



## ECLB Governance Committee Meeting

Erie County Land Bank

Tuesday, February 3, 2026 at 9:00 AM EST to 10:00 AM EST

1230 Townhall Road West, Erie, PA 16509

### Minutes

#### I. Call to Order & Attendance at 9:00 a.m.

*Committee:* Jack Lee, Suzanne Weber, Brian McGrath, Susannah Faulkner

*Additional:* Jeremy Bloeser, Rachel Jessup, Jennifer Hirneisen

#### II. Previous Meeting Minutes

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

#### III. Unfinished & New Business

##### A. Policies

- Updating credit card policy  
Policy as currently written names previous Executive Director rather than the position. Also, not all procedures as outlined in policy match current practice. Agreement to update policy wording to match policy with practice. All Governance Committee members are able to review invoices in OnBoard; R. Jessup will add credit card statements with matching receipts for review and reconciliation.
- Clearing title (e.g., 221 Mead)  
As previously discussed in Board meeting, title search uncovered a prior private mortgage which is not recorded as being satisfied; \$8-9,000.00 outstanding. Mortgage holder has passed away; heirs live elsewhere. Mortgage no longer stands 30 years after maturity date, which is just over three years from now. Unlikely to be claimed, but possible. Possibility that mortgage was fully paid but was not recorded. CNI/CIBA purchased title insurance which does not transfer with title. ECLB could get our own policy (about \$600.00); future buyer could do the same.  
Many land banks clear titles on all properties acquired. Clear title makes property more marketable; no lender will loan if a buyer wanted to build on a property with an outstanding mortgage. Question whether we want to establish a similar policy, or continue as we have been on case-by-case basis.

This was previously discussed in early days of ECLB. Quiet Title proceedings are expensive; it was decided to operate on case-by-case basis depending on individual circumstances for each property, and intended end use. Agreement to continue on case-by-case basis for now.

Could push back on CIBA to do Quiet Title; could sell with option to buyer (possibly split cost).

This property unlikely to be built on; small lot, shared driveway. Dave Mitchell believes a neighbor will want it to expand their yard.

Comment that an ECLB title search should be done prior to CIBA spending money on properties with intent to donate to ECLB.

#### **B. Rapid Reset Program**

J. Bloeser would like to see this program grow and has been using as a selling point to potential ICA partners, but some municipal applications have been questionable in terms of the program. Standardized guidelines would be helpful when addressing some applications. J. Bloeser wants to be fair. Should he decide? Should we establish a committee to review applications?

S. Faulkner would like to see an eligibility checklist. R. Jessup responded there are already some questions along these lines on the application, but could be more (i.e., specific finances).

Current guidelines and eligibility questions to be reviewed.

#### **IV. Adjournment at 9:37 a.m.**

Motion to adjourn, moved by B. McGrath, seconded by S. Faulkner. All in favor.

**Next meetings: Board Meeting February 17th, Governance Committee March 3rd.**