

## MINUTES

**For the June 17<sup>th</sup>, 2017 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 Mong      Jay Alberstadt

   TJ Sandell

ERA Staff:                                Dave Deter      Kelly Neville

Visitors:                                 Andy Zimmerman      Anna Frantz

   Kathy Wyrosdick      Delaney Jackson

### CALL TO ORDER:

TJ 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 June 19<sup>th</sup> 2017 Regular Meeting

Upon a motion by Mr. Alberstadt and a second by Mr. Mong, the Consent Agenda items were approved unanimously.

There were no citizens to be heard.

### REPORT OF THE EXECUTIVE DIRECTOR:

There was no correspondence presented.

Mr. Deter stated that he received an email from Jeremy Bloeser (BEST) identifying a potential property located at 421 Parade Street for acquisition of the Land Bank. The property is now vacant and continues to become blighted. BEST is interested in purchasing and demolishing this property.

Mr. Deter stated that Code Enforcement identified the property 2136 East 40<sup>th</sup> Street at the most recent Blighted Property Review Committee meeting.

Mr. Deter stated that property 518-520 East 14<sup>th</sup> Street has been brought to his attention by SNOOPS. The adjacent property owner is willing to purchase the property after demolition.

Anna Frantz from OWB, stated the following properties could be possible projects:

**Rehabilitation candidates:**

201 Chestnut Street  
503 West 4<sup>th</sup> Street  
210 Liberty Street

**Demolition candidates:**

725 West 4<sup>th</sup> Street  
652 Park Avenue

Mr. Alberstadt stated that if judicial sale was the method of acquisition for the above properties, agreements need to be in place with the County and School District.

**General Updates/Information:**

Visitor, Delaney Jackson, Director at the International Institute announced that the Erie Land Bank model exists in the Institutes Cleveland office.

Ms. Jackson would like to target areas for the Institutes Microenterprise Program & possibly offering renters "Rent to own" agreements in these specified areas.

Mr. Mong suggested that Ms. Jackson come back and perform a formal presentation to the BOD.

**UNFINISHED BUSINESS & NEW BUSINESS:**

**OTHER BUSINESS**

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:51 pm

Respectfully submitted,

Erie Land Bank

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Christopher Mong, Secretary

## AGENDA

Erie Land Bank Board of Directors  
**FOR THE JULY 17, 2017 MEETING**  
Erie City Hall, Room 500 1:00 PM  
626 State Street Erie, PA 16501

**Note: Meetings are taped to facilitate keeping minutes.**

A. SIGN IN & ROLL CALL

B. CONSENT AGENDA & PUBLIC COMMENT

1. Approval of the Consent Agenda

a. Approve Agenda

b. Approve Minutes of June 17<sup>th</sup> 2017 Meeting

2. Citizens' Comments

C. REPORT OF THE EXECUTIVE DIRECTOR

1. General Updates/Information

D. UNFINISHED BUSINESS & NEW BUSINESS

1. Neighborhood Groups

2. Agreements between School District & County

E. OTHER BUSINESS

F. ADJOURNMENT

**MINUTES**

**For the Month of August, 2017 there was no Regular Meeting held for the Erie Land Bank.**

## MINUTES

**For the September 18<sup>th</sup>, 2017 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:	Jay Alberstadt TJ Sandell	Trevor Thompson
ERA Staff:	Dave Deter Scott Henry	Kelly Neville
Visitors:	Andy Zimmerman Amy Jo Zola	Leann Sestak

### CALL TO ORDER:

TJ 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 July 17<sup>th</sup> 2017 Regular Meeting

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

There were no citizens to be heard.

### GENERAL UPDATES/INFORMATION:

Mr. Henry stated that the Redevelopment Authority submitted a funding application to PaDCED in late 2016 for land bank startup. That application is still pending and may be approved in the coming months.

Mr. Henry has spoke with George Espy at the Community Foundation and learned that the Foundation continues to be interested in the land bank concept and believes it to be a critical component of the Erie Refocused Plan. Mr. Henry shared a copy of the Land Bank Business Plan with Mr. Espy and discussed the possibility of the Erie Community Foundation providing some startup funding for the Land Bank. The Community Foundation typically has a maximum amount of \$30k for their "Helping Today" Grant Program and their deadline for applications is October 25<sup>th</sup> 2017.

**Upon a motion by Mr. Alberstadt and a second by Mr. Thompson**, the board unanimously approved that the Erie Land Bank authorizes the Erie Redevelopment Authority to submit an application to the Erie Community Foundation for approximately \$30,000 on behalf of the Erie Land Bank for funding of first year administrative startup costs.

Mr. Deter recently met with several neighborhood groups to discuss various strategies to address blight, including recommendations on properties for blight designation, properties suitable for acquisition to result in either demolition or rehabilitation, identification of areas that can be used for green space. The discussion also included the possibility of neighborhood-specific funding sources to support these activities.

**UNFINISHED BUSINESS & NEW BUSINESS:**

**Agreements between the School District and the County:**

Mr. Alberstadt reported that he has shared a draft intergovernmental agreement with the County Planning Director and is awaiting her comments. Once the agreement appears satisfactory to the County, it will be shared with the school district.

**OTHER BUSINESS:**

None

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:26 pm

Respectfully submitted,

Erie Land Bank

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Christopher Mong, Secretary

## MINUTES

**For the October 16, 2017 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:	Christopher Mong	Trevor Thompson
	TJ Sandell	
ERA Staff:	Scott Henry	
Visitors:	Andy Zimmerman	

### 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 July 17<sup>th</sup> 2017 Regular Meeting

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

There were no citizens to be heard.

### GENERAL UPDATES/INFORMATION:

Mr. Henry stated that the Redevelopment Authority submitted a funding application to PaDCED in late 2016 for land bank startup. That application is still pending and may be approved in the coming months.

Mr. Henry reported that the Redevelopment Authority researched costs of general liability insurance. A \$1,000,000 policy would have a base annual premium of \$500, which would then be adjusted based on the amount of property under ownership (approximately \$2.00 per acre).

Mr. Henry reported that he met with George Espy at the Erie Community Foundation. Mr. Espy indicated that the Community Foundation would be interested in capitalizing the Land Bank as part of the Foundation's 2018 Shaping Tomorrow grant program. Mr. Espy suggested that the Erie Land Bank prepare a Letter of Interest proposing projects that would support and further expand ongoing initiatives of the Foundation – namely, the Innovation District, downtown revitalization, and neighborhood revitalization. Mr. Henry shared a draft proposal with the Board and commented that some of the proposed initiatives would expand the Land Bank's operations into commercial property acquisition, but could potentially provide recurring revenue to support the Land Bank's primary mission of blight mitigation. The Board committed to reviewing Mr. Henry's draft Letter of Interest in greater detail with

plans for a subsequent discussion at the next meeting. Mr. Henry noted that he did not expect that the Community Foundation would require any submission prior to mid-December.

**UNFINISHED BUSINESS & NEW BUSINESS:**

**Intergovernmental Agreements**

Mr. Henry noted that he had reviewed Mr. Alberstadt's draft of the proposed agreement and suggested an alternative format and several changes to Mr. Alberstadt. It is expected that a meeting will be scheduled with County officials within the next few weeks to explain the Land Bank's status and negotiate final details of an agreement between the County and the Land Bank.

Mr. Henry noted that the Erie Redevelopment Authority has been providing limited administrative services to the Erie Land Bank since its inception, but commented that the Authority is not financially able to subsidize on-going work for the Land Bank. Mr. Henry suggested that the Erie Land Bank enter into a management agreement with the Redevelopment Authority and provided the Board with an outline of proposed agreement terms. Mr. Henry stated that having an agreement in place, the Authority would be able to provide requisite services under deferred payment terms until the Land Bank began to receive funding. The Board expressed understanding of the Authority's position and requested that Mr. Henry incorporate the proposed terms into a formal agreement for consideration at the next meeting. With confidence that a suitable agreement could be reached with the Authority, the Board also requested that the Authority move forward with developing policies and procedures required by the Land Bank legislation.

Mr. Thompson advised that he updated the Erie County Board of Realtors re the status of the Land Bank, and suggested they consider making a financial contribution to the Land Bank to fund some initial activity. This would be further considered by the Board of Realtors at an upcoming meeting.

**OTHER BUSINESS:**

None

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:35 pm

Respectfully submitted,

Erie Land Bank

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Christopher Mong, Secretary





**ERA Management Agreement**

The draft agreement was reviewed by the Board with formal action being deferred until a future meeting.

**OTHER BUSINESS:**

None

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:50 pm

Respectfully submitted,

Erie Land Bank

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Christopher Mong, Secretary

## MINUTES

**For the December 18, 2017 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:	Christopher Mong TJ Sandell	Trevor Thompson
ERA Staff:	Scott Henry	David Deter
Visitors:	Andy Zimmerman	

### 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 November 19, 2017 Regular Meeting

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

There were no citizens to be heard.

### GENERAL UPDATES/INFORMATION:

Mr. Henry reported he, Mr. Sandell, Mr. Alberstadt, and Mr. Deter met with representatives of the Erie County administration on December 12 to discuss the two land bank-related proposals being considered by County Council. The County Executive had submitted a proposed ordinance that would create a land bank similar in structure to the Erie Land Bank and further proposed that the Chairperson of the Erie Land Bank be included as a board member for a county formed land bank. Mr. Henry further noted that the County indicated they believed the two land banks could co-exist and cooperate with each other and that the County would give favorable consideration to sharing a portion of future allocated gaming revenues with the Erie Land Bank.

Mr. Sandell noted that Mr. Brzezinski is absent again and is no longer a member of the Erie School Board. Mr. Henry offered to contact the Erie School District's Board Secretary to inquire as to whether the District will be designating a new representative.

**UNFINISHED BUSINESS & NEW BUSINESS:**

**Intergovernmental Agreements**

A draft Agreement was distributed for review by Board members, but has not yet been presented to the County or Erie School District. Board members will review the draft agreement at the next meeting and plan to proceed accordingly.

**ERA Management Agreement**

Upon a motion by Mr. Mong and second by Mr. Thompson, the Board unanimously approved the Management Agreement with the Redevelopment Authority of the City of Erie.

**Policies & Procedures**

Mr. Henry provided an initial draft of Policies and Procedures for the Erie Land Bank. Mr. Henry noted that the document was largely based on examples from other Pennsylvania land banks and that he believes it meets the statutory requirements while allowing enough flexibility for the Erie Land Bank to engage in a variety of transactions. Mr. Henry cautioned the Board that they should review the document carefully and be comfortable with the contents before approving, but should also be cognizant that the Board can amend the policies and procedures as the land bank matures.

**OTHER BUSINESS:**

Mr. Sandell noted that Mr. Mong is leaving his position as the City's Director of Economic and Community Development and thanked him for his service to the Erie Land Bank.

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:35 pm, upon a motion by Mr. Mong.

Respectfully submitted,

Erie Land Bank

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, Secretary