



ECLB Board Meeting Minutes

Erie County Land Bank

Mar 20, 2024 at 9:00 AM EDT to Mar 20, 2024 at 11:00 AM EDT

1230 Townhall Road W, Suite 500, Erie, PA 16509

Meeting Details:

<https://us02web.zoom.us/j/87564493882?pwd=L0k0VE9JSVhZVE9sQ2pibU9lVWRydz09>, 1 309 205 3325

Meeting ID: 875 6449 3882

Passcode: ECLB2024

Agenda

Zoom Meeting ID: 875 6449 3882 Passcode: ECLB2024

I. Call to Order & Attendance at 9:03AM

Board: James Cardman, Brian McGrath, Christine Rush, Dave Mitchell, Suzanne Weber, Tim Bogdanets, Sandy Morrow

Additional: Jennifer Hirneisen, Christie Mahany, Aaron Snippert, Krista Arnold, Rock Copeland

Absent: Jack Lee

A. Welcome new board members Sandy Morrow

II. Review Minutes from Previous Meeting

Motion: Approve minutes from previous meeting by D. Mitchell with a second from S. Weber.
All approved.

III. Financial Report

Motion: Approve financial report by J. Cardman with a second from D. Mitchell, and all approved.

A. Demolition Fund – C. Mahany will get together with Aaron Snippert (RACE) and Jessica Horan (EC Planning) for a press release once we spend \$1,000,000.

IV. Hearing of the Public - none

V. Erie Land Bank A. Snippert presented a workplan recap from 2018 to 2024

Motion: Approve disbursement to Erie Land Bank in the amount of \$67,811.76 by S. Weber and a second by J. Cardman. All approved.

2022 WP \$7,091.08 and \$5,711.89

2023 WP \$22,871.71 and \$18,762.65

2024 WP \$13,374.43

VI. Solicitor Updates

A. Policy Correction Motion to accept the proposed correction by D. Mitchell with a second from T. Bogdanets, and approved by all.

B. Deed in Escrow versus Reverter language for renovation projects/ developer agreements. Motion by D. Mitchell to allow the staff and legal counsel to make decisions and changes on established developers agreements to reflect the new procedure. There was a second from S. Weber and all approved.

C. Mahany will check with Great Lakes Insurance to ensure that we have the proper policies in place.

VII. Unfinished & New Business

A. Executive Director Signatures D. Mitchell moved to create a blanket resolution for C. Mahany to sign for daily operations. J. Cardman seconded and all approved.

Summit Township Lease

Alison Ave – Resolution J. Cardman motioned to approve this resolution, along with one for the grant, with a second from D. Mitchell. All approved.

Grant – Resolution

Resolution to officially allow ED to sign contracts (demolition, board up services, clean out services, tree removal, deeds, asbestos testing, grant applications, insurance, lease agreements, office operations - phone, internet, tech, web hosting, copier, furniture, etc.) and similar contracts for the continued operation of the land bank.

B. Unfinished Business – J. Cardman motioned for the phone reimbursement to be changed to \$50 per month (previously \$20). C. Rush seconded the motion and all approved.

C. Committee Updates D. Mitchell would like the Nominating and Personnel Committee recommendations to flow through the Governance Committee first, and then onto the full board if necessary. B. McGrath would like an email with the recommendations prior to the Governance Committee Meetings.

1. Nominating Committee met 2/29 at Summit Twp

Appointed Nominating Committee Members:

Christine Rush

Jim Cardman

Dave Mitchell

2. Personnel Committee meeting 2/28 and 3/12 at Summit Twp. S. Weber suggested that S. Morrow be added to the Personnel Committee. B. McGrath appointed her.

Appointed Personnel Committee Members:

Christine Rush

Sue Weber

Tim Bogdanets

a. Cost of Living Increase Recommendation to the Board The personnel committee recommended following Erie County (2024 was 3%). B. McGrath would like to see this reviewed on a yearly basis. S. Weber proposed a 3.2% increase to be retroactive to January 1, 2024. T. Bogdanets seconded, and all approved.

D. Property Updates

1. Property Acquisitions Motion to acquire by D. Mitchell and seconded by J. Cardman. All approved.

a. 402 W Pleasant Street, Corry from CNI

b. 146 Mott Street, Corry from CNI

2. Property Maintenance

a. DAWGS Board Up Demo recap & awarded to two properties

b. 19 W Park Place - clean out quotes. Motion to award to BluSky by D. Mitchell with a second from J. Cardman. All approved.

c. Confirm participation in controlled burns as part of Emergency Response Training Motion for staff to approve permission to allow controlled burns with the municipalities blessing and the proper permits and insurance made by J. Cardman. T. Bogdanets seconded and all approved.

VIII. Notices & Announcements

A. Fire and Police to train in 516 S 2 Ave, Corry

B. Met with County Council liaison (Rock Copeland)

C. CCLT joint presentation to Erie Community Foundation, ECGRA and Erie Insurance

D. Deconstruction + Reuse Conference Recap

E. Board Financial Interest Forms

IX. Adjournment

Motion: Adjourn by J. Cardman with a second by S. Morrow.

Next Regular Meetings: April 10 (Governance) and April 24 (Board) at Summit