:** 3318, 3320 N. 5th Street (Revised)

2. **PROPERTY INFORMATION**

Zip Code: 19140	Census Tract: 42101017500	Council District: 5
Zoning: CMX-2	Lot Area: 2,641	
OPA Value: \$7,000	Appraised Value: \$n/a	Open EOIs: 0

3. **APPLICANT INFORMATION**

Name: International Missionary Vision Church of God, Inc.
Mailing Address: P.O. Box 46364, Philadelphia, PA 19140
Type: Business / Legal Entity
Authorized Contact: Benito Pouriet
Application Date: 11/21/2016

4. **PROJECT INFORMATION**

Disposition Type: License / Lease Agreement	Strategic Plan Goal: Garden / Open Space
Price: \$n/a	Determined by: Nominal*
Development Type:	Proposed Use: Managed Open Space
Units: - -	Buildings/Structures: n/a
Gross Floor Area: 2,641	End User: Owner-Occupied (by Applicant)
Construction Costs: \$2,500	Construction Cost / sq. ft.: \$0.95
Total Project Costs: \$2,500	Project Funding Available: Committed and Verified*

5. **DISPOSITION APPROVALS**

Developer Agreement Executed:	
Economic Opportunity Plan (EOP):	Restrictions or Covenants:
VPRC Approval:	City Council Approval:
Philadelphia Land Bank Board Approval:	
Settlement Date:	Construction Deadline:

EXHIBIT C (3 of 3)



DEVELOPMENT FACT SHEET

Last Updated: January 16, 2019

Reviewed by: Christi Jackson – Director of Real Estate

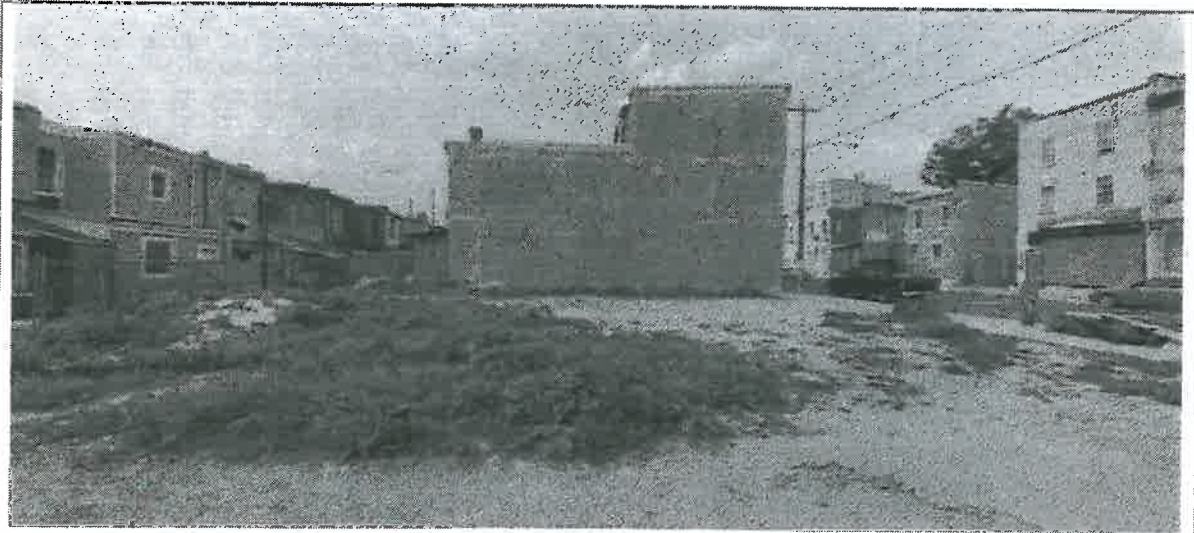


EXHIBIT D

RESOLUTION NO. 2019 – 2

RESOLUTION ADOPTING PHILADELPHIA LAND BANK SCHEDULE OF REGULAR BOARD OF DIRECTORS MEETINGS FOR 2019

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Philadelphia Land Bank (the "**Board**") that:

1. For calendar year 2019, the regular meetings of the Board shall be held at 3:00 p.m. Eastern Prevailing Time on the following dates:

January 16, 2019

February 20, 2019

March 20, 2019

April 17, 2019

May 15, 2019

June 19, 2019

July 24, 2019

August 21, 2019

September 18, 2019

October 23, 2019

November 20, 2019

December 18, 2019 (Annual Meeting)

2. All regular meetings of the Board shall be held in the 17th Floor Boardroom at 1234 Market Street, Philadelphia, PA 19107.
3. Public notice of such schedule shall be given as required by the Pennsylvania Sunshine Act, 65 Pa.C.S.A. §§ 701, *et seq.*
4. The Executive Director, with the advice of Senior Counsel, may modify this Resolution as may be necessary or desirable to carry out its purposes and intents. The Executive Director or Senior Counsel will notify the Board of all modifications to this Resolution at the next Board meeting following the date of such modifications.
5. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED 1/16/2019

EXHIBIT E

RESOLUTION NO. 2019 – 4

RESOLUTION DELEGATING AUTHORITY TO EXECUTE LICENSE AGREEMENTS, SUBJECT TO CERTAIN TERMS AND CONDITIONS

WHEREAS, from time to time, it may be necessary or desirable to allow an individual or entity non-exclusive, revocable access and use of real property owned by the Philadelphia Land Bank ("**Land Bank**") pursuant to a written agreement (each "**License Agreement**").

WHEREAS, the Board recognizes the need for prompt and timely management decisions and believes that the efficiency of the Land Bank's operations will be enhanced if the Board delegates to the Executive Director the authority to approve, execute, and deliver any and all License Agreements, subject to the terms and conditions of this Resolution.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the Philadelphia Land Bank (the "**Board**") that:

1. Subject to the terms and conditions of this Resolution, the Executive Director is hereby authorized, from time to time, on behalf of the Land Bank to approve, execute, and deliver any and all License Agreements for any lawful purpose, subject to the terms and conditions of this Resolution.
2. Each License Agreement shall contain such terms and conditions which the Executive Director, with the advice of Senior Counsel, deems necessary or desirable, subject to the terms and conditions of this Resolution.
3. Each License Agreement is subject to the following:
 - a. Cannot be longer than one (1) year. Any extensions after the initial one (1) year period requires Board approval.
 - b. Must (i) provide that possession is non-exclusive; (ii) be revocable at will upon no more than thirty (30) days written notice; and (iii) not convey any estate, title, or interest in real estate.
 - c. Senior Counsel has approved the form and substance of the License Agreement.
4. The Executive Director or Senior Counsel shall report at each regular Board meeting, on a cumulative basis, any License Agreements executed and delivered pursuant to this Resolution since the immediately preceding regular Board meeting.
5. The Executive Director, with the advice of Senior Counsel, may modify this Resolution as may be necessary or desirable to carry out its purposes and intents. The Executive Director or Senior Counsel will notify the Board of all modifications to this Resolution at the next Board meeting following the date of such modifications.
6. This Resolution, and not Resolution 2017-53, shall govern and control each License Agreement approved, executed, and delivered by the Land Bank following the adoption of this Resolution.
7. The approval, execution, and delivery of any License Agreement by the Executive Director prior to the effectiveness of this Resolution is hereby ratified and confirmed.
8. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED 1/16/2019

EXHIBIT F (1 of 3)

RESOLUTION NO. 2019 - 5

**RESOLUTION APPROVING ASSUMPTION OF NOTES AND
MORTGAGES FROM THE PHILADELPHIA REDEVELOPMENT AUTHORITY**

WHEREAS, the Philadelphia Redevelopment Authority ("**PRA**") wishes to assign certain Notes and Mortgages to the Philadelphia Land Bank ("**Land Bank**") as more specifically set forth on Schedule 1 attached hereto and made a part hereof (collectively, "**Notes and Mortgages**").

WHEREAS, the Board of Directors of the Philadelphia Land Bank ("**Board**") has determined that accepting assignments from PRA of those Notes and Mortgages set forth on Schedule 1 to this Resolution is in the best interests of the Land Bank.

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

9. The Executive Director is hereby authorized, from time to time, in accordance with this Resolution, to execute and deliver on behalf of the Land Bank all agreements, contracts, instruments, certifications, attestations, and other documents necessary or desirable (collectively, "**Transaction Documents**") to consummate the assignment and assumption of the Notes and Mortgages set forth on Schedule 1 attached hereto. The Transaction Documents shall contain such terms and conditions which the Executive Director, with the advice of Senior Counsel, deems necessary or desirable.
10. The assignment and assumption of any Notes and Mortgages pursuant to this Resolution shall be at no cost to the Land Bank, except for those costs to prepare and record the Transaction Documents.
11. The Executive Director with the advice of Senior Counsel may modify this Resolution as may be necessary or desirable to carry out its purposes and intents. The Executive Director or Senior Counsel will notify the Board of all modifications to this Resolution at the next Board meeting following the date of such modifications.
12. This Resolution shall take effect immediately upon adoption by the Board.

ADOPTED 1/16/2019

EXHIBIT F (2 of 3)**Schedule 1**

	<u>Address</u>	<u>Date of Mortgage</u>	<u>Recording Date</u>	<u>Doc ID</u>
1	83 E Herman St	07/16/16	07/28/16	53091541
2	226 Collum St	11/13/17	11/16/17	53292737
3	423 W Ontario St	01/27/16	01/29/16	53017717
4	436 W Somerset St	05/03/17	05/12/17	53211250
5	439 E Cambria St	07/18/17	07/25/17	53242973
6	528 W Dauphin St	08/10/17	08/18/17	53255077
7	529 W Venango St	06/21/17	06/28/17	53231440
8	620 Hoffman St	05/12/16	08/13/16	53098249
9	1221 W Atlantic St	02/28/17	03/01/17	53180912
10	1310 N Marston St	10/10/17	10/25/17	53283127
11	1312 W Butler St	12/06/17	12/15/17	53303869
12	1718 N Bodine St	04/07/16	05/03/16	53053403
13	1732 N Hope St	07/19/16	07/22/16	53089152
14	1830 Latona St	07/28/17	08/04/17	53248592
15	1911 E Harold St	07/12/16	07/20/16	53087890
16	1913 E Harold St	07/12/16	07/20/16	53087891
17	1953 N Croskey St	02/09/18	02/14/18	53328191
18	1963 N Croskey St	05/09/17	05/17/17	53213133
19	2109 E William St	04/05/17	04/11/17	53197815
20	2122 E Arizona St	06/01/17	06/15/17	53225627
21	2129 N Dover St	05/24/17	05/30/17	53217211
22	2131 Fairhill St	05/04/17	05/19/17	53214562
23	2200 N Mascher St	03/09/16	03/17/16	53035530
24	2212 N Mascher St	04/27/16	05/11/16	53057019
25	2317 Coral St	05/09/16	05/18/16	53059776
26	2407 N Orkney St	10/18/17	11/03/17	53287542
27	2409 N Mascher St	03/30/17	04/10/17	53197219
28	2542 N Douglas St	06/30/16	07/12/16	53083025
29	2554 N Lee St	10/10/17	10/24/17	53282197
30	2561 N Hollywood St	11/01/17	11/03/17	53287528
31	2566 N Chadwick St	07/14/16	07/18/16	53086465
32	2618 W Silver St	07/06/16	07/16/16	53085828
33	2620 W Silver St	07/06/16	07/16/16	53085829
34	2635 Mascher St	07/19/16	08/03/16	53094171
35	2639 N Franklin St	08/22/17	08/24/17	53257059
36	2722 George St	03/04/16	03/09/16	53032466
37	2724 W George St	01/14/16	01/26/16	53016354
38	2734 N 12th St	03/15/16	03/17/16	53035254
39	2738 W Eyre St	10/12/17	10/17/17	53279327
40	2739 Mascher St	03/01/16	03/04/16	53031073
41	2818 N Darien St	09/07/17	09/12/17	53264335

EXHIBIT F (3 of 3)

42	2829 N Marvine St	01/24/18	01/26/18	53321177
43	2836 N Hancock St	04/21/16	05/11/16	53057070
44	2842 N Orkney St	10/03/17	10/10/17	53275928
45	2924 Page St	04/28/16	05/18/16	53059653
46	3030 Leithgow St	09/13/16	09/21/16	53114395
47	3108 N Chadwick St	05/11/17	10/25/17	53283074
48	3222-58 H St	07/13/17	07/18/17	53240090
49	3315 Mt Vernon St	12/05/17	12/20/17	53305969
50	3364 N Lawrence St	06/29/16	07/05/16	53079971
51	3544 Ella St	03/06/17	03/22/17	53341202
52	4158 W Girard Ave	08/23/16	08/25/16	53103460
	4234, 4236, 4238 and			
53	4240 Lancaster Ave	03/08/17	03/16/17	53187858
54	4561 N 18th St	07/27/17	08/07/17	53248882
55	4620 Trenton Ave	06/14/17	06/19/17	53227072
56	5218 Locust St	06/20/17	06/23/17	53229307
57	5725 Springfield Ave	03/15/18	03/20/18	53340810
58	2731 N Fairhill St	01/20/16	01/25/16	53015150
59	2210 N. Mascher St	04/27/16	05/11/16	53057018
60	1300 W. Auburn St	09/13/17	09/20/17	53268055
61	3132 N. Franklin St	05/10/16	05/24/16	53062063
62	2312 N. 25 th St	09/28/16	10/06/16	53120970

EXHIBIT G (1 of 4)

Report Date: 1/16/2019		YEAR 2 DISPOSITIONS - IN HOURS									
7/1/2017 - 6/30/2018		COLUMBIA DISTRICT									
Disposition Type											
	1	2	3	4	5	6	7	8	9		
Side Yard	0	2	0	0	11	0	13	1	0		
Pre-Planning	0	0	0	0	4	0	1	0	0		
Package Preparation	0	0	0	0	0	0	0	0	0		
Posting	0	0	0	0	0	0	0	0	0		
Developer Selection	0	0	0	0	5	0	9	0	0		
Disposition Approvals	0	2	0	0	2	0	0	0	0		
Settlement	0	0	0	0	0	0	3	1	0		
Cancelled	0	0	0	0	1	0	1	0	0		
Housing/Mixed Use	1	23	8	0	168	0	95	1	0		
30% or below of AMI	0	0	0	0	22	0	5	0	0		
Pre-Planning	0	0	0	0	0	0	0	0	0		
Package Preparation	0	0	0	0	0	0	0	0	0		
Posting	0	0	0	0	0	0	0	0	0		
Developer Selection	0	0	0	0	0	0	0	0	0		
Disposition Approvals	0	0	0	0	20	0	0	0	0		
Settlement	0	0	0	0	2	0	5	0	0		
Cancelled	0	0	0	0	0	0	0	0	0		
31 % to 60% of AMI	0	0	0	0	101	0	45	0	0		
Pre-Planning	0	0	0	0	0	0	0	0	0		
Package Preparation	0	0	0	0	0	0	0	0	0		
Posting	0	0	0	0	0	0	0	0	0		
Developer Selection	0	0	0	0	0	0	0	0	0		
Disposition Approvals	0	0	0	0	17	0	0	0	0		
Settlement	0	0	0	0	84	0	45	0	0		
Cancelled	0	0	0	0	0	0	0	0	0		
61% to 120% of AMI	0	20	7	0	34	0	6	0	0		
Pre-Planning	0	0	0	0	0	0	6	0	0		

EXHIBIT G (2 of 4)

Package Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Posting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Selection	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposition Approvals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Settlement	0	20	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Income Restricted	1	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Planning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Package Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Posting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Selection	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disposition Approvals	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Settlement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Business Expansion	0	1	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Planning	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Package Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Posting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Selection	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Disposition Approvals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Settlement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Garden/Open Space	1	0	2	1	1	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Planning	1	0	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Package Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Posting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Developer Selection	0	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Disposition Approvals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Settlement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown	6	48	1	0	0	0	7	0	2	0	2	0	0	0	0	0	0	0	0
Pre-Planning	0	46	0	0	0	0	2	0	0	0	2	0	0	0	0	0	0	0	0
Package Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Posting	6	0	1	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Developer Selection	0	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0


EXHIBIT G (3 of 4)

Disposition Approvals	0	0	0	0	0	0	0	0	0
Settlement	0	0	0	0	0	0	0	0	0
Cancelled	0	0	0	0	0	0	0	0	0
Total Pipeline	8	74	11	2	192	0	126	2	0

EXHIBIT G (4 of 4)

Report Date: 1/16/2019		YEAR 2 - COMPLETED SETTLEMENTS 7/1/2017 - 6/30/2018									
Disposition Type	STRATEGIC PLAN GOALS	COUNCIL DISTRICT									
		1	2	3	4	5	6	7	8	9	10
Side Yards (LOTS)	81	0	0	0	0	1	0	5	0	0	0
Total Housing/Mixed Use (UNITS)	205	2	1	0	0	118	0	12	0	0	0
(20%) 30% or below of AMI	41	0	0	0	0	9	0	0	0	0	0
(30%) 31% to 60% of AMI	62	0	0	0	0	30	0	0	0	0	0
(25%) 61% to 120% of AMI	51	0	0	0	0	16	0	0	0	0	0
(25%) Non Income-Restricted	51	2	1	0	0	13	0	12	0	0	0
Business Expansions (LOTS)	6	0	0	0	0	0	0	0	0	0	0
Gardens/Open Space (LOTS)	33	2	6	0	0	13	27	27	1	0	0
Unknown	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISPOSITIONS	325	4	7	0	0	132	27	44	1	0	0

MEMORANDUM

To: Board of Directors
From: Steve Cusano, Esq. 
Date: February 20, 2019
Re: **Resolution Approving Memorandum of Understanding Between the Philadelphia Land Bank and the City of Philadelphia Regarding Certain Property Dispositions**

The Vacant Property Review Committee ("VPRC") was created to serve as an advisory committee to, among other things, give its recommendation to the Commissioner of Public Property that certain real properties be made available for disposition.

Since November 2015, the Land Bank has, to a limited extent, assisted the City with the disposition of certain properties. The City now desires to facilitate the disposition of City-owned real property and, to this end, has requested that the Land Bank manage the disposition process.

The purpose of this Resolution is to grant the Executive Director the authority to execute and deliver a Memorandum of Understanding between the Land Bank and the City that would essentially allow the Land Bank to perform the services summarized on the attached Resolution.

The services would be performed in accordance with, as applicable, (i) the Disposition Policy, (ii) the VPRC Ordinance, and (iii) Land Bank guidelines. The guidelines are essentially a procedures manual, with forms. The guidelines will be applicable to the disposition of all City and Land Bank properties. Currently, these guidelines are being finalized by the City and the Land Bank and will be made a part of the MOU for reference purposes only.

As you may know, all sales proceeds generated by the sale of VPRC properties are credited to the Land Bank. While, for certain reasons, this is not addressed in the MOU, it is not expected that this arrangement will change.

I recommend that the Board approve the attached Resolution.

RESOLUTION NO. 2019 - _____

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING
BETWEEN THE PHILADELPHIA LAND BANK AND THE CITY OF PHILADELPHIA
REGARDING CERTAIN PROPERTY DISPOSITIONS**

WHEREAS, the Vacant Property Review Committee ("VPRC") was created pursuant to authorization of Section 16-400 of the Philadelphia Code (as may be amended, superseded, or replaced from time to time, the "**VPRC Ordinance**") to serve as an advisory committee (i) to determine whether or not to recommend or certify to the Commissioner of Public Property (the "**Commissioner**") whether title to certain properties shall be accepted by the Commissioner; and (ii) to determine what surplus properties owned by the City of Philadelphia ("**City**") are suitable to effectuate the purposes of the VPRC Ordinance and to give its recommendation to the Commissioner that certain real properties be made available for disposition in accordance with the VPRC Ordinance.

WHEREAS, to facilitate the disposition of City-owned real property, the City desires to engage the Philadelphia Land Bank (the "**Land Bank**") to manage the disposition of certain City-owned real property made available for disposition pursuant to the terms and conditions of a Memorandum of Understanding ("**MOU**") the major terms of which are more specifically provided in the summary of major terms ("**Summary**") attached to this Resolution.

WHEREAS, the Board of Directors of the Philadelphia Land Bank ("**Board**") has determined that entering into an MOU pursuant to the terms of this Resolution is in the best interests of the Land Bank.

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

1. The Executive Director is hereby authorized to execute and deliver a MOU containing such terms and conditions substantially in conformance with the Summary and further containing such other terms and conditions which the Executive Director and Senior Counsel deem necessary or appropriate. The Executive Director, with the advice of Senior Counsel, may modify the MOU so long as any modifications are not substantially different than the terms and conditions represented in the Summary.
2. The Executive Director, with the advice of Senior Counsel, may modify this Resolution as may be necessary or desirable to carry out its purposes and intents. The Executive Director or Senior Counsel will notify the Board of all modifications to this Resolution at the next Board meeting following the date of such modifications.
3. This Resolution shall take effect immediately upon adoption by the Board.

**Memorandum of Understanding Between the Philadelphia Land Bank
and the City of Philadelphia Regarding Certain Property Dispositions**
Summary of Major Terms

Section 2: Term	One (1) year with an automatic renewal for consecutive one-year periods unless either party terminates by providing written notice at least ninety (90) days prior to the end of the current term.
Section 3: Scope	<p>Land Bank to provide the following “<u>Services</u>”:</p> <ul style="list-style-type: none"> • Prepare, post, and distribute the agenda for each VPRC meeting. • Manage the disposition process for each property, in accordance with, as applicable, the Disposition Policy, the VPRC Ordinance, and the PLB Guidelines including (i) marketing properties for sale/lease, including soliciting RFPs and competitive bids; (ii) advertising properties on the Land Bank’s website; and (iii) managing the process to receive, process, evaluate, and close out bids/proposals. • Prepare a fact sheets for each property. • Undertake all interactions with all potential purchasers/lessees throughout the disposition process. Negotiate, and prepare all agreements, leases, and deeds using form documents approved by the Commissioner. • If permitted by applicable law, coordinate, and perform settlement. All deeds and other closing documents will be prepared using form documents approved by the Commissioner, except for settlement sheets. • Maintain copies or originals of all documentation and make same available to City. • Monitor each purchaser’s/lessee’s compliance with their agreement and inform the Commissioner of any defaults. As approved by the Commissioner, send letters of default. Land Bank shall not initiate, defend, or participate (except as a witness) in any suits, actions, or proceedings on behalf of the City or VPRC. • Undertake all interactions with any party seeking a release from any deed restrictions or revisionary or other interests. Negotiate and prepare all releases using form documents approved by the Commissioner. • Enter into contracts necessary or convenient to perform the Services. • The Land Bank shall perform such other and further services that are authorized by the City and approved by the Land Bank Board of Directors.

<p>Section 7: Indemnification /Insurance</p>	<p>Except to the extent of the Land Bank's negligence, willful misconduct, or breach of the Land Bank's obligations under the MOU, the City shall indemnify (i) the Land Bank, (ii) the Land Bank's officers, directors, employees, and staff, and (iii) all employees of PHDC from all claims and liabilities caused by the City's negligence or fault, or breach of the City's obligations under the MOU.</p> <p>Except to the extent of the City's negligence, fault, or breach of the City's obligations under this MOU, the Land Bank shall indemnify the City, its officers, directors, and employees, from all claims and liabilities caused by the Land Bank's negligence or willful misconduct or the breach of the Land Bank's obligations under the MOU.</p> <p>Land Bank required to name the City as an additional insured on all general liability insurance policies carried the Land Bank. This is currently being done.</p> <p>Contractor's engaged by the Land Bank are required to include the City as additional insured on those insurance policies in which the Land Bank is also named an additional insured.</p>
<p>Section 17: City's Right to Audit</p>	<p>City Controller can audit the affairs of Land Bank in connection with the MOU to extent required by the Home Rule Charter. Upon reasonable notice, Land Bank shall provide reasonable access its books and records in connection with the Services and this MOU.</p>