

**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: August 31, 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 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.

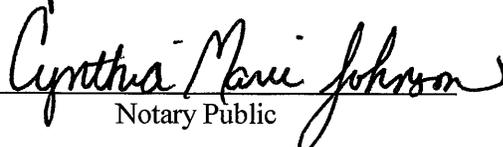
Witness:

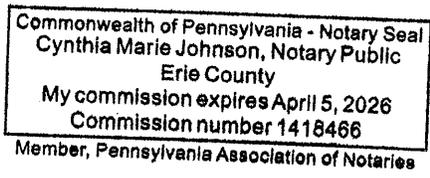


ERIE LAND BANK

By:   
Title: Executive Director

Sworn to before me this 13 day  
of September, 2024.

  
Notary Public



(SEAL)

**FINANCIAL REPORTING  
ERIE LAND BANK**

<b>Grant Agreement Number:</b>		<b>WORK PLAN 2023</b>			<b>#19</b>
<b>Grant Organization:</b>		<b>Erie Land Bank</b>			
<b>Report Period:</b>		<b>8/31/2024</b>			
BUDGET CATEGORIES*	G/L #	NEGOTIATED BUDGET	APPROVED DRAWDOWNS THIS PERIOD*	CUMULATIVE DRAWDOWNS TO DATE*	AVAILABLE BALANCE
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	624.00	19,558.60	7,441.40
6. Board & Seal	6841	32,500.00		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		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	33.70	18,960.11	39.89
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		444.40	1,055.60
19. Education / Meetings	6101	3,760.68		3,760.68	0.00
20. Insurance	6300	7,000.00	486.20	4,173.25	2,826.75
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>1,143.90</b>	<b>305,592.55</b>	<b>123,907.45</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)**

*April Decker* 09/13/2024

**(Signature of Individual Completing this Form)**

# INVOICE

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

adecker@redeveloperie.org



# ERIE LAND BANK

## Bill to

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

## Invoice details

Invoice no.: 1144

Terms: Net 30

Invoice date: 09/13/2024

Due date: 10/13/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>11 Property Maintenance</b>	Lakefront Property Maintenance_mowing_2 lots	1	\$78.00	\$78.00
2.		<b>11 Property Maintenance</b>	Lakefront Property Maintenance_mowing_14 lots	1	\$546.00	\$546.00
3.		<b>11 Software/Equipment</b>	Toshiba_1/5 monthly invoice_Sept 2024	1	\$33.70	\$33.70
4.		<b>11 Insurance</b>	Domino Insurance_20% invoice_annual renewal	1	\$486.20	\$486.20

**Total**

**\$1,143.90**

33 city @ \$39-b 1287

PHFA 1 @ \$39 = 39  
 ARPA 11 @ \$39 = 429  
 KEY 1 @ \$39 = 39  
 EBGT 2 @ \$39 = 78  
 ELB 2 @ \$39 = 78  
 GF 1 @ \$39 = 39  
 18 @ \$39 = 702



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

RECIPIENT:

**Redevelopment Authority of the City of Erie**

626 State St Rm 107  
 Erie, Pa 16501

CD - 31  
 CBF - 2  
 PHFA - 1  
 ARPA - 11  
 KEY - 1  
 EBGT - 2  
 ELB - 2  
 GF/NOV - 1

Invoice #549	
Issued	Aug 22, 2024
Due	Aug 22, 2024
<b>Total</b>	<b>\$1,989.00</b>

**Mowing**

51 x 39 = \$1,989.00

Product/Service	Description	Qty.	Unit Price	Total
<b>Aug 21, 2024</b>				
Mowing	133 East 21st CD	1	\$39.00	\$39.00
Mowing	137, 145 & 149 East 22nd CD, CD, CBF	3	\$39.00	\$117.00
Mowing	208, 242, 252, & 259 East 22nd CD, CD, CBF, PHFA	4	\$39.00	\$156.00
Mowing	304 & 342 East 22nd CD, ARPA	2	\$39.00	\$78.00
Mowing	435 East 22nd CD	1	\$39.00	\$39.00
Mowing	813 East 22nd & 812 East 23rd ARPA, ARPA	2	\$39.00	\$78.00
Mowing	2203, 2124, & 2201 German CD, CD, CD	3	\$39.00	\$117.00
Mowing	540 East 23rd ARPA	1	\$39.00	\$39.00
Mowing	439 East 16th CD	1	\$39.00	\$39.00
Mowing	1615 Parade ELB	1	\$39.00	\$39.00
Mowing	731, 549 & 552 East 13th CD, CD, KEY	3	\$39.00	\$117.00
Mowing	605 & 733 East 8th EBGT, EBGT	2	\$39.00	\$78.00
Mowing	802 Wayne CD	1	\$39.00	\$39.00
Mowing	737 East 7th CD	1	\$39.00	\$39.00
Mowing	936 East 6th ARPA	1	\$39.00	\$39.00
Mowing	502 East 10th CD	1	\$39.00	\$39.00
Mowing	126 East 24th CD	1	\$39.00	\$39.00
Mowing	221 Locust ELB	1	\$39.00	\$39.00
Mowing	435 East 28th ARPA	1	\$39.00	\$39.00
Mowing	248 West 16th CD	1	\$39.00	\$39.00
Mowing	1701 Walnut CD	1	\$39.00	\$39.00



# 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	528-530 & 548 West 17th	CD, CD	2	\$39.00	\$78.00
Mowing	612 West 16th	CD	1	\$39.00	\$39.00
Mowing	602 West 9th	ARPA	1	\$39.00	\$39.00
Mowing	549 West 3rd	CD	1	\$39.00	\$39.00
Mowing	207 West 3rd	ARPA	1	\$39.00	\$39.00
Mowing	653, 715, & 901 West 4th	CD, ARPA, ARPA	3	\$39.00	\$117.00
Mowing	1011 & 1017 West 11th	CD, CD	2	\$39.00	\$78.00
Mowing	920 & 945 West 16th	CD, CD	2	\$39.00	\$78.00
Mowing	931, 934, 937 & 948 West 17th	CD, ARPA, CD, CD	4	\$39.00	\$156.00
Mowing	955 West 18th	GF/NOV	1	\$39.00	\$39.00

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

**Total** **\$1,989.00**

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

6 = 2023  
 17 = 2024  
 8 2022  


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 31 x 39 = 1209

Invoice #550	
Issued	Aug 22, 2024
Due	Aug 22, 2024
<b>Total</b>	<b>\$1,209.00</b>

**Mowing**

Product/Service	Description	Qty.	Unit Price	Total
Aug 21, 2024				
Mowing	409 & 505 East 22nd	2023, 2023 2	\$39.00	\$78.00
Mowing	336 East 23rd	Closed 2024 1	\$39.00	\$39.00
Mowing	443 East 16th	2022 1	\$39.00	\$39.00
Mowing	855 East 23rd	2022 1	\$39.00	\$39.00
Mowing	1206 Wayne	2024 1	\$39.00	\$39.00
Mowing	627 & 635 East 8th	2022, 2024 2	\$39.00	\$78.00
Mowing	East 8th & Reed & East 8th & Reed (2)	2024, 2024 2	\$39.00	\$78.00
Mowing	812 & 814 Wayne	2022, closed, 2024 2	\$39.00	\$78.00
Mowing	620 & 622 Wayne	closed, 2024, 2022 2	\$39.00	\$78.00
Mowing	705, 735, 742, & 756 East 7th	24, 24, 24, 24 4	\$39.00	\$156.00
Mowing	701 & 705 Reed	2024, 2023 2	\$39.00	\$78.00
Mowing	335 & 510 East 10th	2024, 2024 2	\$39.00	\$78.00
Mowing	1017 German	2022 1	\$39.00	\$39.00
Mowing	102 East 24th	2024 1	\$39.00	\$39.00
Mowing	2406 French	2023 1	\$39.00	\$39.00
Mowing	221 Locust St - Lot	2022 1	\$39.00	\$39.00
Mowing	306-308 Sassafras	2023 1	\$39.00	\$39.00
Mowing	427 Liberty	2024 1	\$39.00	\$39.00
Mowing	320 Plum	2023 1	\$39.00	\$39.00
Mowing	430 Cascade	2022 1	\$39.00	\$39.00
Mowing	920 West 16th	2024 1	\$39.00	\$39.00

6840-11 WP24 17 @ \$39 = \$663  
 WP23 14 @ \$39 = \$546  
 \$1209

Customer Care

Invoice Summary

Hours of Operation M-F, 7am - 6pm CT Telephone 877-222-5617

Contract Number 450-0007778-001 Customer Number 1052592269 Invoice Number 5031145089 Due Date 09/28/2024 Invoice Date 08/29/2024 Total Due \$168.50

Payments Toshiba Financial Services PO Box 070241 Philadelphia, PA 19176-0241

Email customerservice@financialservicing.net

Online Services https://onlinemyaccounts.com

Redevelopment Authority Of The City Of Erie 626 State St Ste 107 Erie, PA 16501

Last Payment \$337.00 posted on 08/11/2024

Important Messages

Table with columns: Contract Number, Asset Description, Model/Serial Number, Asset Location, Item Description, Original Invoice, Amount, Tax, Item Total, Due Date, Subtotal. Includes rows for contract details and a payment amount of 168.50.

6420-10-5087 \$134.80

6430-11 \$33.70



Detach and return the bottom remittance portion with your payment. Include invoice number on check.

Customer Care PO Box 3072 Cedar Rapids, IA 52406-3072

Contract Number 450-0007778-001 Due Date 09/28/2024 Invoice Number 5031145089 Invoice Date 08/29/2024 Current Due \$168.50 Total Due \$168.50

Amount Enclosed



Please make check payable to:

Toshiba Financial Services PO Box 070241 Philadelphia, PA 19176-0241

Redevelopment Authority Of The City Of Erie 626 State St Ste 107 Erie, PA 16501

00000050311450894505000000016850202409280000000168507



# Invoice

DATE	INVOICE #
08/26/2024	2955

TOTAL	ENCLOSED
\$2,431.00	

<b>BILL TO</b>
Redevelopment Authority of the City of Erie Attn: Carrie Black 626 State St Rm 107 Erie, PA 16501

AGENT	DUE DATE
AJD	09/13/2024

DESCRIPTION	AMOUNT
Renewal on Policy #POL0950864-04-REN PL1Hull _Company Inc Policy coverage term 8/26/24 - 8/26/25	2,431.00
<i>Thank you for your business!</i>	<b>TOTAL</b>
	<b>\$2,431.00</b>

Please remit and make checks payable to:  
 Domino Insurance Agency, Inc  
 PO Box 3328  
 Erie, PA 16508  
 (814)868-4851

6300-10-5056 - \$ 486.20  
 6300-11 - \$ 486.20  
 6300-10-5087 - 1458.60  
 \$ 2431.00

