

**Board of Director's Meeting  
November 20, 2019 - 3:00 PM  
Agenda**

1. Roll Call
2. Public Comment
3. Approval of Minutes for the Meeting of October 23, 2019
4. Property Dispositions
  - 110 E. Wishart St.
  - 221 W. Sergeant St.
  - ~~2314 N. 5<sup>th</sup> St.~~
  - 540 E. Cambria St.
  - 2760 N. Ringgold St.
  - 3848 Melon St.
  - ~~4253 Mantua St.~~
  - 2908 N. 2<sup>nd</sup> St.
  - 2916-24 N. 2<sup>nd</sup> St.
  - 513 W. Susquehanna Ave; 19, 21, 23, 25, 27 E. Somerset St.; 2744, 2746 A. St., 3012, 3018, 3022, 3024, 3026, 3028, 3036, 3042 N. American St.; 190, 191 W. Monmouth St.; 2725, 2729, 2731, 2733, 2735 N. Orkney St.
5. Resolution Accepting Philadelphia Land Bank Audited Financial Statements for Year Ending June 30, 2019
6. Resolution Amending Resolution No. 2019 – 37 and Approving Sublease (Lease with Avenue North Renaissance for 1420-22 Poplar Street, 1429-31 Ogden Street, And 852-58 N. Carlisle Street)
7. Discussion Regarding Fee Schedule
8. Executive Director's Report (including update on property transfers, acquisition, and sales)
9. Adjournment

**THIS MEETING IS OPEN TO THE PUBLIC**

**PHILADELPHIA LAND BANK  
BOARD MEETING MINUTES**

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A Regular Meeting of the Board of Directors of the Philadelphia Land Bank was held on Wednesday, October 23, 2019 commencing at 3:00 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**

Mr. Dunbar called the meeting to order at 3:05 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 proposed bill number 190606 in City Council.

**Agenda Item 1  
Roll Call**

The following members of the Board of Directors reported present: Christian Dunbar, Dominique Casimir, Joshu Harris, Michael Johns, Michael Koonce, and Rick Sauer.

The following members of the Board of Directors were not present: Richard DeMarco, Majeedah Rashid, and Paulette Adams.

The following staff members were present: Angel Rodriguez, Steve Cusano, Esq., Andrea Saah, Esq., Wendolyne David, Roneece Dent, Bradley Vassallo, and Jamila Davis.

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 the public had any comments.

Chris Rolin from "Homeless 2 Homeownership" asked if he could speak briefly regarding this organization, which Mr. Dunbar allowed. Mr. Rolin discussed this organization and its services including drug and alcohol rehabilitation and job placement.

**Agenda Item 3  
Approval of Board Minutes**

Mr. Dunbar called for a motion to approve the minutes of the Board meeting of September 25, 2019.

Mr. Koonce made a motion to approve the minutes of the Board meeting of September 25, 2019. The motion was seconded by Ms. Casimir.

Upon motion made and duly seconded, the Board approved the minutes of the September 25, 2019 Board meeting.

**Agenda Item 4**  
**Property Disposition**

Mr. Vassallo presented the proposed conveyance of (i) 1327 S. 27th St; (ii) 2613, 2616, 2701, 2703, 2714, 2719, 2724, 2727, and 2735 Earp Street; (iii) 2639, 2641, and 2643 Reed Street; and (iv) 2614, 2626, 2630, 2642, 2648, and 2700 Sears Street to Civetta Property Group, LLC for affordable and workforce housing.

Mr. Vassallo informed the Board that Civetta Property Group proposes to develop the subject properties as a mix of affordable and workforce housing and that, pursuant to the requirements of the RFP, 14 of the 19 properties will be affordable to households earning at or below 80% of AMI and the remaining 5 properties will for be for households earning at or below 120% of AMI.

Mr. Cusano informed the Board that a resolution for this conveyance is expected to be introduced into City Council on October 24<sup>th</sup>.

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

Mr. Dunbar called for a motion to approve the Resolution Authorizing Conveyance of 1327 S. 27th St.; 2613, 2616, 2701, 2703, 2714, 2719, 2724, 2727, 2735 Earp St.; 2639, 2641, 2643 Reed St.; 2614, 2626, 2630, 2642, 2648, 2700 Sears St. to Civetta Property Group, LLC. Mr. Johns made a motion to approve this Resolution. The motion was seconded by Mr. Koonce.

Upon motion made and duly seconded, the Board approved the Resolution Authorizing Conveyance of 1327 S. 27th St.; 2613, 2616, 2701, 2703, 2714, 2719, 2724, 2727, 2735 Earp St.; 2639, 2641, 2643 Reed St.; 2614, 2626, 2630, 2642, 2648, 2700 Sears St. to Civetta Property Group, LLC attached to these minutes as Exhibit A.

**Agenda Item 5**  
**Resolution Accepting Philadelphia Land Bank**  
**Audited Financial Statements for Year Ending June 30, 2019**

This item was removed from the agenda prior to the meeting.

**Agenda Item 6**  
**Resolution Delegating Authority to Extend**  
**Certain License Agreements**

Mr. Cusano presented this Resolution to the Board. Mr. Cusano explained that a previous resolution authorized the Executive Director to enter into license agreements for no more than one year without further Board approval and that the Land Bank seeks to extend those license

agreements shown on Schedule I of the Resolution for an additional year. The Board deliberated and asked questions which Mr. Rodriguez and Mr. Cusano answered.

Mr. Dunbar called for a motion to approve the Resolution Delegating Authority to Extend Certain License Agreements. Ms. Casimir made a motion to approve this Resolution. The motion was seconded by Mr. Koonce.

Upon motion made and duly seconded, the Board approved the Resolution Delegating Authority to Extend Certain License Agreements attached to these minutes as Exhibit B.

**Agenda Item 7**  
**Resolution Delegating Authority to Execute Documents**  
**for the Donation of Real Estate to the Philadelphia Land Bank**

Mr. Cusano explained that this Resolution would grant to the Executive Director the authority to accept donations of real property on behalf of the Land Bank and to prepare, execute, deliver, and perform (and amend) any and all agreements and other documents, as may be necessary or desirable, to consummate any and all donations. The Board deliberated and asked questions which Mr. Rodriguez and Mr. Cusano answered. The Board required this Resolution be amended to state that the Executive Director shall report to the Board on all accepted donations and explain why the donation was beneficial to the Land Bank.

Mr. Dunbar called for a motion to approve the Resolution Delegating Authority to Execute Documents for the Donation of Real Estate to the Philadelphia Land Bank as amended. Mr. Johns made a motion to approve the Resolution as amended. The motion was seconded by Mr. Harris.

Upon motion made and duly seconded, the Board approved the Resolution Delegating Authority to Execute Documents for the Donation of Real Estate to the Philadelphia Land Bank, as amended, attached to these minutes as Exhibit C.

**Agenda Item 8**  
**Resolution Amending Resolution No. 2019-37 (Lease with Avenue North Renaissance for**  
**1420-22 Poplar Street, 1429-31 Ogden Street, and 852-58 N. Carlisle Street**

Mr. Cusano explained this Resolution. The Board deliberated and asked questions which Mr. Rodriguez and Mr. Cusano answered. The Board recommended that if there is no significant movement on negotiations for the sublease by the next Board meeting, the license agreement with Live Nation should not be further extended. The Board decided to table this resolution.

**Agenda Item 9**  
**Executive Director's Report**

Mr. Rodriguez provided the Board with the following reports: dispositions to date (settled) attached to these minutes as Exhibit D, dispositions to date (approved, not yet conveyed) attached to these minutes as Exhibit E, dispositions to date (in pipeline) attached to these minutes as Exhibit F, and garden license agreements attached to these minutes as Exhibit G. The Board asked questions regarding certain properties which Mr. Rodriguez answered.

**Agenda Item 10**  
**Adjournment**

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

Mr. Koonce made a motion to adjourn the meeting. Ms. Casimir seconded the motion.

Upon motion made and duly seconded, the Board approved to adjourn the meeting.  
The meeting was adjourned at 4:13 p.m.

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SECRETARY TO THE BOARD

GUEST SIGN-IN SHEET



BOARD OF DIRECTORS

REGULAR OR RESCHEDULED MEETING

Wednesday, October 23, 2019 at 3:30 PM

1234 Market Street, 17th Floor, Philadelphia, PA 19107

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

	NAME	COMPANY	EMAIL
1	Cheryl H. Howe	The UPS Store	adm@theupsstore.com
2	Alin Hatch		
3	Tony Soto	East Coast Breeze	jsoto@eastcoastbreeze.com
4	Shay Siefert	Mantle Hope	
5			
6			
7			
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12			

**EXHIBIT A**

**RESOLUTION NO. 2019 – 51**

**RESOLUTION AUTHORIZING CONVEYANCE OF 1327 S. 27TH ST; 2613, 2616, 2701, 2703, 2714, 2719, 2724, 2727, 2735 EARP ST; 2639, 2641, 2643 REED ST; 2614, 2626, 2630, 2642, 2648, 2700 SEARS ST. TO CIVETTA PROPERTY GROUP, LLC**

**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.

**WHEREAS**, the Vacant Property Review Committee reviewed the proposed transfer of 1327 S. 27th St.; 2613, 2616, 2701, 2703, 2714, 2719, 2724, 2727, 2735 Earp St.; 2639, 2641, 2643 Reed St.; and 2614, 2626, 2630, 2642, 2648, 2700 Sears St. (collectively, the "Property") at its public meeting held on October 8, 2019 and Philadelphia City Council approved conveyance of the Property by Resolution No. 190836, adopted on October 31, 2019.

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

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

1. The conveyance of the Property to Civetta Property Group, LLC for One Thousand Nine Hundred Dollars (\$1,900) 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 (collectively, the “Transaction Documents”) and, from time to time and at any time, amend, supplement, and modify the Transaction Documents, or any of them, as may be necessary or desirable. The Transaction Documents and any amendments, supplements, and modifications thereto 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.
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 10/23/2019**

## **EXHIBIT B**

### **RESOLUTION NO. 2019 – 52 RESOLUTION DELEGATING AUTHORITY TO EXTEND CERTAIN LICENSE AGREEMENTS**

**WHEREAS**, pursuant to Resolution 2019-4, the Board of Directors of the Philadelphia Land Bank (the "Board") authorized the Executive Director, from time to time, to approve, execute, and deliver any and all License Agreements (as such term is defined in Resolution 2019-4) for any lawful purpose, subject to the terms and conditions of Resolution 2019-4.

**WHEREAS**, pursuant to Resolution 2019-4, a License Agreement cannot be longer than one (1) year without approval of the Board.

**WHEREAS**, the Land Bank entered into certain individual garden license agreements for one (1) year which have or will be expiring as more specifically set forth on Schedule I attached to this Resolution and made a part hereof (collectively, "Garden Agreements").

**WHEREAS**, the Land Bank desires to extend each of the Garden Agreements for an additional one-year period.

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

1. The Executive Director is hereby authorized, on behalf of the Land Bank, to approve, execute, and deliver any and all documents to extend each of the Garden Agreements for an additional one (1) year period which 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 and Resolution 2019-4.
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.

**ADOPTED 10/23/2019**



**SCHEDULE I**

	<b>INDIVIDUAL GARDEN / OTHER LICENSE AGREEMENTS Property Address</b>	<b>Date Renewal Due</b>	<b>Council District</b>	<b>Being Processed for Disp.</b>
<b>1</b>	2937 N 8th St	11/1/2019	5	YES
<b>2</b>	3247 N 6th St	11/2/2019	7	
<b>3</b>	131 E Willard St	11/7/2019	7	
<b>4</b>	1907 E Sterner St	11/7/2019	7	YES

**EXHIBIT C**

**RESOLUTION NO. 2019 – 53  
RESOLUTION DELEGATING AUTHORITY TO EXECUTE DOCUMENTS FOR THE  
DONATION OF REAL ESTATE TO THE PHILADELPHIA LAND BANK**

**WHEREAS**, section 2109(c) of the Commonwealth Land Bank Act, 68 Pa. C.S.A. §§ 2101, et seq., provides that a land bank may acquire real property or interests in real property by any means on terms and conditions and in a manner the land bank considers proper.

**WHEREAS**, section 16-705(2) of the Philadelphia Code authorizes the Philadelphia Land Bank (“**Land Bank**”) to acquire real property or interests in real property through donation, gift, purchase, or any other legal means, subject to certain stated terms and conditions.

**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 accept donations of real property on behalf of the Land Bank and to approve, execute, and deliver any and all agreements and other documents in connection therewith, 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 (“**Board**”) that:

1. The Executive Director is hereby authorized to accept donations of real property on behalf of the Land Bank (“**Donation(s)**”).
2. The Executive Director 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 any and all Donation(s) (collectively, the “**Transaction Documents**”) and, from time to time and at any time, amend, supplement, and modify the Transaction Documents, or any of them, as may be necessary or desirable. The Transaction Documents and any amendments, supplements, and modifications thereto 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.
3. 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.
4. The Executive Director shall report to the Board on all accepted donations and explain why the donation was beneficial to the Land Bank.
5. This Resolution shall take effect immediately upon adoption by the Board.

**ADOPTED 10/23/2019**

**EXHIBIT D**

PLB Dispositions To Date (Setback)  
as of 10-23-2019

Property Address	Purchaser	PLB Board Res. Date	PLB Board Res. No.	No. of Units	Actual Settlement Date	Price	OPA Value (at time of approval)	Type of Sale	Type of Pricing	MURR	Housing # of Units # of Lots	# of Units 30% AMI	# of Units 50% AMI	# of Units 60% AMI	# of Units 80% AMI	Number- Total # of Units	Number- Total # of Units	Business Expenses/Comments
1 2631 W Harold St RISCAI YC&H 2009 - SETTLED	Jane Weisell	6/17/2019	2019-17	1	7/15/2019	\$1	\$1,200	NON-COMP	NON	submittal						1		
2 2147 E Orleans St The Student-run Emergency Housing Unit of Phibeta, Inc.		12/13/2018	2018-51	1	7/24/2019	\$1	\$2,200	NON-COMP	NON	private construction/demoprotected project for low-income homeownership (30% AMI)	1	1				1		
3 805 E 40th Street PHA (not Habitat for Humanity)		9/15/2019	2019-36	1	9/26/2019	\$1	\$9,000	NON-COMP	NON	affordable homeownership	1	1				1		
4 411 N 40th Street PHA (The People's Emergency Center)		9/15/2019	2019-35	1	9/26/2019	\$1	\$2,800	NON-COMP	NON	affordable homeownership	1					1		
5 3909 S 26th St MC Development LP		6/19/2019	2019-39	1	9/9/2019	\$1	\$3,000	COMP	MKT	market-rate rental housing (0-3 units @ units)	1					1		
6 3111 Valley St Berkey's 4th Grade Center, WYBORG		9/17/2019	2019-18	1	9/19/2019	\$1	\$1,500	NON-COMP	NON	submittal						1		
7 240 N 36th St Curtis WYBORG		8/14/2018	2018-27	1	10/11/2019	\$1	\$4,000	NON-COMP	NON	submittal						1		
TOTAL (7,000) - SETTLED				7		\$176,000	\$49,400				4	2	4	6	4	1	1	0
TOTAL SETTLEMENTS SINCE RECEPTION				152		\$2,218,166					131	59	130	50	44	220	14	0

**Exhibit E**



**EXHIBIT F**

PLB Dispositions FY20 (in Pipeline)  
as of 10-23-2019

Project Address	Project Name	Purchaser	Agency	No. of Lots	Council District	Price	DPA Value (2019)	Type of Sale	Type of Pricing	Notes	Housing - # of Units # of lots	# of Units 30% AMI	# of Units 60% AMI	# of Units 80% AMI	# of Units 120% AMI	Housing - Total # of Units	Subsidized	Combs/ Open Sp.	Business/ Organ. Expansion/ Demolition	
<b>AWAITING APPROVAL FISCAL YEAR 2020 (sorted by address)</b>																				
1327 S 27th St, 2613, 2616, 2700, 2708, 2774, 2711, 2724, 2727, 2732, 2735, 2810, 2841, 2848	Grays Ferry Exp Street et al 062119 72nd Housing	North Property Group LLC	PLB	17	2	\$1,900	\$400,000	COMP	NOM	15 homeownership units at < 80% AMI, 4 units at 80-120% AMI	19	19				19				
1703, 1707, 1711 N 55th St	Five Leaves Two Fish Community Garden	MGT	PLB	3	4	\$3	\$24,000	NON-COMP	NOM	community garden preservation								3		
1914, 1928, 1930, 1936, 1938, 1946, 1948, 1952, 1954 N 8th St	North Choice Phase III	PHA	PLB	9	5	\$9	\$55,000	NON-COMP	NOM	PHA affordable homeownership project	9		9			9				
1637 E Daughlin St, 2300 Emerald St	Emerald St Urban Farm	MGT	PLB	2	2	\$2	\$15,000	NON-COMP	NOM	community garden preservation								2		
2112, 2214 Fernon St	2212-14 Fernon Street	Pointe Breese Fund LLC	PLB	2	2	\$140,000	\$48,000	NON-COMP	MIKT	developer owns supermajority of development site										
2750 N Ringgold St	Kim M Moore	Kim M Moore	PLB	1	4	\$1	\$5,000	NON-COMP	NOM	side yard								1		
2618, 3320 N 26th St	Masha De Dios Vision Missionary Inc.	Missionary Inc.	PLB	2	7		\$7,000	NON-COMP	?	community open space										
3141 Nelson St	Lorraine Durham	Lorraine Durham	PLB	1	3	\$1	\$20,000	NON-COMP	NOM	side yard								1		
<b>TOTAL PROPOSED PLB TO BE SUBMITTED FOR APPROVAL Q1-Q4, FY 2020</b>											78	0	9	19	0	78		7	0	



**EXHIBIT G**

PLB FY20 Garden/Other License Agreements (Signed)  
as of 10/23/2019

	<b>INDIVIDUAL GARDEN / OTHER LICENSE AGREEMENTS</b> Property Address	<b>Indiv. Garden</b> Agmt. Signed	<b>Council</b> District	<b>No. of</b> Lots	<b>Being</b> <b>Processed</b> for Disp.
	<b>FISCAL YEAR 2020 - SIGNED 12 new, plus 3 renewals</b> (sorted by date of signing)				
1	2427 N Leithgow St	7/5/2019	7	1	
2	4338 Tackawanna St	7/29/2019	7	1	
3	1853 E Ontario St	8/6/2019	1	1	YES
4	2410 N 3rd St	8/9/2019	7	1	YES
5	2934 Gransback St (renewal)	8/16/2019	7	1	
6	2324 McClellan St (renewal)	8/25/2019	2	1	
7	2410 N Orianna St	9/10/2019	7	1	
8	2423 N 6th St	9/10/2019	7	1	
9	110 E Wishart St	9/18/2019	7	1	YES
10	2131 N Orianna St (renewal)	9/20/2019	7	1	YES
11	3361 N Orkney St	9/27/2019	7	1	
12	3012 N American St	9/27/2019	7	1	
13	2908 N O2nd St	9/30/2019	7	1	
14	4253 Mantua Ave	10/3/2019	3	1	
15	3430 Hartville St	10/8/2019	7	1	
	<b>TOTAL COUNTS FY2020</b>	<b>12</b> <b>(plus 3 renewals)</b>		<b>12*</b>	<b>4</b>
	<b>TOTAL GARDEN AGREEMENTS SIGNED SINCE INCEPTION</b> * Lots with renewed agreements are counted only once.	<b>86</b> <b>(plus 10 renewals)</b>		<b>96 lots *</b>	<b>24</b> <b>(plus 4 sold)</b>