



Governance Committee Meeting

Erie County Land Bank

Apr 10, 2024 at 9:00 AM EDT to Apr 10, 2024 at 10:00 AM EDT

1230 Townhall Road West, Erie, PA 16509

Meeting Details:

<https://us02web.zoom.us/j/82651573207?pwd=V3RTMkJVRDc4ZDQ5WFNXYmF3QVZvUT09>, +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 by J. Lee and approved by all.

III. Invoices Paid/ to be Paid (For Reference)

IV. Unfinished & New Business

A. Safety/Security Proposed Changes

1. Techworx

Increase security from basic antivirus to Malware/Malicious email/ ransomware/cryptologgers protection. Equates to +\$7/month/machine.

Techworx will also provide cybersecurity training for all new hires. Motion to approve these changes by J. Lee with a second by J. Cardman. All approved.

2. Great Lakes Insurance

Good afternoon,

Thank you Christie for taking time to meet with us yesterday. A summary of our meeting is below:

- We deleted and added properties per the attached list
 - We added the two dwellings as occupied – please let us know if the inhabitants vacant
- We increased office contents from \$10,000 to \$50,000

- We quoted an increase of Employee Dishonesty to \$1M from \$500,000. The quote and requirement to increase are attached.
 - It would be an additional \$317
 - You would need to sign a no known loss letter as attached.
- We quote some options for \$1M of Cyber Liability and these are attached. I would recommend adding this coverage. If you decide to proceed we can complete an applications and firm up details.

MOTION to approve the above changes to the insurance policies by J. Cardman, seconded by J. Lee and all approved.

- You are going to review the total sub-contractor costs so we can add the appropriate classification to the current policy
- You are going to sent a copy of your current D & O policy so we can review and provide options

Thank you for your business!

Mark

Mark Majewski

Sales Manager

GREAT LAKES INSURANCE SERVICES GROUP, LLC.

1128 State Street | Erie, PA 16501

Work Phone: (814) 456-0498 *(ext. 1066)*

Cell Phone: (814) 490-1156 | **Fax:** (814) 454-4898

mark.majewski@greatlakesins.com | www.greatlakesins.com

a. Cyber Liability

b. Increase Crime Coverage

B. 18 Market Street (Union City Chair Building) our next governance meeting we will ask to be on location in Union City to view the property and have a discussion with the parties involved.

Thank you for meeting with me this morning.

Here is the position of McLane Church:

- We are willing to have the UC Chair Building subdivided and donated to the Erie County Land Bank.
- We understand that the purpose would be to restore the building for historical significance and have it used in some manner to serve the community. A community center is what is the expressed need by the Boro.
- We know the ideal end result would be a community space on the first floor and two apartments on the second floor. The apartments would fund the maintenance and operation of the community center. We understand you may get into the project and the ideal will not be possible.
- * We understand that once the Land Bank completes improvements, an application process would be used to award the building to some entity.

Our first concern revolves around the application process. It wouldn't make a lot of sense to pay a lot of money to get a building we once owned and want to use for the community. How does the money part of this work? What is the expectation of the Land Bank to recover costs?

Our major concerns/questions center around what would happen if McLane Church is not the entity which gets the renovated building:

1. Parking - with the subdivision, we lose some of the little parking we have; would it be possible to stipulate that the entity not have Sunday morning events and an agreement is in place for us to use the parking we lose? I understand that if the Boro gets the adjacent factory property, that may not be an issue.
2. Is there a way to assure that the entity that gets the building is non-profit and committed to the community?

As I stated, our biggest fear is to lose to building to someone who would not be a good neighbor and not come through on the commitment to the community. We know that it is difficult to guarantee but let us know what your board is thinking.

Thank you!

Richard Scaletta Chief of Staff, McLane Church

One thing I forgot - would the land bank assume costs of subdivision?

C. Personnel and New Hires Discussion

Recommendations from the Personnel Committee

Job Descriptions

Salary Discussion

J. Cardman made a motion to accept the Personnel Committee's recommendations of a part time intern (\$15/hr) and a full time Administrative Assistant *(\$42,000-45,000/year salary) with the provided job descriptions. It was seconded by J. Lee and All approved.

B. McGrath made a motion to accept the Personnel Committee's recommendations of a part time intern (\$15/hr) and a full time Administrative Assistant *(\$42,000-45,000/year salary) with the provided job descriptions. It was seconded by J. Lee and All approved.

V. Adjournment

Motion: Adjourn by J. Lee with a second from J. Cardman.

Upcoming meetings: April 24 (Board) & May 8 (Governance) at Summit Township Municipal Building