



ECLB Board Meeting

Erie County Land Bank

Tuesday, October 21, 2025 9:00 AM to 10:30 AM EDT

1230 Townhall Road West, Erie, PA 16509

Minutes

I. Call to Order & Attendance at 9:03 a.m.

Board: James Cardman, Suzanne Weber, Brian McGrath, Susannah Faulkner, Sandy Morrow, David Mitchell, Timofey Bogdanets

Additional: Jeremy Bloeser, Rachel Jessup, Jennifer Hirneisen, Aaron Snippert, Megan Richter, Krista Arnold

Absent: Jack Lee

II. Previous Meeting Minutes

- Motion to approve minutes from previous meeting, moved by D. Mitchell, seconded by S. Weber; all in favor, none opposed.

III. Financial Report

Property sales doing well; about \$45,000.00 this year. J. Bloeser added that we've had a couple of demos where the properties are ready to be listed, which he's sent to Pat Groner and is waiting for a reply.

S. Weber inquired regarding the percentage paid to Erie Land Bank. M. Richter explained that not all bills paid in 2025 are for 2025; several have been for 2023 and 2024 Work Plans, which makes the numbers look off.

Inquiry about Computer & Internet Expenses line; some up-front subscriptions or one-time equipment purchases.

Inquiry about Payroll Expenses line; switched providers.

M. Richter noted that nothing is out of line, but wants to adjust budget tracking and Budget vs. Actual report. Some things okay to be over budget, such as acquisitions.

D. Mitchell asked about ELB allocations; figure has floated but been pretty consistent the last couple of years. A. Snippert explained that EP's are viewed as grants, not budget. M. Richter noted that in 2025, \$159,000.00 was paid toward 2024 Work Plan; would like to work together with each budget to spend Work Plans within their years in order to be accurate. Acknowledged that some work will carry over by necessity such as timing issues and finding contractors, so not looking for hard deadlines; just wants more accuracy.

Remark that this would change how A. Snippert pays for things. M. Richter would like to see years spent down. A. Snippert explained that some properties take more time to acquire or complete, and Work Plans are closed off when properties are ready for sale.

Cash less than last year because we're fulfilling our mission, also due to moving funds. Interest is doing well.

- Motion to approve Financial Report, moved by S. Faulkner, seconded by S. Weber; all in favor, none opposed.

A. Demolition Fund

\$17,399.25 deposited for September 2025.

Dashboard available at

<https://eriecopa.maps.arcgis.com/apps/dashboards/3977a1a65b4d4e9b83eb45ac86cc3954>

or go to ErieCountyLandBank.org > Programs > Act 152 Demo Fund

Demo Fund budgeted for 2025 by Erie County has been spent. Funds are in reserve from years which have been underspent. J. Bloeser requested a release of Restricted Demo Funds at County Council finance meeting on October 16th to cover remaining 2025 demos. K. Arnold had reviewed minutes from County Council finance meeting and noted that Council is pleased with the land bank work.

B. 2026 Budget

J. Bloeser and M. Richter working on budget. Draft budget to be reviewed at Governance Committee Meeting on November 11th and presented for full Board review and approval at November 18th meeting.

IV. Hearing of the Public

A. Upcoming CIBA project

Presenter: Krista Arnold

20,800-square-foot building to be demolished.

K. Arnold met developer company at Homes Within Reach conference a couple of years ago; reached out about this project. Hope was that the existing building could be repurposed, but too expensive; plan to demo building and construct a new building with affordable apartments.

RDA giving loan to CIBA to help get project started and purchase land. Owner wants \$280,000.00.

Full two years expected before development due to tax incentive filings, PFHA.

Gap of \$800,000.00 includes demo of existing building. *Inquiry is whether ECLB wants to help with demo.*

D. Mitchell expressed extensive concerns about the project.

J. Hirneisen asked about cost of demo. K. Arnold looking at comparative projects, thinks Joe Root's seems fair.

Project has not yet been approved by Corry.

Varying levels of interest and reservation amongst the Board. Some concern regarding community reaction to project. S. Faulkner would like to see communications plan and thinks Board should visit site; expressed need for affordable housing in Erie County.

Tabled for approval by Corry and blessing of the community.

V. Erie Land Bank

A. Disbursement Requests

Not much left in WP24.

➤ Motion to approve disbursement to Erie Land Bank in the amount of \$35,965.34 (2024 WP \$1,406.21 and 2025 WP \$34,559.13), moved by D. Mitchell, seconded by S. Morrow; all in favor, none opposed.

B. ELB 2026 Proposed Work Plan

Some properties on JTS may be salvageable. Some will probably come off of sale. ELB property sales up this year; Cameron Road project part of that increase.

J. Bloeser recognized the amount of good work done by ELB and the amount of blight within the city. Would like to make slight edit to proposed plan and how funds are rolled forward, as that locks funds permanently. ECLB may need funds going forward. Proposing treating part of ELB request more like Millcreek and Corry agreements. Noted that WP24 payment included liability insurance for 25-26 year; admin line is 91% used up but work percentages are much lower, wants to see work get done. Recommended having parameters to get Work Plans spent down but acknowledged the need for flexibility.

Recommended approving \$400,000.00, with discussion of amounts at Governance Committee.

S. Faulkner noted that no rehab funds are spent and requested a true assessment of RDA and ELB capacity for rehab projects.

A. Snippet replied that ELB rehab generally consists of stabilizing properties for better resale position. Contractor capacity is an issue.

A. Snippet also commented that budget numbers are as accurate as possible. Uptick in Quiet Title actions lately.

M. Richter suggested possibly budgeting differently for rehabs; fund vs. budget – operating budget plus designated funds.

A. Snippet noted that costs are going up.

Funds are restricted forever once approved; looking for funds to be re-released to ECLB at some point.

J. Cardman inquired whether more funds could be approved later if needed. J. Hirneisen affirmed this.

S. Faulkner inquired about the City of Erie investing in ELB at all; ELB isn't line item in City budget, ECLB isn't line item in County budget. Conversation about funding and taxes, and advantages/disadvantages of municipal funding.

➤ Motion to allocate \$400,000.00 of 2026 funds to Erie Land Bank with agreement to work out further procedural details in Governance Committee, moved by S. Faulkner, seconded by D. Mitchell; all in favor, none opposed.

VI. Solicitor Updates

Most updates concern acquisitions/dispositions; to be discussed later in meeting.

Title search is back for 18 Market Street, ready to close.

VII. Unfinished & New Business

A. Christine Rush Resignation

Letter distributed in packet.

André Horton has nominated Scott Harris of Erie Insurance. Nomination will be confirmed in November County Council meeting, could be on our board by next meeting.

J. Cardman suggested a thank you letter or certificate for C. Rush. R. Jessup to look into thank you gift.

B. Property Updates

1. Dispositions

Closed: 7228 Rupert Drive, Fairview to Tammy Gielniak and Shawn Stroup. Will be breaking ground in near future.

2. Acquisitions

- **7 Grove St., Corry** – preapproved; voted on at July 31, 2024 Board meeting. Deeded from CNI/CIBA to ECLB. Rough outside but surprisingly solid inside; some work already done by previous owner and some materials in building not yet installed. Landscape and interior cleanup needed, garage needs demo'ed, but J. Bloeser thinks this could be a reno project. Will bring reno plan to Board. Could be a CCLT property.
- **221 Mead Ave., Corry** - approved at last Board meeting (9/16/2025). CNI/CIBA working on donation to ECLB. Was an outstanding mortgage but CIBA title insurance overwrote, so should be good to proceed.
- **2508 Station Rd., Wesleyville** - preapproved; voted on at May 15, 2024 meeting. Wesleyville working on legal side of condemnation, will donate to ECLB when complete. Definite demo. Habitat for Humanity interested in property.

Upset Tax Sale Results:

- All approved properties paid & removed from sale, except 221 E. Smith St., Corry – occupied & wasn't approved by municipality; sold to another bidder.

3. Demolitions

- **78 Miles. St, Union City & 712 Church St., Corry** - E. E. Jones - done.
- C & T Excavating cancelled contracts - next lowest bidders accepted projects:
 - **22 Lincoln:** Bengel
 - **9 Wattsburg:** E. E. Jones – done 10/20/2025.

S. Morrow inquired whether foundations are left during demo if good. No; all hard material is removed.

C. Property Pre-Approval List

R. Jessup working with municipal contacts to assemble a pre-approval list to bring to Board. Will enable us to move quickly to obtain a property if opportunity arises.

D. ICA's

- **McKean Borough** - Approved & signed at Oct. 13th meeting
- **Washington Township** - Jeremy presenting at the meeting this evening. Washington Township reached out re: mobile home park. ECLB has not previously worked in parks; J. Hirneisen confirmed that there is a legal process, could be done especially for properties on Repository List. Acknowledgement that limitations will need to be in place to not open a wave. J. Cardman concerned this could be a demolition for a private owner (the park owner). J. Hirneisen suggested that the park owner could contribute.
- **Fort LeBoeuf School District** - No updates. School Board currently handling controversy re: proposed school closures; J. Bloeser not confident this is best time to present.

E. Millcreek Township General Authority request

Represents nearly all of their request; will have unspent funds to release back to ECLB in 2026.

Motion to approve Millcreek Township General Authority disbursement in the amount of \$265,951.50, moved by J. Cardman, seconded by S. Faulkner; all in favor, none opposed.

F. Personnel Meeting Update

Planned topics were:

- Employee Handbook
- Staff Position/Grant
- Jeremy's review

One Personnel Committee member unable to attend; one had to leave early. Reviewed Handbook edits/changes. J. Bloeser meeting legal tomorrow; should have final draft for approval next Board meeting.

Staff position and J. Bloeser's review not covered; still need to be addressed.

S. Faulker interested in appointment to Personnel Committee. In J. Lee's absence, J. Cardman appointed S. Faulkner to committee.

VIII. Notices & Announcements

A. Conferences

Dec. 3-5, 2025 - **Homes Within Reach Conference, Hershey, PA** - Registration now open.

Currently attending: Jeremy, Dave, Rachel. S. Weber interested but unable to attend.

Sept. 22-26, 2026 - **Reclaiming Vacant Properties, Pittsburgh, PA** - Pre-Early Bird registration open through Dec. 10-- big discount; please let the office know ASAP if you'd like to attend.

IX. Adjournment

➤ Motion to adjourn at 10:56 a.m., moved by S. Morrow, seconded by S. Faulkner.

Next meetings: Governance Committee November 11th, Board Meeting November 18th.