



# Erie County Land Bank

## ERIE COUNTY LAND BANK BOARD MEETING

March 27, 2019 – 9:00 AM

North East Borough Building

31 W. Main St., North East, PA 16428

### Roll Call

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

### Additional Attendees:

Christie Mahany, Amy Murdock, Scott Henry, Patrick Gehrlein

### Review and Approval of Minutes from February 27, 2019

  Bernie S.   Motioned      Jim Domino   Seconded      All   Approved

## AGENDA

### I. Land Bank Coordinator Report

- a. Next Steps (see attached)
  - i. Christie discussed the need to finalize the Policies & Procedures, the Intergovernmental Cooperation Agreement, and insurance before deciding on any projects. Christie will work with Jay Alberstadt to have drafts of the P&P and IGA in place to review at the April 16 governance committee meeting and to vote on at the April 24 board meeting. Jim Domino offered to work with Rossbacher Insurance to get a liability insurance proposal together for the next meeting. The website and property management system will be discussed at a future meeting.
- b. Upcoming VAD Academy, May 14-15 (see attached)
  - i. Bernie Slomski motioned to send Christie to the VAD Academy in Houston from May 13-16 (including travel days) for training. Amy Murdock asked the board if anyone else was interested in attending, and Christine Rush is considering. Christie offered to send Christine Rush the email link for further evaluation. The expenses listed on the VAD projected expenses are likely on the high side, and we will comparison shop to get the best deal. Brian McGrath seconded. All approved.
- c. Upcoming meeting locations
  - i. It was decided that due to the small amount of community attendance of the meetings and the effort put forth to try to get meetings scheduled throughout the county, the upcoming board meetings will be held at the Erie County Department of Planning office at 150 E Front Street, Suite 300 for the foreseeable future. The remaining schedule for 2019 will be posted in the newspaper on April 7.

**II. Financial Report**

- a. Net Income \$970,789.42
- b. Expenses \$17,403.93 Feb 27-March 27
- c. Demolition Fund Balance \$176,856.75 Collected through Feb 2019

**III. Erie Land Bank**

- a. Status Update – Still moving along. Just received invoices, so Scott Henry will submit those with a disbursement request next month.
- b. Disbursement Request – none this month

**IV. Old Business**

- a. CPA Quotes & Selection (see attached)
  - i. 2018 Audit due 4.30.19
  - ii. Discussion about the three quotes received from local CPAs. Dotty Schloss motioned to hire Valerie Hartley from Buseck, Barger, Bleil & Co. Inc. to perform the 2018 audit and get ECLB set up with Quickbooks. Brian McGrath seconded and all approved. We will need to purchase Quickbooks on our own per Valerie’s recommendation. Christie will coordinate.

**V. New Business**

- a. Scheduling of Corry’s formal presentation – it was suggested by Amy that we invite Corry to present at our next Governance Committee meeting on April 16. Christie will reach out and schedule.

**VI. Hearing of the Public – none present**

**VII. Adjournment**

Jack Lee	Motioned	Jenny Herneisen	Seconded	All	Approved
_____		_____		_____	

**Next Meeting:  
April 24, 2019**

Erie County Department of Planning, 150 E. Front Street, Suite 300, Erie, PA 16507