

## ECLB Board Meeting



Erie County Land Bank

Wednesday, August 21, 2024 at 9:00 AM EDT to 10:30 AM EDT

1230 Townhall Road West, Suite 500, Erie, PA 16509

### Meeting Details:

<https://us02web.zoom.us/j/87564493882?pwd=L0k0VE9JSVhZVE9sQ2pibU9lVWRydz09>

Phone: 1-309-205-3325

Meeting ID: 875 6449 3882

Passcode: ECLB2024

## Agenda

R. Jessup running transcription in Microsoft Word; no objections to recording.

### I. Call to Order & Attendance 9:20 a.m.

**Board:** Brian McGrath, Jack Lee, Christine Rush, James Cardman, Dave Mitchell, Sandy Morrow

**Additional:** Jennifer Hirneisen, Christie Mahany, Aaron Snippert, Krista Arnold, Rachel Jessup

**Absent:** Suzanne Weber, Tim Bogdanets

### II. Review Minutes from Previous Meeting

A. Minutes are now more detailed. Motions are now highlighted with arrow for clearer reference.

- Motion by J. Lee to approve minutes from previous meeting, seconded by C. Rush. All in favor, none opposed.

### III. Financial Report

A. Received second gaming fund deposit; have now received full \$1,000,000.00. First deposit typically received in April or May; second deposit in August.

B. C. Mahany reviewed financial reports. Straightforward this month.

#### C. Demolition Fund

1. \$14,592.00 Deposited for July 2024

2. [eriecopa.maps.arcgis.com/apps/dashboards/3977a1a65b4d4e9b83eb45ac86cc3954](http://eriecopa.maps.arcgis.com/apps/dashboards/3977a1a65b4d4e9b83eb45ac86cc3954)  
or go to ErieCountyLandBank.org > Programs > Act 152 Demo Fund

3. Demo fund about 2/3 of usual; real estate market is stagnant.

- Motion by D. Mitchell to approve financial report, seconded by S. Morrow. All in favor, none opposed.

#### **IV. Hearing of the Public**

None.

#### **V. Erie Land Bank**

- A. No disbursement request at this time; moved to next month.
- B. Looking at Judicial Sale list.
  - 1. Upset Sale is in September; Judicial Sale is at the end of November or beginning of December.
  - 2. Property in Wesleyville on that list; ECLB is pre-approved
  - 3. ECLB sends list of pre-approved properties; Legal marks off properties and sends to Tax Claim Bureau; members of the public see demarcation and are aware of Land Bank interest.
  - 4. If someone pays taxes, property is removed from list.

#### **VI. Solicitor Updates**

- A. Working on bylaws. Hope to have draft for the next Governance Meeting.
- B. Also working on tax exonerations.
  - 1. Rupert Drive is “all set”; update to be emailed to staff tomorrow.
- C. K. Arnold asked about a potential donation property which may be on upset tax sale.
  - 1. Transfer and exoneration filing may not be done by time of sale; is there a way to table the tax upset? This property is very important for the community.
  - 2. J. Hirneisen responded that we can ask for a special exception; she will put in the request when K. Arnold sends her the information.
  - 3. Already discussed with Wattsburg Borough as potential Land Bank property.
  - 4. J. Hirneisen commented that we may be able to enter delinquent tax agreement; pay about 25% and request exoneration for remainder.
    - a. A. Snippert has previously done something similar.
  - 5. K. Arnold waiting to hear from Wattsburg Secretary and will forward information to J. Hirneisen.

## **VII. Unfinished & New Business**

### **A. Properties**

#### **1. Update on training held at 146 Mott Street, Corry**

- a. Rapid intervention team training for situation when firefighter is trapped in a building. Classroom instruction September 26<sup>th</sup>; practical training at Mott Street September 27<sup>th</sup> and 28<sup>th</sup>.
- b. B. McGrath asked if training is open to all fire departments?
  - i. K. Arnold replied that the training is arranged through Bucks County Community College, so typically they are open courses that anyone can register for. The City of Erie Fire Department is participating in the S. 2<sup>nd</sup> St. burn.
- c. Millcreek SWAT may also use it for training.
- d. K. Arnold reaching out to training organizer, City of Corry fire department (already involved in efforts to organize trainings), Chief Cherry, and state parole to let them know of available properties for training.
- e. K. Arnold and A. Qayumov will be present to take photos/video, which can be used on our website.
- f. D. Mitchell commented that this is a good site for training. After demolition, blight will be eliminated on this block.

#### **2. Update on controlled burn at 516 South 2nd Street, Corry**

- a. B. McGrath asked if there will be an immediate demolition following the controlled burn?
- b. Can't put out request for bids until after the burn since we won't know the scope of work. Will just be pile of rubble. The basement is very small and only a partial.
  - i. Difficult to put out a request for bids explaining that this is a burn, requesting a maximum amount; tough for contractors to bid without more information.
- c. Site will be secured to code following burn. PA fire and building codes just require caution tape.
  - i. We can do more to secure sites to avoid liability.
- d. Low-traffic area, so less chance of someone on the property; but there are neighbors.
- e. Moving forward, possibly do emergency demo after burn to deal with it immediately.

- f. No current policy on emergency demos; has been discussed previously but not settled, and we do need this policy.
- g. Staff is already approved to spend certain amount. Would \$5,000.00 be sufficient for emergency demos?
  - i. Might be, but completely dependent on scale of building and work. Also, asks contractors to work into their current schedule.
- h. A. Snippet: For emergency demos, ELB sends out bids with an 8-hour window; A. Snippet authorizes demos. This happens about ten times a year.
  - i. Typically structure is demo'ed, materials are left in a secured pile, then ELB sorts out the legal side and requests bids for removal and restoration later.
- i. ECLB has never previously had to do an emergency demo, but will eventually need to.
- j. Budget of \$5,000.00 or \$10,000.00 for staff to authorize emergency demos discussed.
  - i. C. Rush commented that a demo may cost more if it's large; for example, a commercial building.
  - ii. S. Morrow commented that office needs to work within a budget anyway, so there doesn't necessarily need to be a dollar amount set.
  - iii. If an emergency demo is going to be over \$25,000.00, it will be a significant project and an emergency meeting can be called.
    - (a). Project that size will be dramatic and we will likely know ahead of time (e.g., Girard Hotel).
  - iv. Currently, per the state, phone quotes are required for amounts under \$10,000.00 or possibly \$12,500.00, written quotes for \$10,000.00 (or \$12,500.00) to under \$25,000.00, and bid packets for \$25,000.00 and up.
    - (a). ECLB staff already obtain all quotes in writing, including email or text message. We already seek at least three quotes for projects.

➤ Motion to grant permission for staff to obtain and act on quotes to perform emergency demolition as determined by staff, which includes clean-up and securing of site, to maximum amount of \$24,999.99; moved by D. Mitchell, seconded by S. Morrow. Roll call vote:

- C. Rush: Yea
- J. Lee: Yea
- D. Mitchell: Yea
- S. Morrow: Yea
- B. McGrath: Yea

All in favor, none opposed.

- k. Staff will notify Governance Committee of action being taken in the event of an emergency demo.
- l. B. McGrath asked if we can require organizations such as fire departments to secure locations to our specifications (exceeding code requirements) if doing training such as a burn?
  - i. Discussion that fire departments don't have the budget available, especially if the area is large; this could discourage organizations from using our properties for training.
  - ii. K. Arnold commented that burns can't immediately be cleaned as there will be smoldering material.
  - iii. May look into chain link fence company to secure properties.

## **B. Program Updates**

### **1. Promoting Master Homeowner Program**

- a. Registration is active; first class is September 12<sup>th</sup>.
- b. Staff is working on marketing. Meeting tomorrow morning.
- c. Open to anyone.
- d. Promote to:
  - i. Local media – should call now to get on schedule
  - ii. Corry Journal
  - iii. Highmark Caring Place
- e. Staff will forward promotional email to Board members to share.

## **C. Upcoming Meeting Days**

- 1. C. Mahany emailed survey; can't see respondents but received six replies.
  - a. Variety of preferences but Tuesdays seem to be best for the most people.
  - b. General agreement that 9:00 a.m. is a good time.
- 2. C. Mahany will email Board with new dates and times; we'll revisit if needed.

## **D. ICA Updates**

- 1. General McLane School District signed all ICA's.
  - a. Only one School District (Fort LeBeouf) currently unsigned.

- b. Franklin and McKean Townships were already signed.
  - c. We're working on Edinboro and McKean Boroughs.
- 2. Union City School District signed for Union Township (already signed for Union City Borough).
- 3. Amity Township signed.
  - a. We've also received an application from Amity for the Rapid Reset Program.
- 4. Wattsburg School District signed for Amity, Greenfield, and Venango Townships and Wattsburg Borough (already signed for Greene Township).

### **VIII. Notices & Announcements**

#### **A. REALTOR RFP: [ErieCountyLandBank.org/Contract-Opportunities](http://ErieCountyLandBank.org/Contract-Opportunities)**

- 1. Deadline extended.
- 2. RFP was sent to Board of Realtors who sent it out to Realtors.
- 3. We've only received one bid, not feasible.
- 4. C. Mahany will email RFP to Board to share.

### **IX. Adjournment** 10:13 a.m.

- Motion by J. Lee to Adjourn, seconded by D. Mitchell.

**Upcoming Meeting Dates TBD: September \_\_\_\_\_ (Governance) & September \_\_\_\_\_ (Board); Originally 9/11 and 9/25**