



## Governance Committee Meeting Minutes

Erie County Land Bank

Wednesday, July 17, 2024 at 9:00 AM EDT to Wednesday, July 17, 2024 at 10:00 AM EDT

1230 Townhall Road West, Erie, PA 16509

### Meeting Details:

<https://us02web.zoom.us/j/82651573207?pwd=V3RTMkVVRDc4ZDQ5WFNXYmF3QVZvUT09>, +1 646 558 8656

**Meeting ID:** 826 5157 3207

**Passcode:** ECLB2024

## Agenda

**I. Call to Order & Attendance at 9:07 a.m.** As Chairman McGrath was attending remotely, he asked for a volunteer to lead the meeting, and J. Cardman accepted.

Committee: James Cardman, Brian McGrath, Jack Lee, Christine Rush

Also: Jennifer Hirneisen, Christie Mahany, Krista Arnold, Rachel Jessup, Suzanne Weber

### II. Previous Meeting Minutes

Motion by B. McGrath to approve previous meeting minutes, seconded by J. Lee. All in favor.

### III. Invoices to be Paid - for reference. Includes furniture quote.

Invoices were previously mailed and were attached to checks to be initialed at the same time. Most invoices are now sent digitally. A folder will be set up on OnBoard so the check signers can review invoices prior to meetings.

AJ Grack invoice is included. Original guess on an estimate was \$10,000.00; actual cost is closer to \$13,000.00 due to additional desk pieces and closet storage although price per unit decreased. Additional \$175.00 to move existing furniture to current office space so as to free up former office space; remaining furniture has ship date of August 12th. Deposit approved at last Governance Committee meeting: 1/3 of total; hasn't yet been issued to AJ Grack.

### IV. Unfinished & New Business

#### A. Acquisition Approval Preview: 7 Grove Street, Corry

To be approved at 7/31 Board meeting; included here for informational purposes.

Private owner; being donated to ECLB via Corry Neighborhood Initiative (CNI). Trusted developer is interested in reno, may apply if property is listed for reno by ECLB after our evaluation.

Title issues will be cleared by ECLB; this is common with land banks in general and ECLB specifically, and is simpler than some other title issues ECLB has handled.

## **B. Demolition Approvals**

### **1. Current Demo Quotes – all straightforward residential demos**

Empire given trial property of 80 E. High St. – vacant lot with property buried (by another company). Currently working; K. Arnold has been inspecting regularly while debris removed from excavation.

As permitted by bylaws, Governance Committee may approve demos. Demos have been presented at Governance Committee meetings to reduce load of Board meetings. Occasionally presented at Board meetings due to timing. Many properties are public health issues and need to be addressed ASAP; can often be demo'ed between Governance Committee and Board meetings.

Demos to be approved separately in case of future challenge.

146 Mott St., Corry - \$7,900.00 to Empire Excavation & Demolition: motion to approve by J. Lee, seconded by B. McGrath, all in favor.

402 W. Pleasant St., Corry - \$14,500.00 to Bengel Excavation: motion to approve by J. Lee, seconded by B. McGrath, all in favor.

363 S. Center St., Corry - \$7,900.00 to Empire Excavation & Demolition: motion to approve by J. Lee, seconded by B. McGrath, all in favor.

#### **a. 146 Mott St. training**

Not a current public health or safety issue; demo is due to foundation issues. Building has been cleaned out and is safe. Training is for interior and other situations; is not a burn and won't destroy the building.

Form created by solicitor's office for training usage has been filled out.

### **2. 516 S. 2nd Ave. Controlled Burn**

First controlled burn in almost six years. Involves multiple fire departments and an accredited college. Costs before burn, such as asbestos, will be at least partially offset in demo price.

"Cleanout" refers to personal contents of the previous owner, as those can't be burned.

Some exterior cleanout and removal of contents will also be required at this property for safety reasons.

BluSky may come in lower than lowest cleanout bid after assessment; have already done cleanouts for us and are a trusted company. ECLB requesting motion on cleanout quote to not exceed lowest current quote, rather than awarding to a company.

Have to test for asbestos since presence or absence is unknown; current quotes are for testing.

Motion by B. McGrath to approve \$1,500.00 to Michael Baker International for asbestos testing, seconded by J. Cardman, all in favor.

Motion by J. Cardman to approve cleanout amount not to exceed \$3,800.00, seconded by B. McGrath, all in favor.

### **C. CCLT Contract**

CCLT working on 501c3 status; ECLB currently holding assets as an existing entity. Jenessa Norton's position and salary has been approved by CCLT and her contract is being paid from CCLT funds currently held by ECLB, not from ECLB funds. J. Norton is an independent contractor who may work out of our office but typically works out of other spaces; she has space in our digital file system for CCLT files but is unable to access any Land Bank documents. Per solicitor, the contract needs to be between J. Norton and ECLB. Who from ECLB should sign?

Proposal that the Board authorize C. Mahany to sign. J. Hirneisen saw no issues with Governance Committee approving on behalf of Board.

Motion by B. McGrath for Governance Committee on behalf of Board to authorize C. Mahany to sign, seconded by J. Cardman, all in favor.

### **D. Techworx Quote - New Display**

Portable TV/monitor with attached dedicated computer, keyboard, mouse, wide-angle camera, and microphone to be used in meetings, trainings, programs, et cetera. Will highly improve experience for participants in virtual and hybrid meetings, and will allow for display of presentation materials.

More cost-effective and greater longevity than projector.

Installing a permanent unit in the conference room would be roughly the same cost (only difference would be cart for mobility vs. mount for wall) but would restrict usage.

Motion by B. McGrath to approve \$1,739.99+ tax TechWorx quote, seconded by J. Cardman, all in favor.

### **E. Certified Architects and Engineers**

ECLB experiencing lack of responsiveness from some companies repeatedly contacted for information, such as Urban.

Some interest expressed in committee for company to provide: list of work necessary to meet code; cost assessment; list of potential contractors. Possibly company to assemble bid packet and review bids to ensure code compliance.

Already difficult for ECLB to find companies who are interested in our projects ("too small") or who have time.

CT Consultants bought out Welka upon retirement. Unable to provide structural analysis services but works with other Land Banks and is willing to discuss how they can collaborate with ECLB. Good with grant work.

CSI offers general contract report, and free architects if the project is theirs. BSI also offers general contractor report. Need to solicit licensed architect or engineer for further report, which is what ECLB is looking for.

Could get bid specs, have licensed professional approve, then bring to Board for approval.

K. Arnold will assemble info on three companies.

B. McGrath and J. Cardman can assist K. Arnold in contact with Urban if needed.

#### **F. Reclaiming Vacant Properties Conference**

Center for Community Progress annual conference. October 9-11, St. Louis, MO:

<https://communityprogress.org/rvp24/>

C. Mahany will email full Board with link. Members welcome to attend if interested.

#### **V. ECLB Progress and ED Review**

##### **A. ECLB Progress to Date**

Progress info currently being assembled by Abdullo Qayumov for presentation. C. Mahany gave a brief rundown of the number of properties acquired by the Land Bank to date (67), returned to productive use (44), and the estimated taxable value of the revitalized properties (\$966,400.00).

The estimated taxable value errs on the low side and is based on recent sale price when available, assessed value when a sale price is not available. Only includes properties returned to tax rolls, not those for municipal use.

Calculations for 5/50 amounts forthcoming; Tolemi's BuildingBlocks should help calculate recapture amounts. ECLB will send invoices to tax collector from each municipality and will adjust recipients if necessary. Aaron Snippet of ELB may be able to offer advisement.

##### **~~B. Competitive Wage Background Info~~**

##### **~~C. Letters of Support~~**

S. Weber requesting full Board review of job applications and Personnel Committee. B. McGrath directed it be added to the upcoming Board meeting agenda.

#### **VI. Adjournment at 10:34 a.m.**

Motion to adjourn by B. McGrath, seconded by C. Rush.