

## MINUTES

**For the September 17<sup>th</sup>, 2018 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.**

### ROLL CALL:

Board of Directors:	Chris Groner Darlene Feeney	Trevor Thompson	
ERA Staff:	Scott Henry	Kelly Neville	
Visitors:	Kathy Wyrosdick Jeremy Bloeser	Andy Zimmerman Anna Frantz	Erin Carey

### CALL TO ORDER:

Mr. Groner, Treasurer, called the meeting to order at 1:00 pm and noted that the meeting will be audio taped to facilitate preparation of the written Minutes which will serve as the official public record.

### CONSENT AGENDA & PUBLIC COMMENT:

The following items were included on the Consent Agenda:

- a. Approval of the Agenda
- b. Approval of the Minutes of the August 20, 2018 Regular Meeting

Upon a motion by Ms. Feeney and a second by Mr. Thompson the Consent Agenda items were approved unanimously.

There were no citizens to be heard.

### REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry stated that there was currently a vacant position on the Board and the Mayor's office has been notified and is actively searching to fill the position.

Mr. Henry stated that documents have been prepared for opening the Erie Land Bank's checking account and will be finalized once the appropriate signatures are received. The City's finance department will then be contacted in order for the Land Bank to receive the funds allocated by City Council.

Mr. Henry and Ms. Wyrosdick attended the Erie County Land Bank meeting at which time they entered into formal agreements with with MacDonald-Illig for legal services and the Erie County Department of Planning for administrative/management services. Mr. Henry and Ms. Wyrosdick made a presentation to the Board detailing the blight mitigation efforts underway in the City of Erie and the various processes already in place, further explaining how the City could make immediate use of available funding. Mr. Henry noted that the Erie County Land Bank's overall response was positive, but they wanted to consult with their Solicitor and consider their options before making any definitive financial commitment.

Mr. Henry announced that PHFA has released an RFP for the 2018 PHARE funding program and he will be consulting with Abby Skinner, City of Erie Grant Writer, on how a competitive application can best be submitted to potentially leverage funds which might be available from the Erie County Land Bank.

Mr. Henry announced that there were 138 properties on the Judicial Sale list as of September 10; twelve of which are declared blighted by the City of Erie. Overall, the City of Erie has a total of 123 properties that are declared blighted.

Mr. Henry stated that although the Land Bank recently received proposals for website development, it's possible that the Land Bank may be included within a re-design of the City's website. Another possible alternative is for the Land Bank to work directly with Partnership Erie, a non-profit based out of PSU-Behrend which provides website development services for non-profit organizations.

### **UNFINISHED BUSINESS & NEW BUSINESS:**

The recent resignation of J.W. Alberstand, Jr. left a vacancy in the position of Vice-Chairperson. Ms. Feeney made a motion to nominate Mr. Thompson as Vice-Chairman. Mr. Groner seconded the motion, and the motion was approved unanimously.

Mr. Henry distributed a draft Request for Proposals for Legal Services and stated that he believed the Land Bank should be prepared to engage legal counsel as it continues to seek funding and prepared to engage in real estate transactions. After a brief discussion, the Board authorized Mr. Henry to solicit proposals for review at a future meeting.

### **Intergovernmental Agreement:**

Mr. Henry reported that he has engaged in further e-mail conversation with the Erie School District as they posed a number of procedural questions relative to the draft Intergovernmental Cooperation Agreement. Ms. Feeney noted that it was her understanding that the District administration was overall satisfied with the responses/explanations and that the matter would likely go before the School Board in October. Mr. Henry confirmed that he would plan to attend the School Board's October meeting(s) to further explain the agreement and answer any additional questions.

### **Judicial Tax Sale Acquisitions:**

Mr. Henry presented the following nine properties for potential acquisition by the Land Bank through the 2018 Judicial Tax Sale, as recommended by Our West Bayfront, the Bayfront East Side Task Force, and the Erie Redevelopment Authority. Mr. Henry advised the Board that any of these properties could be removed from the sale list up until the time of the sale for various reasons and also noted that the requesting entities would all be prepared to fund the acquisitions and assume ownership of the properties immediately after they are conveyed to the Land Bank. Upon a motion by Mr. Groner, seconded by Mr. Thompson, the Board unanimously approved submitting Option Agreements to the Erie County Tax Claim Bureau for the following properties:

- 107 Parade Street
- 209 German Street
- 123 Sobieski Street
- 450-452 West 2<sup>nd</sup> Street
- 509 Cascade Street
- 706 Plum Street
- 330 East 25<sup>th</sup> Street
- 706 West 3<sup>rd</sup> Street
- 959 West 8<sup>th</sup> Street

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:26 pm, upon a motion by Ms. Feeney.

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary