



Erie County Land Bank

ERIE COUNTY LAND BANK BOARD MEETING

April 24, 2019 – 9:00 AM

Erie County Department of Planning, 150 E Front St., Suite 300

MEETING MINUTES

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>X</u> | Dave Mitchell |
| <u>X</u> | Christine Rush | <u>X</u> | Dotty Schloss | <u>X</u> | Bernard Slomski |

I. Review and Approval of Minutes from last meeting

D. Mitchell Motioned J. Hirneisen Seconded All Approved

II. ECLB Coordinator Report

- a. Tri-Cog Visit/Winnie Branton consult/continued education
 - i. also going to Trumbull County on 4.30.19 with Brittany Prischak. J. Cardman volunteered to attend as well.
 - ii. VAD Houston May 13-16 – all set.
 - iii. Reclaiming Vac. Prop Atlanta – flights will want to be scheduled as soon as registration opens to secure a good deal.
- b. Forming acquisition, maintenance, and disposition systems as we move forward.

II. Financial Report

- a. Audit status – Audit is complete and copies were given to all of the board members at this meeting.
- b. The current balances were reported as:
 - i. Net Income: \$960,740.28
 - ii. Total payables this month: \$11,253.61
 - iii. Demolition Fund balance: \$190,223.25
- c. Quickbooks is in the process of being set up. Hopefully it will be up and running by the next board meeting.
- d. D. Mitchell motioned with a second from B. Slomski to approve the financial report. Approved by all.

III. Erie Land Bank

- a. Status Update – S. Henry reported that they are moving along as expected.
- b. Disbursement Request – \$9,148.21

IV. Old Business

- a. Policies and Procedures draft approval – J. Lee motioned with a second from B. McGrath to adopt the Policies and Procedures. After much discussion, it was decided that the Policies and Procedures will be amended as below. D. Mitchell made the motion to amend the Policies & Procedures, J. Lee seconded, and it was approved by all. The motion was made by B. Slomski and seconded by D. Schloss to accept the amended Policies and Procedures, and it was

approved by all. The document will be amended by J. Alberstadt and sent out to board members upon receipt by C. Mahany and the ECLB.

- i. 6.4 (d) ...the minimum offer for corner lots would be calculated based on the ~~longest~~ AVERAGE street frontage.....
- ii. J. Alberstadt will add in language allowing for exceptions per a board vote should the need arise
- b. ICA (County and local) draft approval
 - i. B. McGrath motioned with a second from J. Lee to approve the ICA between the ECLB, the County of Erie, and the Erie County Tax Claim Bureau. Approved by all.
 - ii. D. Mitchell motioned with a second from J. Lee to approve the ICA between the ECLB, the municipalities, and the school districts. Approved by all.
- c. Insurance (liability and property)
 - i. J. Domino presented criteria for upcoming insurance needs. C. Mahany will obtain quotes for a future meeting.
- d. Website quotes
 - i. Three quotes on creating and hosting a ECLB website were reviewed (from companies Werkbot, WeCreate, and EpicWeb). After discussion, D. Mitchell motioned to approve Werkbot's proposal for website and branding, C. Rush seconded, and it was approved by all. C. Mahany will work with them to get it set up.
- e. Property management program quotes
 - i. Three quotes were received for property management programs (ePropertyPlus, Tolumi, and PPS). After discussion, D. Mitchell motioned with a second from C. Rush to the agreement with ePropertyPlus. C. Mahany will work with them to get it set up.
- f. Pilot Program
 - i. Property Acquisition Form/Matrix
 - 1. Sent to Albion (4 properties), Corry (14 properties), North East (2 properties), Union City (1 property) – we are still gathering information and data. We are prepared to discuss this further at future meetings.
 - 2. Send to remaining municipalities
 - ii. Pilot Properties – to be determined.

V. New Business

- a. 2019 Judicial Sale in November – currently approximately 30 properties that may be a good fit for the ECLB. We will continue to monitor the list.
- b. Presentation from Corry update – Corry asked for help with their Snyder Circle project, with a projected need of \$1.5M over the next five years. There will be further discussion at upcoming meetings, as the board and C. Mahany are still gathering information and data.
- c. Upcoming meeting changed – D. Schloss proposed that we move the May meeting to 5.22.19 due to Memorial Day. The Governance Committee meeting will be moved to 5.20.19, and an updated public notice will go out in the 5.5.19 newspaper.
- d. J. Alberstadt distributed the State Ethics Commission Statement of Financial Interests form to the board members to be completed.

VI. Hearing of the Public

VII. Adjournment

B. McGrath Motioned B. Slomski Seconded ALL Approved

Next Board Meeting: May 22, 2019

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