

**ERIE COUNTY LAND BANK BOARD MEETING**

**September 26, 2018 – 9:00 to 11:00 AM**

Union City Borough Building  
13 South Main Street, Union City

**Roll Call**

<u>  X  </u> James Cardman	<u>  *  </u> James Domino	<u>  X  </u> Jennifer Hirneisen
<u>  X  </u> Jack Lee	<u>  X  </u> Brian McGrath	<u>  *  </u> Dave Mitchell
<u>      </u> Christine Rush	<u>  X  </u> Dotty Schloss	<u>      </u> Bernard Slomski

\*Arrived after approval of minutes from August 29, 2018

**Review and Approval of Minutes from August 29, 2018**

<u>  Brian McGrath  </u>	Motioned	<u>  Jennifer Hirneisen  </u>	Seconded	<u>  Yes  </u>	Approved
<u>  Yes  </u>	James Cardman	<u>  N/A  </u>	James Domino	<u>  Yes  </u>	Jennifer Hirneisen
<u>  Yes  </u>	Jack Lee	<u>  Yes  </u>	Brian McGrath	<u>  N/A  </u>	Dave Mitchell
<u>  N/A  </u>	Christine Rush	<u>  Yes  </u>	Dotty Schloss	<u>  N/A  </u>	Bernard Slomski

**AGENDA**

**I. Old Business**

Management Agreement with Erie County Department of Planning

Revisions will be made to the compensation section of the management agreement when Amy Murdock returns in October. Jim Cardman noted a recent email from Bernard Slomski stating concerns about the compensation section. Jim suggested that the agreement should include the hourly rates of all potential staff to be assigned to ECLB work, along with a maximum “cap” amount. John McGranor suggested that the land bank coordinator position should be included as a lump sum amount. The County will need to hire additional staff, and will need some assurance that the expenses associated with that position will be covered by ECLB.

Following a lengthy discussion, ECLB requested ECDP to provide Jay Alberstadt with all hourly rates, including all overhead rates applied on a per hour basis. A lump-sum amount will be needed for the land bank coordinator position. Attorney Alberstadt will revise the agreement, and it will be revisited during the October governance and Board meetings.

RFP for Housing Assessment and Real Property Strategy

A portion of the proposed plan is intended to address planning needs associated with ECLB. This will include documentation of blight problem areas, development of a blight mitigation strategy, and development of a strategy for ECLB. The RFP will be finalized when Amy Murdock returns.

## **II. Financial Report**

There has been no activity during the previous month. Revenue remains at \$1 million in gaming funds. Total expenses to date are \$10,683.03.

## **III. Hearing of the Public**

Cindy Wells, Secretary of Union City Borough, spoke about a blighted property located at 92 S. Main Street in Union City. It has code compliance problems, is in need of repairs to address public safety concerns, and is listed for the judicial tax sale this November.

Unfortunately, due to time limitations, ECLB will not be prepared to take action at this November's judicial sale. However, it will be a possible ECLB project if it does not sell at the judicial sale, and is then placed on the county's repository list. Jim Cardman explained that an intergovernmental agreement would need to be executed between ECLB and all taxing bodies.

## **IV. New Business**

### Intergovernmental Agreement – Draft Template

Attorney Alberstadt presented a draft, intergovernmental agreement for future use with all taxing bodies. After some discussion, the consensus was that no apparent revisions are needed. It will be placed on October's meeting agenda for additional discussion and possible approval.

Attorney Alberstadt also provided a draft ECLB policy statement that is intended to be an exhibit to the intergovernmental agreement. These policies were not discussed during this meeting. However, they will be placed on October's meeting agenda for discussion and possible approval.

### City of Erie Land Bank's Request for Funding

Kathy Wyrosdick noted that she was aware the ECLB had some concerns about the City of Erie Land Bank's multiple-year funding request that was presented during the Board's August meeting. As an alternative, she requested ECLB to consider quarterly funding assistance of \$180,000 to \$200,000, over the next year.

Scott Henry noted that the city will be pursuing a \$500,000 PHFA grant. A funding assistance commitment from ECLB, prior to the mid-November grant application deadline would be helpful. Scott also noted that the City Land Bank has identified 9 properties that it is interested in pursuing at this November's judicial tax sale.

ECLB members expressed their desire to assist the City Land Bank. They asked if the City Land Bank would be willing to put together a detailed proposal for review during the October governance committee meeting. They also asked if Attorney Alberstadt would be able to draft an agreement for use by the land banks. The governance committee will review the City Land Bank's proposal, and will make a recommendation during the October Board meeting.

ECATO Presentation

At the request of Jack Lee, Amy Murdock has agreed to make a presentation about the land bank during ECATO's October 26<sup>th</sup> conference. She will also be instructing a training session on land banks at the PA APA conference this October.

ECLB Logo

John McGranor presented two potential land bank logos that were designed by Mike Baker. The Board offered some suggestions. The selection of a logo will be revisited at a later date.

**V. Other Business**

Due to the Thanksgiving holiday, the November governance committee meeting will be rescheduled from November 21<sup>st</sup> to November 14<sup>th</sup>. The November Board meeting will be held on November 28<sup>th</sup>, as currently scheduled.

**VI. Adjournment**

Jack Lee Motioned Dave Mitchell Seconded Yes Approved

**Next Scheduled Meeting:** October 31, 2018  
Girard Borough Building  
34 Main Street West, Girard