

MINUTES

For the October 15th, 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:	Trevor Thompson Darlene Feeney	TJ Sandell
ERA Staff:	Scott Henry	Kelly Neville
Visitors:		

CALL TO ORDER:

Mr. Sandell, Chairman, 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 September 17, 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 the City has a total of 120 properties declared blighted, 13 of which are on the judicial sale list.

The County ran their legal advertisement for the Judicial Tax Sale last week and included language stating that the properties are subject to be purchase by the Land Bank.

Mr. Henry stated that the Erie Redevelopment Authority recently met and announced that they have 13 condemnation actions that are in the process of moving forward.

Mr. Henry reported that he has spoken with the City of Erie's Finance Department regarding the \$5,000 allocated to the Land Bank by City Council. City Council needs to formally approve the expenditure of funds and it is expected that this will occur during the first meeting in November.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Legal Services Proposals. A Request for Proposals for legal services was sent to 6 local law firms. Quinn Law Firm and Marsh-Schaaf were the only two that submitted proposals. Based largely on the pricing in the proposals, Mr. Henry recommended that the Board consider accepting the proposal from Marsh-Schaaf to begin once the Land Bank receives some initial operating funds.

Upon a motion by Mr. Thompson and a second by Ms. Feeney the board unanimously agrees to hire Marsh Schaaf Law Firm for legal services for the Erie Land Bank.

2. Intergovernmental Agreements. Mr. Henry reported that he attended the School Board's Committee of the Whole meeting on October 10 and gave a brief presentation about the Land Bank and the proposed agreement. It is expected that the Board will approve the agreement at their October 17 meeting.

3. 2018 Judicial Tax Sale. Mr. Henry announced that he had submitted Options to the County Tax Claim Bureau for the 9 properties approved at the September meeting. The Bureau responded with some clarifications and questions and noted that one of the properties (706 Plum Street) had been removed from the sale list.

4. Erie County Land Bank. Mr. Henry stated that meetings continue with the Erie County Land Bank and a draft Cooperation Agreement between the two entities is being circulated. The Board reviewed the draft agreement and a draft of an initial Work Plan.

5. PHARE/RTT. Mr. Henry reported that he is continuing to work with the City's Grant Writer to prepare an application to PHFA's PHARE program and noted that one of the requirements is that 30% of the funding benefit households at or below 50% of the median family income. One way to satisfy this requirement would be to acquire and rehabilitate a structure as a rental property – this would also provide the Land Bank with a small income stream.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:39 pm on a motion by Ms. Feeney.

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary