

WP 23 # 20

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

1. PROJECT: Work Plan 2023
2. PREMISES: City of Erie, Erie County, Pennsylvania
3. PERIOD TO: September 30, 2024
4. TOTAL WORK PLAN AMOUNT: **\$589,500.00**

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 November 15, 2022, (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 \$410,000.00.

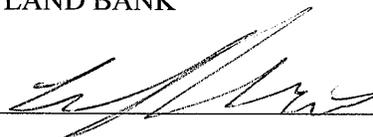
11. All Preconditions to Disbursement Have Been Satisfied. All conditions to the Disbursement which is to be made in accordance with this Disbursement Request (in addition to those conditions to which reference is made in this Work Plan Disbursement Request) have been met in accordance with the terms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

  
\_\_\_\_\_

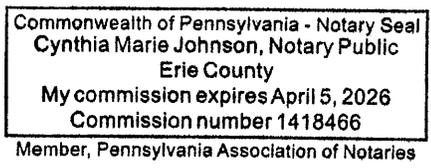
ERIE LAND BANK

By:   
Title: \_\_\_\_\_

Sworn to before me this 17 day  
of October, 2024.

  
Notary Public

(SEAL)



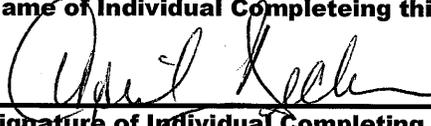
**FINANCIAL REPORTING  
ERIE LAND BANK**

<b>Grant Agreement Number:</b>		<b>WORK PLAN 2023</b>			
<b>Grant Organization:</b>		<b>Erie Land Bank</b>			<b>#20</b>
<b>Report Period:</b>		<b>9/30/2024</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	137,574.57		137,574.57	0.00
2. Demolition	6836	0.00		0.00	0.00
3. Tax Sale Acquisition	6837	25,000.00		22,805.66	2,194.34
4. Condemnation/Acquisition	6838	63,000.00		53,058.09	9,941.91
5. Seasonal Maintenance	6840	27,000.00	858.00	20,182.60	6,817.40
6. Board & Seal	6841	32,500.00	295.00	3,588.81	28,911.19
7. Trash Removal / Clean	6842	24,000.00		6,660.00	17,340.00
8. Rehabilitation	6843	20,000.00		0.00	20,000.00
9. Environmental Abatement	6844	30,000.00		4,340.00	25,660.00
10. Professional Legal Fees	6201	12,000.00	500.00	9,320.47	2,679.53
11. Professional/Other Services	6206	6,000.00		6,000.00	0.00
12. Utilities	6460	0.00		0.00	0.00
13. Software/Equipment	6430	19,000.00		18,993.81	6.19
14. Audit	6200	5,000.00		0.00	5,000.00
15. Office Supplies	6400	6,800.00		6,800.00	0.00
16. Travel	6103	6,364.75		6,364.75	0.00
17. Postage	6401	800.00		11.17	788.83
18. Advertising	6403	1,500.00	508.74	444.40	1,055.60
19. Education / Meetings	6101	3,760.68		3,760.68	0.00
20. Insurance	6300	7,000.00		4,659.45	2,340.55
21. Memberships/Subscriptions	6402	1,200.00		1,191.99	8.01
22. Telephone	6450	1,000.00		980.00	20.00
<b>10. TOTALS*</b>		<b>429,500.00</b>	<b>2,161.74</b>	<b>306,736.45</b>	<b>122,763.55</b>

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)

 10/11/2024

(Signature of Individual Completing this Form)

# INVOICE

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

adecker@redeveloperie.org



# ERIE LAND BANK

### Bill to

Erie County Land Bank  
150 East Front Street  
Erie, PA 16507

### Invoice details

Invoice no.: 1147  
Terms: Net 30  
Invoice date: 10/16/2024  
Due date: 11/15/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>11 Property Maintenance</b>	Lakefront Property Maintenance_mowing_12 properties	1	\$468.00	\$468.00
2.		<b>11 Property Maintenance</b>	Lakefront Property Maintenance_mowing_10 properties	1	\$390.00	\$390.00
3.		<b>11 Board &amp; Seal</b>	J Brawn Construction_board and seal_1127 W 22nd St	1	\$295.00	\$295.00
4.		<b>11 Legal Fees</b>	Marsh Schaaf_legal retainer Aug 2024	1	\$500.00	\$500.00
5.		<b>11 Advertising</b>	Indeed_Blighted Prop Mngr job posting	1	\$508.74	\$508.74
<b>Total</b>						<b>\$2,161.74</b>



# Lakefront Property Maintenance

332 Woodcock Drive | Girard, Pennsylvania 16417  
814-460-8516 | lakefrontpm22@gmail.com |  
Lakefrontpropertymaintenance.com

RECIPIENT:

**Erie Land Bank**  
626 State Street  
rm 107  
Erie, Pennsylvania 16501

WP24 23 @ \$39 \$897  
WP23 4 @ \$39 \$156  
WP23(22) 8 @ \$39 \$312  
\$1365  
\$48.00

Invoice #575	
Issued	Sep 20, 2024
Due	Sep 20, 2024
<b>Total</b>	<b>\$1,365.00</b>

## Mowing

Product/Service	Description	Qty.	Unit Price	Total
<b>Sep 18, 2024</b>				
Mowing	2236 Warfel Ave	1	\$39.00	\$39.00
Mowing	1240 East 21st	1	\$39.00	\$39.00
Mowing	1316 & 1310 Buffalo Road	2	\$39.00	\$78.00
Mowing	947 & 825 East 21st	2	\$39.00	\$78.00
Mowing	409 & 505 East 22nd	2	\$39.00	\$78.00
Mowing	855 & 336 East 23rd	2	\$39.00	\$78.00
Mowing	443 East 16th	1	\$39.00	\$39.00
Mowing	1206 Wayne	1	\$39.00	\$39.00
Mowing	606 East 11th	1	\$39.00	\$39.00
Mowing	822 & 915 Ash	2	\$39.00	\$78.00
Mowing	612 East 9th	1	\$39.00	\$39.00
Mowing	501 East 11th	1	\$39.00	\$39.00
Mowing	635 & 627 East 8th	2	\$39.00	\$78.00
Mowing	East 8th & Reed	2	\$39.00	\$78.00
Mowing	620, 622, 814 & 812 Wayne	4	\$39.00	\$156.00
Mowing	759 & 742 East 7th	2	\$39.00	\$78.00
Mowing	735 & 705 East 7th	2	\$39.00	\$78.00
Mowing	701 & 705 Reed	2	\$39.00	\$78.00
Mowing	518 East 8th	1	\$39.00	\$39.00
Mowing	621 Wallace	1	\$39.00	\$39.00
Mowing	421 East 6th	1	\$39.00	\$39.00

6840-11





# Lakefront Property Maintenance

332 Woodcock Drive | Girard, Pennsylvania 16417  
814-460-8516 | lakefrontpm22@gmail.com |  
Lakefrontpropertymaintenance.com

Product/Service	Description	Qty.	Unit Price	Total
Mowing	1108 East 8th	1	\$39.00	\$39.00

Thank you for your business. Please contact us with any questions regarding this invoice.

**Total** **\$1,365.00**

**Pay Now**



# Lakefront Property Maintenance

332 Woodcock Drive | Girard, Pennsylvania 16417  
814-460-8516 | lakefrontpm22@gmail.com |  
Lakefrontpropertymaintenance.com

**RECIPIENT:**

**Erie Land Bank**

626 State Street  
rm 107  
Erie, Pennsylvania 16501

Invoice #576	
Issued	Sep 26, 2024
Due	Sep 26, 2024
<b>Total</b>	<b>\$819.00</b>

## Mowing

Product/Service	Description	Qty.	Unit Price	Total	
<b>Sep 23, 2024</b>					
Mowing	510 & 335 East 10th St.	2024 2024	2	\$39.00	\$78.00
Mowing	1017 German St	2022	1	\$39.00	\$39.00
Mowing	336 East 9th St	2022	1	\$39.00	\$39.00
Mowing	2003 Glendale Ave	2023	1	\$39.00	\$39.00
Mowing	2321 Cameron Rd	2023	1	\$39.00	\$39.00
Mowing	2626 Pennsylvania	2024	1	\$39.00	\$39.00
Mowing	1029 East 25th	2024	1	\$39.00	\$39.00
Mowing	2325 East Ave	2024	1	\$39.00	\$39.00
Mowing	1003 East 23rd & Lot	2023 2024	2	\$39.00	\$78.00
Mowing	905 East 20th	2024	1	\$39.00	\$39.00
Mowing	830 East 25th	2024	1	\$39.00	\$39.00
Mowing	650, 217 & 102 East 24th	2022, 2022, 2024	3	\$39.00	\$117.00
Mowing	2406 French	2023	1	\$39.00	\$39.00
Mowing	621 East 25th	2022	1	\$39.00	\$39.00
Mowing	433 Huron	2024	1	\$39.00	\$39.00
Mowing	49 Downing Ct	2024	1	\$39.00	\$39.00
Mowing	1737 East 6th	2022	1	\$39.00	\$39.00

6840-11

$2024 = 11 \times 39 = 429$   
 $2023 = 4 \times 39 = 156$   
 $2022 = 6 \times 39 = 234$

} \$390 NP23

21 x 39 = \$819.00





# Lakefront Property Maintenance

332 Woodcock Drive | Girard, Pennsylvania 16417  
814-460-8516 | lakefrontpm22@gmail.com |  
Lakefrontpropertymaintenance.com

Thank you for your business. Please contact us with any questions regarding this invoice.

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**Total**

**\$819.00**

**Pay Now**

**J Brawn Construction LLC**

12864 WETSELL RIDGE RD  
EDINBORO, PA 16412 US  
+1 8146029882  
jbrawnconstruction@gmail.com

FUNDING SOURCE ELB  
WORK PLAN 23  
CATEGORY 6841  
INITIALS AJS

**INVOICE**

BILL TO  
Erie Land Bank  
626 State st  
Erie, PA 16505

INVOICE 361  
DATE 09/27/2024  
TERMS Due on receipt  
DUE DATE 10/01/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	22 Specialty	Labor and materials to brace front porch roof at 1127 West 22nd St. Erie PA.	1	295.00	295.00

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SUBTOTAL	295.00
TAX	0.00
TOTAL	295.00

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BALANCE DUE	<b>\$295.00</b>
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6841-11



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

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09/16/2024  
FILE 1220104-002D  
INVOICE 29

RETAINER FEE BILLING

09/16/2024	ECS	Monthly retainer fee - August 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
08/19/2024		ECS 122-104.002 Erie Land Bank - Payment Received	-500.00
		BALANCE DUE	<u>\$500.00</u>

Please remit payment to:

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

6201-11



## Invoice USI24-00481117

From:

**Indeed, Inc. (US)**

Mail Code 5160

P.O. Box 660367

Dallas, TX 75266-0367

**Billing@indeed.com**

Bill to:

**Redevelopment Authority of the City  
of Erie**

626 State Street

Room 107

Erie, Pennsylvania 16501

<b>Invoice date:</b>	Aug 31, 2024
<b>Due date:</b>	Aug 31, 2024
<b>Terms:</b>	Due Upon Receipt
<b>Payment method:</b>	Auto-Pay
<b>Total amount:</b>	<b>\$ 501.20 USD</b>

## Invoice Summary

Description	Amount (USD)
August 2024 Sponsored Jobs on Indeed.com	501.20 USD
Tax	0.00 USD
<b>Total amount due</b>	<b>501.20 USD</b>

## Understanding your invoice

- Learn more about how billing works at our [Help Center](#)

*ELB*

*recruiting*

*6403-11*

*Blighted Property Manager*



# Invoice USI24-00532185

From:  
**Indeed, Inc. (US)**  
Mail Code 5160  
P.O. Box 660367  
Dallas, TX 75266-0367  
**Billing@indeed.com**

<b>Invoice date:</b>	Aug 31, 2024
<b>Due date:</b>	Aug 31, 2024
<b>Terms:</b>	Due Upon Receipt
<b>Payment method:</b>	Auto-Pay
<b>Total amount:</b>	<b>\$ 7.54 USD</b>

Bill to:  
**Redevelopment Authority of the City of Erie**  
626 State Street  
Room 107  
Erie, Pennsylvania 16501

## Invoice Summary

Description	Amount (USD)
August 2024 Sponsored Jobs on Indeed.com	7.54 USD
Tax	0.00 USD
<b>Total amount due</b>	<b>7.54 USD</b>

## Understanding your invoice

- Learn more about how billing works at our [Help Center](#)

*ELB*

*recruiting*

*6403-11*

*Blighted Property Manager*