

## Erie County Land Bank

June 27, 2018 – 9:00 to 11:00 am

Erie County Library, Admiral Room, 160 East Front Street, Erie, PA 16507

### Meeting Minutes

Those in attendance were:

#### Board Members

Brian McGrath  
Christine Rush  
James Domino  
Bernard Slomski  
Jack Lee  
David Mitchell  
James Cardman  
Jennifer Hirneisen  
Dotty Schloss

#### Others

Amy Murdock, Erie County Department of Planning  
George Joseph, Esq., Erie County Asst. Solicitor  
Jim Sparber, Erie County Department of Finance  
John McGranor, Erie County Department of Planning  
Kathy Wyrosdick, City of Erie  
Scott Henry, Erie Redevelopment Authority

#### 1. **Organization and Elections**

- Amy Murdock introduced the meeting, stating that the Articles of Incorporation had been filed and this is the board's first official meeting. Amy explained that she had discussed appropriate steps for organization with George Joseph, Assistant Solicitor for Erie County and Atty. Joseph recommended holding nominations and elections as the first order of business. Atty. Joseph explained that under statutory law, the board is enabled to hold elections at its first meeting by nomination and election. The board held elections as follows:
- **Nomination for Chair** – Jack Lee made a motion to nominate Jim Cardman as Chair, seconded by Brian McGrath. Bernie Slomski made a motion to close the nominations, seconded by Dave Mitchell.
  - A roll call vote was taken to close the nominations.
    - Yes – Unanimous
    - No – None
  - A roll call vote was taken to approve the nomination of Jim Cardman as Chair.

- Yes – Unanimous
- No – None
- **Nomination for Vice Chair** – Dave Mitchell made a motion to nominate Brian McGrath as Vice Chair, seconded by Jack Lee. Brian McGrath made a motion to close the nominations, seconded by Dave Mitchell.
  - A roll call vote was taken to close the nominations.
    - Yes – Unanimous
    - No – None
  - A roll call vote was taken to approve the nomination of Brian McGrath as Vice Chair.
    - Yes – Unanimous
    - No – None
- **Nomination for Secretary** – Brian McGrath asked if there were descriptions of the officer positions available. Amy Murdock noted that the descriptions are in the bylaws that were made available to the board members for review prior to the meeting. Amy Murdock described the duties of the secretary and explained the secretary’s main duties would be to work with ECDP staff to oversee record keeping of the board. Jim Cardman made a motion to nominate Christine Rush as the Secretary, seconded by Jennifer Hirneisen. Dave Mitchell made a nomination to close the nominations, seconded by Jennifer Hirneisen.
  - A roll call vote was taken to close the nominations.
    - Yes – Unanimous
    - No – None
  - A roll call vote was taken to approve the nomination of Christine Rush as Secretary.
    - Yes – Unanimous
    - No – None
- **Nomination for Treasurer** – Amy Murdock explained that the main duties of the Treasurer would be to work with ECDP staff to oversee the financial record keeping of the board. Dave Mitchell made a motion to nominate Jack Lee as the Treasurer, seconded by Jennifer Hirneisen. Brian McGrath made a motion to close the nominations, seconded by Dave Mitchell.
  - A roll call vote was taken to close the nominations.
    - Yes – Unanimous
    - No – None
  - A roll call vote was taken to approve the nomination of Jack Lee as Treasurer.
    - Yes – Unanimous
    - No – None

## 2. Review and Approval of Bylaws

- Amy Murdock explained that she has worked with members of the board to draft the bylaws. In addition, they have been reviewed by Winnie Branton, Esq., a consultant for the Housing Alliance as well as George Joseph, Esq. Jim Cardman explained that he and

other members of the board have met on a few occasions to review the bylaws with Ms. Murdock. Atty. Joseph explained that he has reviewed the bylaws, and they are very similar to bylaws of other land banks in Pennsylvania. Jack Lee made a motion to approve the bylaws, seconded Bernie Slomski.

- A roll call vote was taken to approve the bylaws.
  - Yes – Unanimous
  - No – None

### 3. Hearing of the Public

- No public present wished to speak. Jim Cardman explained to the board that this might be a good time to discuss next steps for the land bank. Amy Murdock explained that she had discussed a pilot phase and strategy with members of the board but would like to discuss further with a committee of the board and ask the committee to bring these recommendations to the full board before discussing in more detail. Dave Mitchell discussed the need to continue to engage with County Council and that there should be a strong partnership between the County and the Erie County Land Bank.

### 4. Articles of Incorporation

- Amy Murdock explained that the Articles of Incorporation were filed on June 7, 2018 with the PA Department of State.

### 5. Governing Documents Committee

- Dave Mitchell suggested this committee be named the Governance Committee. Board members and Ms. Murdock clarified that the responsibilities of this committee would be to select and recommend a solicitor to members of the board to represent the Erie County Land Bank as well as work with the Erie County Department of Planning staff to draft governing documents, discuss strategy, and develop a pilot phase of the Erie County Land Bank. Dave also recommended the committee be made up of the officers of the board. Dave Mitchell made a motion to establish a Governance committee made up of the officers of the board with the following tasks: select and recommend a solicitor to members of the board to represent the Erie County Land Bank as well as work with the Erie County Department of Planning staff to draft governing documents, discuss strategy, and develop a pilot phase of the Erie County Land Bank. The motion was seconded by Jennifer Hirneisen.

- A roll call vote was taken to approve the motion presented by Mr. Mitchell.
  - Yes – Unanimous
  - No – None

### 6. ECDP Report

- Solicitor RFP
  - Amy Murdock listed the three proposals that were submitted by the following firms: Knox, McLauhlin, Gornall & Sennett, P.C., Maiello, Brungo & Maiello, LLP, and MacDonald, Illig, Jones, & Britton, LLP. Jennifer Hirneisen reiterated that she did not submit the RFP, and other attorneys at MacDonald, Illig, Jones & Britton, LLP had submitted the proposal. Amy Murdock explained that the RFP

included specific language in regard to potential conflict of interest. Jennifer Hirneisen explained that she would recuse herself from voting on the selection of the solicitor.

- Staff
  - Amy Murdock explained that the Erie County Department of Planning has hired an in-house contractor to support the work of the land bank in her absence. She also explained that once a management agreement has been made between the board and ECDP, the department can hire full-time, permanent staff for the land bank. She explained the staff would be working to facilitate the selection of the solicitor, draft governing documents, and facilitate the pilot phase of the land bank. Amy also explained that she will be going on maternity leave beginning July 4<sup>th</sup> through October 1<sup>st</sup>.
- Governance Committee Meeting Date
  - Committee members set a date to meet on July 3<sup>rd</sup> at 10:00 am in ECDP offices.
- Demolition Fund Balance
  - Ms. Murdock reported that the County's Demolition Fund balance is \$17,385.00
- Gaming Fund Balance
  - Ms. Murdock reported that the Gaming Fund Balance for the land bank is \$835,043.36
  - Dave Mitchell again discussed the importance for a strong partnership with the County and the need to work closely with County Council. Mr. Mitchell also suggested that the Governance Committee consider leveraging its funds with municipal match. Ms. Murdock explained that the Gaming funds are controlled by the ECLB, and the demolition funds are controlled by the County.
- ECLB Related Expenses
  - Ms. Murdock reported the following expenses the Erie County Department of Planning has incurred for the land Bank.
    - John Kromer Professional Services - \$1,200
    - Winnie Branton, Esq. Professional Services - \$750

## 7. Other Business

- Kathy Wyrosdick requested to make a presentation to the Governance Committee regarding the City's work and the work of the Erie Land Bank to share the analysis and property selection process their staff has been working to develop. Mr. Cardman offered to host this presentation at the August Governance Committee meeting.

## 8. Adjournment

- Jack Lee made a motion to adjourn, seconded by Dotty Schloss. Meeting adjourned at 10:23.