

WP22 #26

CITY LAND BANK'S DISBURSEMENT REQUEST AND AFFIDAVIT  
(To be delivered to County Land Bank before each Work Plan Disbursement)

1. PROJECT: Work Plan 2022
2. PREMISES: City of Erie, Erie County, Pennsylvania
3. PERIOD TO: May 31, 2024
4. TOTAL WORK PLAN AMOUNT: **\$885,000.00**

The Undersigned, the authorized representative of Erie Land Bank (the "City Land Bank"), having made due investigation as to the matters set forth in this Request and Affidavit (sometimes referred to herein as "Disbursement Request") and to induce Erie County Land Bank ("County Land Bank") to make the Current Work Plan Disbursement Request as set forth on line 6 above to City Land Bank pursuant to the terms of the Cooperation Agreement dated November 29, 2018, and subsequent Work Plan II, approved by the County Land Bank December 11, 2019, (collectively the "Work Plan Agreement") and in conjunction with the attached receipts, invoices or such other form of supporting documentation as is acceptable to the County Land Bank, after being duly sworn, does depose and state:

1. Work Plan Disbursement Request. City Land Bank hereby requests that the County Land Bank make a Disbursement on the Work Plan in the amount of the Current Work Plan Disbursement Request as set forth on line 6 above and does hereby represent and certify to the County Land Bank that the City Land Bank is entitled to receive such Current Work Plan Disbursement Request under the terms of the Work Plan Agreement.

2. Representations and Warranties. All representations and warranties contained in the Work Plan Agreement and the other documents executed and delivered pursuant to the Work Plan Agreement (collectively with the Work Plan Agreement, the "Work Plan Documents") are true and accurate in all material respects as of the date of this Agreement.

3. No Event of Default. No Event of Default exists under any Work Plan Documents, and no event or condition has occurred and is continuing or existing, or would result from the Disbursement about to be made, which, with the lapse of time or the giving of notice, or both, would constitute such an Event of Default.

4. Performance Continuous. Performance of the Work on the Project has been carried on with reasonable dispatch and has not been discontinued at any time for reasons within the control of City Land Bank.

5. Work on Schedule. The Work is progressing in such manner so as to insure completion of the Work in substantial accordance with the Work Plan on or before the Project Completion Date.

6. Disbursements Applied to Work Plan Costs. All funds received from County Land Bank previously as Disbursements under the Work Plan Agreement have been expended (or are being held in trust) for the sole purpose of paying costs of the scope of the Work Plan ("Costs") previously certified to County Land Bank in Disbursement Requests. No part of said funds has been used, and the funds to be received pursuant to this Disbursement Request shall not be used, for any other purpose. No item of Costs previously certified to County Land Bank in a Disbursement Request remains unpaid as of the date of this Affidavit.

7. Statements Truthful; Costs Accurate; Disbursements to Pay Costs. All of the statements and information set forth in the Disbursement Request being submitted to County Land Bank with this affidavit are true and correct in every material respect at the date of this affidavit. All Costs certified to County Land Bank in this Disbursement Request accurately reflect the precise amounts due. Where such Costs have not yet been billed to City Land Bank, they accurately reflect City Land Bank's best estimates of the amounts that will become due and owing during the period covered by the Disbursement Request. All the funds to be received pursuant to this Disbursement Request shall be used solely for the purposes of paying the items of Cost specified in this Disbursement Request or for reimbursing City Land Bank for such items previously paid by City Land Bank.

8. No Impairment of City Land Bank's Ability to Perform. Nothing has occurred which has or may substantially and adversely impair the ability of City Land Bank to meet its obligations under the Work Plan Documents.

9. No Prior Work Plan Requisition for Expenses. None of the items of expense specified in this Disbursement Request submitted with this Affidavit have previously been made the basis of any Disbursement Request by City Land Bank or of any payment by County Land Bank.

10. Aggregate Cost of Completion of Project. The estimated aggregate cost of completing the Project is \$500,000.00.

11. All Preconditions to Disbursement Have Been Satisfied. All conditions to the Disbursement which is to be made in accordance with this Disbursement Request (in additional to those conditions to which reference is made in this Work Plan Disbursement Request) have been met in accordance with the terms of the Work Plan Agreement.

12. Terms. The capitalized terms used in this Disbursement Request and Affidavit, not otherwise defined herein, have the meaning given to them in the Work Plan Agreement. This affidavit is subject to and incorporates the terms of the Work Plan Agreement.

Witness:



ERIE LAND BANK

By:   
Title: Executive Director

Sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public

(SEAL)

**FINANCIAL REPORTING  
ERIE LAND BANK**

<b>Grant Agreement Number:</b>		<b>WORK PLAN 2022</b>			
<b>Grant Organization:</b>		<b>Erie Land Bank</b>			
<b>Report Period:</b>		<b>May-24</b>			
<b>BUDGET CATEGORIES*</b>	<b>G/L #</b>	<b>NEGOTIATED BUDGET</b>	<b>APPROVED DRAWDOWNS THIS PERIOD*</b>	<b>CUMULATIVE DRAWDOWNS TO DATE*</b>	<b>AVAILABLE BALANCE</b>
1. RACE Administration & Staffing	6000	114,820.18		114,820.18	0.00
2. Demolition	6836	0.00		0.00	0.00
3. Tax Sale Acquisition	6837	61,000.00		56,095.00	4,905.00
4. RACE Condemnation/Acquisition	6838	105,800.00		92,187.60	13,612.40
5. Seasonal Maintenance	6840	25,737.00		25,737.00	0.00
6. Board & Seal	6841	29,000.00		28,582.51	417.49
7. Trash Removal / Clean	6842	10,179.82		7,220.00	2,959.82
8. Rehabilitation	6843	73,500.00		58,335.08	15,164.92
9. Environmental Abatement	6844	25,000.00		6,293.00	18,707.00
10. Professional Legal Fees	6201	13,500.00	500.00	13,000.00	500.00
11. Professional Services	6206	7,870.54		7,870.54	0.00
12. Utilities	6460	1,792.46		823.20	969.26
13. Software/Equipment	6430	2,000.00		2,000.00	0.00
14. Audit	6200	10,000.00	4,650.00	0.00	10,000.00
15. Office Supplies	6400	2,500.00		2,500.00	0.00
16. Travel	6103	3,000.00		3,000.00	0.00
17. Postage	6401	1,000.00		77.00	923.00
18. Advertising	6403	1,500.00	108.66	784.37	715.63
19. Education / Meetings	6101	2,500.00		2,500.00	0.00
20. Insurance	6300	7,000.00		7,000.00	0.00
21. Memberships/Subscriptions	6402	1,200.00		872.00	328.00
22. Contingency	6850	0.00		0.00	0.00
23. Telephone	6450	1,100.00		1,075.00	25.00
<b>10. TOTALS*</b>		<b>500,000.00</b>	<b>5,258.66</b>	<b>430,772.48</b>	<b>69,227.52</b>

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I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the application and award documents.

**April Decker, Director of Finance and Administration**

(Name of Individual Completing this Form)

 6/13/2024

(Signature of Individual Completing this Form)

# INVOICE

Erie Land Bank  
626 State Street, Room 107  
Erie, PA 16501

adecker@redeveloperie.org



# ERIE LAND BANK

Erie County Land Bank  
**Bill to**  
Erie County Land Bank  
150 East Front Street  
Erie, PA 16507

### Invoice details

Invoice no.: 1135

Terms: Net 30

Invoice date: 06/13/2024

Due date: 07/13/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>11 Legal Fees</b>	Marsh Schaaf_monthly attorney retainer	1	\$500.00	\$500.00
2.		<b>11 Audit</b>	Felix & Gloekler_FY2022 audit	1	\$4,650.00	\$4,650.00
3.		<b>11 Advertising</b>	Vistaprint_ELB yard signs	1	\$108.66	\$108.66
					<b>Total</b>	<b>\$5,258.66</b>

MARSH SCHAAF LLP  
SUITE 300 300 STATE STREET  
ERIE PA 16507  
814-456-5301  
FAX 814-456-1112  
EIN 250640643

ERIE LAND BANK  
ATTN: AARON SNIPPERT, EXECUTIVE DIRECTOR  
626 STATE STREET, ROOM 107  
ERIE PA 16501

PAGE 1  
05/15/2024  
FILE 1220104-002D  
INVOICE 25

RETAINER FEE BILLING

05/15/2024	ECS	Monthly retainer fee - April 2024 for Eugene C. Sundberg, Jr., Solicitor for the Erie Land Bank	500.00
		<u>ATTORNEY</u> EUGENE C SUNDBERG JR (ECS) PARTNER	<u>TOTAL FEES</u> \$500.00
		PREVIOUS BALANCE	\$500.00
05/02/2024		ECS 122-104.002 Erie Land Bank - Payment Received	-500.00
		BALANCE DUE	<u>\$500.00</u>

 COPY

Please remit payment to:

Eugene C. Sundberg, Jr., Esq.  
Marsh Schaaf, LLP  
300 State Street, Suite 300  
Erie PA 16507

6201-11



MAY 06 2024

FELIX & GLOEKLER, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

2306 Peninsula Drive · Erie, PA 16506 · 814/838-6095 · Fax: 838-6218 · www.fg-cpa.com

Erie Land Bank  
626 State Street  
Suite 107  
Erie, PA 16501

Invoice: 62247  
Date: 05/03/2024  
Due Date: 06/02/2024  
Client ID: 3360

Financial audit for the year ended December 31, 2022

\$4,650.00

Total Invoice

\$4,650.00

Beginning Balance	\$0.00
Invoices	4,650.00
Receipts	0.00
Adjustments	0.00
Service Charges	0.00
Amount Due	\$4,650.00

ELB  
WP 23

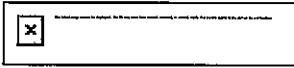
Le200-11

<u>05/03/2024</u>	<u>03/31/2024</u>	<u>02/29/2024</u>	<u>01/31/2024</u>	<u>12/31/2023+</u>	<u>Total</u>
4,650.00	0.00	0.00	0.00	0.00	\$4,650.00

If you are happy with our service, tell a friend; if not, please tell us.

Interest at the rate of 1½% per month will be added to all accounts over 30 days.

# Order summary

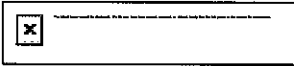


## Yard Signs

Quantity: 30

Expected delivery: Fri, May 10

~~\$136.69~~ \$102.51



## Yard Signs

Quantity: 30

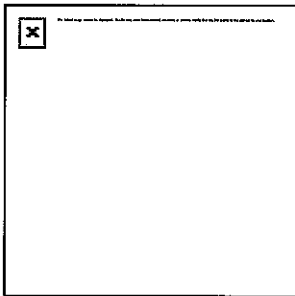
Expected delivery: Fri, May 10

~~\$136.69~~ \$102.51

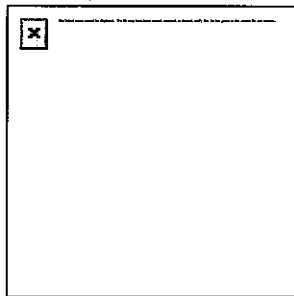
Subtotal	\$273.38
Savings	-\$68.36
Shipping: Standard	FREE
Tax	\$12.30
<b>Total</b>	<b>\$217.32</b>

*\$ 108.66*  
*6403-11*

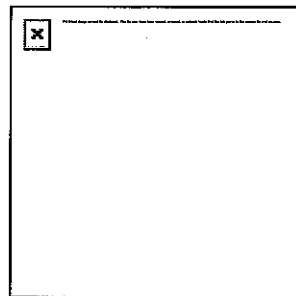
## Some ideas for next time:



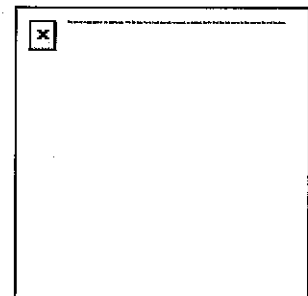
Notepads ►



Standard Business Cards ►



Envelope Seals ►



VistaPrint® Design Wrap Ballpoint Pen ►

Any images featuring your own design are visible only to you.

## Tracy Davis

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**From:** VistaPrint <no-reply@t.vistaprint.com>  
**Sent:** Tuesday, April 30, 2024 2:57 PM  
**To:** Tracy Davis  
**Subject:** Your order is confirmed

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Order Confirmation



# Thanks for your order, TRACY.

We're processing it now and we will let you know when it's on its way.

Expected delivery: **Friday, May 10, 2024**

[Order status](#)

## Order details

**Order number**

VP\_CDTW9KT5

**Order date**

Tuesday, April 30, 2024

**Speed**

Standard

**Shipping address**

Tracy Applebee-Davis  
Redevelopment Authority  
626 State Street, Room 107  
Erie, PA 16501  
United States

**Billing address**

Tracy Applebee-Davis  
Redevelopment Authority  
626 State Street, Room 107  
Erie, PA 16501  
United States