



## Governance Committee Meeting Minutes

Erie County Land Bank

Mar 8, 2023 at 9:00 AM EST to Mar 8, 2023 at 10:30 AM EST

### Meeting Details:

<https://us02web.zoom.us/j/8144401269?pwd=Z1FFaENxcTUvWVcOMVFVMIVBNksyZz09>, +1 646 558 8656

Meeting ID: 814 440 1269

Passcode: ECLB2023

## Agenda

**Zoom Meeting ID: 870 2192 0410 Passcode: ECLB2023**

### I. Call to Order & Attendance

Committee: James Cardman, Brian McGrath, Jack Lee, Christine Rush

Also: J.W. Alberstadt, Jennifer Hirneisen, Christie Mahany, Krista Arnold

### II. Previous Meeting Minutes

Motion: Approve previous meeting minutes by J. Cardman, with a second by J. Lee. All approved.

### III. Solicitor Update

A. Working through property acquisitions list.

B. Policies to preview – Anti-Nepotism policy, Media Policy, and Media Release. These will go to the full board for review and approval. J. Hirneisen will draft a receipt to send along with the policies.

### IV. Unfinished & New Business

#### A. Property Updates

23-25 S Main Street, Union City: C. Mahany will reach out to the contractor for an addendum supplemented by a letter from the structural engineer or architect certifying that these specific things need to be done to prevent the collapse of the neighboring property. Additionally we shall ask for a specific set of plans, copies of all the permits, and the cost of the project provided they end up with it in the end. If all of those criteria are met we can proceed immediately.

13 Warden Street, Union City sale to Keisha Hines is approved by the borough, and ready to be transferred.

#### B. Empire Demolitions

Follow up discussion and phone call from Kristen at Empire. C. Mahany will reach out to Empire and ask for a list of all recent projects and contact information for references. At this point in time we are not short on contractors willing to work.

### **C. Board Up Company Options**

Dawgs

Mammoth Restoration

The City of Erie has a list they would be willing to share with ECLB.

### **D. Office Management: Retirement Options**

Paychex 401K discussion

- Paychex is the #1 keeper for 401Ks
- Everything is handled through the Paychex Flex System - employees can make changes per pay period.
- All notifications and rollovers are handled by them.
- Setup with Paychex specialist (3-4 weeks)
- Employee Contribution: 1%-92% of paycheck. (Max \$22,500/year/employee)
- Employer Match 1:1 up to 3%, 0.5:1 up to 4% (Max Employee \$5/Employer \$4)
- LOWERS PAYROLL TAX LIABILITY
- \$2000 startup (paid over 24 months)
- \$105 monthly + \$5/employee (under 4 employees)

Other Options? Solicitor Alberstadt suggested we reach out to Anita at Northwest Bank for a contact. C. Mahany will handle that and report back.

### **E. Office Management: Healthcare Options**

On hold until we have additional employees.

**F. April 12 Governance Meeting attendees** – B. McGrath is unable to attend.

### **V. Adjournment**

Motion: Adjourn by J. Lee. Seconded by J. Cardman.

**Upcoming meetings: March 22 (Board) & April 12 (Governance)**