



## Governance Committee Meeting

Erie County Land Bank

Wednesday, June 5, 2024 at 9:00 AM EDT to Wednesday, June 5, 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

**Zoom Meeting ID: 826 5157 3207 Passcode: ECLB2024**

### I. Call to Order & Attendance

Committee: James Cardman, Brian McGrath, Jack Lee, Christine Rush  
Also: Jennifer Hirneisen, Christie Mahany, Krista Arnold

### II. Previous Meeting Minutes

Motion: Approve previous meeting minutes by J. Cardman with a second from J. Lee. All approved.

### III. Invoices to be Paid

### IV. Unfinished & New Business

#### A. Tree Quotes and process

J. Thomas \$4,905, Martins \$2,000, Sam \$1,900

Moving forward - seeking permission to approve internally while following best practices (3 quotes) and operating within budget. Motion to award the current contract to Sam's Tree Service, and also permission to have the staff award the contracts utilizing the criteria state was made by J. Lee and seconded by J. Cardman. All approved.

#### B. New Hires

Rachel Jessup is my pick for Administrative Assistant. She comes from Gannon University and has worked both in their HR department and Cashier's Office. She has many added bonuses, including working with their Risk Management Review Committee where she inspected university buildings for safety issues. Her list of accomplishments is high, her skills would work extremely well here, and I would advocate she is well worth \$45,000 per year.

Abdullo Qayumov is my pick for Marketing and Communications Intern. He also comes from Gannon University and has produced some wonderful materials for Metz – print, digital, and video. He’s highly responsive and would be an excellent fit at \$15 per hour.

Pending confirmation of their references and background check, I would love to move forward with hiring as soon as reasonably possible.

Motion by J. Cardman with a second from J. Lee to move forward with the hires and to send out a courtesy email announcement to the entire board with the resumes attached. All approved.

**C. ED Contract Review Process** – Skipped until the end of the meeting.

**D. Bylaw Review Update** – background information is still being gathered. Staff is working with legal to bring something to the board in the near future.

**E. Center for Community Progress and National Land Bank Network - Land Bank training: Strategic Board Governance** – C. Mahany will email this out to the full board, and also look into bringing specific training to the board.

<https://communityprogress.org/nlbn/land-bank-trainings/>

June 11, 2024 at Noon, online

**F. Office Furniture** – no quote from AJ Grack yet, but we are hopeful to have something by our next meeting.

#### V. Executive Session

**A.** The ED Contract Review process was discussed with the committee, with the desire to see clear criteria, goals, and milestones from both sides. C. Mahany will provide as much data as possible by the next meeting (solid numbers for acquisitions, demolitions and properties sold, intergovernmental agreement numbers, presentations made, etc) and goals and accomplishments.

**B.** The Committee broke into Executive Session for just the committee members and legal.

**C.** Upon returning from Executive Session, Solicitor Hirneisen listed out the following goals for 2024

1. Get a contract with a construction firm with an in-house engineer
2. Get our two programs up and running (Exterior Clean Up and Education Series)
3. Update the website and increase our promotions, media coverage, and press releases.
4. More board training opportunities
5. Intergovernmental Agreements: updated numbers on how many we have, and focusing on getting in front of those that we don't. Discussion was had about holding bi-annual or quarterly meetings for members and also about making sure we attend the local borough and township association meetings yearly.

6. Hire a Realtor to get specific properties on the MLS. (Commercial and Residential, RFP will be sent out)
7. Some sort of regular open office hours in case someone wants to stop in. The committee advises that the morning hours are preferred, and that being open over the lunch hour is also a priority.

## **VI. Adjournment**

Motion: Adjourn by J. Cardman and seconded by J. Lee

**Upcoming meetings: June 19 (Board) & July 17 (Governance) at Summit Township Municipal Building**