

ERIE COUNTY LAND BANK BOARD MEETING

MINUTES

October 31, 2018 – 9:00 to 11:00 AM

Girard Borough Building

34 Main Street, Girard, PA 16417

Roll Call

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

*Arrived after the approval of minutes from September 26, 2018

Review and Approval of Minutes from September 26, 2018

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

AGENDA

I. ECDPCD Director Presentation

Amy Murdock presented on next steps for the Land Bank including short term wins, selection criteria, and path toward project selection. There was lengthy discussion including the following points:

1. Some municipalities will not have the ability to do code enforcement.
2. There will be a formal ranking system for the selection criteria.
 - a. Criteria should not be too difficult for small municipalities.
3. Multi-municipal code enforcement may need to be considered.
4. ECLB should not hold properties on a long term basis for the time being.
5. Municipalities are currently preparing their budgets and will need to be made aware of any match or resource needs.
6. Project selection process needs to be done with enough time to make sure it well prepared.
7. The cost of rehabilitation does not always equal the value of the repurposed property.
8. All municipalities need to have the opportunity to prepare for project selection.
9. Community Surveys can be started now.

II. Financial Report

Amy Murdock presented the following:

- Gaming Fund Balance (Current) - \$1,000,000
- Demolition Fund Balance (Through September) - \$105,350.25
- Expenses (Current) - \$12,759.12
- Net - \$1,092,591.13

III. Old Business

a. Cooperation Agreement with the Erie Land Bank

Atty. Alberstadt presented the draft agreement. Scott Henry presented the work plan and stated that the Erie Land Bank would approve the Agreement on November 19th if the agreement as approved today. There was discussion regarding incorporating historic preservation and architectural salvaging for future projects. Projects will need to be considered for marketability and on a case by case basis going forward. Atty. Alberstadt noted that City of Erie Land Bank projects are different in that the Erie County Land Bank does not actually hold or own the property.

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

b. Intergovernmental Agreement

Atty. Alberstadt presented the agreement. Jim Cardman suggested that the agreement be distributed to municipalities.

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

c. Management Agreement with Erie County Department of Planning and Community Development

Atty. Alberstadt presented the agreement. Amy Murdock presented a proposed 2019 budget with hourly rates for wage and fringe and additional expenses. Bernie Slomski noted that Erie County Planning is the best department to handle this work and is on board with this. Brian McGrath noted a minor typo in Section 7.

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

IV. Hearing of the Public

None

V. New Business

a. Pilot Program Municipal Reference Guide

The following points were suggested to be included in the guidance: 1) Municipal Budgeting, 2) Definition of Blight, and 3) Definition of match. The point system will be left out for the time being. The guidance will be sent out via certified mail and email. Amy Murdock confirmed that it was okay to move forward with the Community Surveys. A motion was made to approve the guidance after review and approval of the Governance Committee.

Dave Mitchell Motioned Jim Cardman Seconded Yes Approved

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

VI. Other Business

Dotty asked if the logos were on the agenda, and Amy stated that they can be on the agenda for the next meeting.

VII. Adjournment

Brian McGrath Motioned Jack Lee Seconded All Approved

Next Scheduled Meeting: November 28, 2018
Edinboro Borough Building
124 Meadville Street
Edinboro, PA 16412