

## **MINUTES**

**For the January 15, 2018 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 107, Erie, Pennsylvania, at 1:00 p.m.**

### **ROLL CALL:**

Board of Directors:	Jay Alberstadt TJ Sandell	Trevor Thompson
ERA Staff:	Scott Henry	David Deter
Visitors:	None	

### **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 December 18, 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. Deter outlined recent land bank-related activity by County Council and the County Executive and noted that the County Executive's most recent proposal to County Council included a more traditional land bank structure with a nine member board of directors. Mr. Henry and Mr. Thompson both added that they had been invited to express interest in securing positions on the board of a potential County land bank. Mr. Thompson also noted that the Erie County Board of Realtors was potentially interested in board representation.

Mr. Deter further reported that the Erie Redevelopment Authority was concluding the recent acquisition of twelve blighted properties and will soon be initiating another batch of blighted property acquisitions.

Mr. Henry advised the Board that the Erie School District is expected to designate a new appointee later this week.

**UNFINISHED BUSINESS & NEW BUSINESS:**

**Intergovernmental Agreements**

The Board reviewed the draft Cooperation Agreement between the Erie Land Bank and the County of Erie. The Board requested that Mr. Henry forward the draft agreement to the County Executive for review.

**Policies & Procedures**

Mr. Henry summarized the proposed Administrative Policies and Procedures for the Erie Land Bank. Upon a motion by Mr. Alberstadt and a second by Mr. Thompson, the Administrative Policies and Procedures items were unanimously adopted.

**OTHER BUSINESS:**

None.

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:30 pm, upon a motion by Mr. Alberstadt.

Respectfully submitted,

Erie Land Bank

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, Secretary

## **MINUTES**

**For the February 12<sup>th</sup>, 2018 Regular Meeting of the Erie Redevelopment Authority, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 4:00 p.m.**

### **ROLL CALL:**

Board of Directors:	Dr. Scheller TJ Sandell	Richard Bordonaro
Staff:	Scott Henry	Kelly Neville
Visitors:	Jason Brendel	Chris Groner

### **CALL TO ORDER:**

Dr. Scheller, Chairman, called the meeting to order at 4:00 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.

### **PLEDGE OF ALLEGIANCE:**

Dr. Scheller opened the meeting by having attendees recite the Pledge of Allegiance.

### **CONSENT AGENDA & PUBLIC COMMENT:**

The following items were included on the Consent Agenda:

- Approval of the Agenda
- Approval of the Minutes of the January 22, 2018 Regular Meeting
- Approval of the January 2018 Finance Report

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

### **CITIZENS COMMENTS:**

Mr. Jason Brendel.

Mr. Brendel expressed concerns about Erie being marketing effectively. He questioned if the ERA would be willing to focus more on improving properties on the east side.

## **REPORT OF THE EXECUTIVE DIRECTOR:**

There was no correspondence presented.

Mr. Henry presented the December 2017 - January 2018 Property Report which is attached and incorporated into these Minutes. Upon a motion by Mr. Sandell and a second by Mr. Bordonaro, the Board unanimously approved a **Resolution** to accept the Property Report.

Mr. Henry presented the Lead Hazard Control and Rehabilitation Report for February 2018 and it is attached and incorporated into these Minutes.

Mr. Henry stated that ECGRA is putting together a Renaissance Block program in which they propose to grant out funding to organizations to sponsor improvements within their neighborhoods. Mr. Henry had a conversation with Kathy Wyrosdick, the City's Planning Director, regarding the Authority being able to represent certain areas that may not have an organized neighborhood group.

Mr. Henry stated that the Authority recently performed a budget modification to the Keystone Blight funds from the City for acquiring properties. 12 new acquisitions should be ready to be on the Authority's agenda by April 2018, 6 of which will be funded with the Keystone funds, 3 with CDBG and 3 will be funded through an arrangement with Our West Bayfront, Bayfront Eastside Taskforce & SNOOPS using tax credit money.

### **General Updates/Information:**

Mr. Henry stated that the Authority recently acquired 12 properties, one of which has already been demolished (420 Plum Street). Four additional demolitions are pending, and other properties are being privately rehabilitated..

Mr. Henry reported that the County Planning Commission hosted a group meeting about deconstruction and architectural salvage. One of the primary concerns discussed was the cost difference between demolition and deconstruction.

Mr. Henry stated that he recently met with Sister Michele Schroeck from the Eastside Grassroots Coalition who are working in the area bordered by 12<sup>th</sup> Street to 26<sup>th</sup> Street on the east side of the Bayfront Parkway. Currently, they are offering mini grants to homeowners in the area for exterior repairs. ERA will seek ways to cooperate further in the future and will also engage this group in other neighborhood-centric discussions re blight.

Mr. Henry stated that the Authority recently submitted a Request for Release of Funds for the Lead Grant. Mr. Henry advised that there are approximately 200 people on the waiting list for this program, so outreach will be minimized until many of those on the waiting list can be assessed.

### **McGarvey Building RACP Project:**

Mr. Henry stated that the elevator installation project should be complete by the end of February. The elevator is scheduled to be delivered within the next week. An initial reimbursement request was recently submitted to the Office of Budget.

### **Mercantile Building:**

Mr. Henry stated that sale of the Mercantile Building to Moxie Twelve was recently finalized. The Authority received a final payment of \$10,000 for satisfaction of the \$250,000 promissory note.

Mr. Henry stated that City's Treasurer's office had identified several liens against properties owned or formerly owned by the Authority, dating back to 1985, in the amount of approximately \$16,000. With Councilman Merski's assistance, the Authority has been granted forgiveness of those liens by City Council.

Mr. Henry reported that the City's Bryne Criminal Justice Initiative Grant is scheduled to end March 31, 2018. The Authority's portion was initially for \$78,000 and approximately \$37,000 has yet to be spent. The City is currently working with the Authority to get that remaining funding reallocated.

Mr. Henry stated that he attended Gannon's annual Community Engagement Celebration and the Redevelopment Authority was recognized for its partnership and cooperation with Our West Bayfront.

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

Upon a motion by Mr. Sandell and a second by Mr. Bordonaro, the Board unanimously approved a **Resolution** to accept the submission of the applications to the City of Erie's CDBG Program for the fiscal year July 1, 2018 through June 30, 2019.

Acquisition	\$75,000
Housing Rehabilitation	\$300,000
Housing Rehabilitation	\$350,000

Upon a motion by Mr. Sandell and a second by Mr. Bordonaro, the Board unanimously approved a **Resolution** to accept the termination of David W. Deter as a trustee on the Authority's 457(b) retirement plan and replace him with Scott Henry as trustee.

#### **OTHER BUSINESS**

#### **ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 4:31 pm.

Respectfully submitted,

Redevelopment Authority of the City of Erie

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Richard Bordonaro, Secretary

## **MINUTES**

**For the March 19, 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	Jay Alberstadt	Trevor Thompson
	TJ Sandell	Darlene Feeney	
ERA Staff:	Scott Henry	Kelly Neville	
Visitors:	Andy Zimmerman	Kathy Wyrosdick	

### **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 February 19<sup>th</sup> 2018 Regular Meeting

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

There were no citizens to be heard.

### **REPORT OF THE EXECUTIVE DIRECTOR:**

Mr. Henry stated that the Authority recently reconvened the Erie Neighborhood Growth Partnership (ENGP) and restructured the board to include representatives of the neighborhood groups. The ENGP will serve as an advisory board for the Authority and the Land Bank. The ENGP will be submitting an application to the Community Foundation for startup funding for the Land Bank.

### **GENERAL UPDATES/INFORMATION:**

Mr. Henry stated that the County Land Bank has appointed their Board of Directors and a meeting is tentatively scheduled for April 11, 2018.

Mr. Henry recently met with Jessica-Horan Kunco about the Council of Governments preparing for a presentation on April 12, 2018, to educate public officials re the basics of land banks.

The County has released their judicial sale list which includes approximately 149 properties from the City. 14 of which have already been declared blighted by the City's Blighted Property Review Committee.

**UNFINISHED BUSINESS & NEW BUSINESS:**

**Intergovernmental Agreements**

Mr. Henry stated that a draft agreement has been submitted to the County and a meeting has been scheduled with the County Executive. A copy of the agreement was sent to the Erie School District's Solicitor, Tim Wachter.

**OTHER BUSINESS:**

Mr. Sandell announced that he recently spoke with Kathy Dahlkemper regarding the County's Land Bank moving at a very slow rate and she wasn't hopeful of the Erie Land Bank receiving funding from them this year.

Mr. Sandell mentioned he was still working with City Council to possibly provide approximately \$5,000 in startup funds to the Land Bank.

Mr. Alberstadt reminded everyone that the Erie Land Bank was created with the intent of mitigating blight; not as an entity acting to purchase and resale properties to generate revenue. Mr. Henry assured Mr. Alberstadt that was not the intention and the original plan to fight blight was still the main focus.

Mr. Henry stated that he is currently working on an acquisition matrix which would itemize characteristics re properties being recommended for acquisition by the land bank. It was also noted that the land bank would need to create a development agreement for potential buyers of Land Bank properties.

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:37 pm

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary

## MINUTES

**For the April 16, 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	Jay Alberstadt	Trevor Thompson
	Darlene Feeney		
ERA Staff:	Scott Henry	Kelly Neville	
Visitors:	Andy Zimmerman	Jason Brendel	

### CALL TO ORDER:

Mr. Alberstadt, Vice-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 March 19<sup>th</sup> 2018 Regular Meeting

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

There was one citizen to be heard, Jason Brendel. Mr. Brendel stated that he would like to see citizens of the City of Erie benefit from funding for property improvements.

### REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry reported the following –

- Members of the newly appointed County Land Bank gathered for an informal meeting to gather some general background information about land banking. John Kromer, who authored the “Proposed Business Plan for Erie Land Bank” addressed the group. The elected officials in attendance spoke about the importance of sharing the expected gaming funds with the City’s land bank.
- Mr. Sandell approached City Council during their March meeting to request some start-up funding for the Land Bank. Positive feedback was given about the request being approved, but no resolutions have been presented yet.
- The Erie Area Council of Governments is putting together an informational session on land banking for their members and other interested parties. The session has been re-scheduled for May 24<sup>th</sup> 2018.



- The Housing Alliance of Pennsylvania will hold their annual Blight Summit on June 12<sup>th</sup> 2018 in Lancaster.
- ENGP will be submitting an application to the Erie Community Foundation on behalf of the Land Bank for some limited startup funds. Approximately \$17-\$20k will be requested for development of a website, initial legal services and branding/marketing materials.

#### **GENERAL UPDATES/INFORMATION:**

Mr. Henry distributed draft operating documents, including an acquisition matrix, disposition guidelines, and property purchase proposal evaluation template. Mr. Henry asked all members to review these draft documents and provide any feedback and indicated that one of the purposes is to ensure that any transferees of land bank properties will be successful with the future rehabilitation or development of those properties. The Board discussed that it would be their preference that potential transferees appear before the Board to discuss their proposals.

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

**Intergovernmental Agreements:** Mr. Henry asked the Erie School District Solicitor, Attorney Wachter, to review a draft of the proposed agreement with the District and provided the Board with Attorney Wachter's proposed revisions. Ms. Feeney added that she had met with the District Solicitor during his review of the proposed agreement and one of the outstanding concerns involved the future allocation of tax payments and how that process would be administered.

Upon a motion by Mr. Thompson and a second by Mr. Groner, the Board unanimously authorized Mr. Henry to move forward with negotiation of the Intergovernmental Agreement with the Erie School District, pending Mr. Alberstadt's review of Attorney Wachter's proposed changes.

Mr. Henry further reported that he and Chairman Sandell recently met with a group from the County to discuss the proposed Cooperation Agreement with the County. Several related issues were discussed, as the County had questions about how the Land Bank would operate and various scenarios that might be encountered. Mr. Henry noted that James Sparber, County Finance Director, recently reported that the proposed Agreement is under legal review by the County.

**Website Design RFP:** Mr. Henry stated that he had distributed a Request for Proposals for development of a website for the Erie Land Bank. The Board indicated that the RFP was satisfactory and authorized Mr. Henry to distribute the RFP and begin solicitation of proposals.

#### **ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:54 pm, upon a motion by Ms. Feeney.

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary

## **MINUTES**

**For the May 21, 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	Jay Alberstadt	Trevor Thompson
	Darlene Feeney	TJ Sandell	
ERA Staff:	Scott Henry	Kelly Neville	
Visitors:	Andy Zimmerman	Kathy Wyrosdick	Tessa Ferraro

### **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 April 16<sup>th</sup> 2018 Regular Meeting

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

There were no citizens to be heard.

### **REPORT OF THE EXECUTIVE DIRECTOR:**

Mr. Henry stated that there were about 145 properties on the judicial sale list within the City of Erie, 10 of which have been declared blighted. There are 203 properties on the Repository list, 7 of which have structures.

The ENGP submitted an application to the Erie Community Foundation for land bank startup funding in the amount of \$15,750. Approximately \$13,000 of those funds would be utilized for consultant/professional fees, including website development and initial legal services; \$2,000 for equipment, supplies and materials; and, \$750 for general liability insurance. The Community Foundation responded with some questions about how the Land Bank would operate and generate funds for normal operations.

Mr. Henry announced that The Housing Alliance of Pennsylvania will be having their annual Blight Summit in Lancaster on June 12, 2018.

### **GENERAL UPDATES/INFORMATION:**

Mr. Henry distributed a draft Developer's Agreement to all Board Members to review.

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

**Intergovernmental Agreements:** Mr. Henry noted that he contacted James Sparber at Erie County re the proposed Cooperation Agreement and provided simplified language re the consideration that the Land Bank would pay when purchasing properties through the Judicial Tax Sale. Mr. Sparber responded that the stated that the agreement was still under review by the County. Mr. Henry reported that he and Ms. Feeney recently met with Mr. Polito and Mr. Pruchnicki to discuss the proposed agreement between the Land Bank and the Erie School District. Overall, the School District is agreeable with the land bank concept, but do have some concerns that the Land Bank could be over-zealous in a manner that could negatively impact the District's tax base. The School Board may consider the Cooperation Agreement as early as June 2018.

**Website Design RFP:** Mr. Henry stated that he had solicited proposals from 9 firms, 8 local and 1 from Colorado. Responses were received from 3 firms:

- WorkBot \$6,750.00
- Erie Multimedia \$6,850.00
- Urban Interactive \$6,500.00 (plus additional fees upwards of \$2,000)

No recommendation or formal action will be taken until such time as funding is available to proceed.

### **OTHER BUSINESS:**

Upon a motion by Mr. Alberstadt and a second by Mr. Thompson, the Board unanimously approved adoption of the Public Comment Policy.

### **ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:38 pm upon a motion by Mr. Groner.

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary

## **MINUTES**

**For the Month of June, 2018 there was no Regular Meeting held for the Erie Land Bank.**

## **MINUTES**

**For the July 16<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:	Jay Alberstadt Darlene Feeney	Trevor Thompson TJ Sandell
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Kathy Wyrosdick	

### **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 16<sup>th</sup> 2018 Regular Meeting

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

There were no citizens to be heard.

### **REPORT OF THE EXECUTIVE DIRECTOR:**

Mr. Henry stated that he attended the first meeting of the Erie County Land Bank. The County moved \$835,000 in gaming funds to the County Land Bank.

Mr. Henry and Kathy Wyrosdick plan to meet with the Executive Committee in August, in hopes to share some of the gaming funds with the City's Land Bank.

Mr. Henry stated that an Employer Identification Number was given to the Land Bank.

Mr. Henry stated that the Land Bank was contacted by the State about submitting an audit report for 2017; a letter was drafted and submitted to the State and the City.

### **GENERAL UPDATES/INFORMATION:**

**UNFINISHED BUSINESS & NEW BUSINESS:**

**Intergovernmental Agreements:** Mr. Henry stated that the County administration has signed off the draft agreement that was sent to the County, which will soon go to County Council.

Ms. Feeney stated that she feels confident that the School Board will sign off on the agreement.

**OTHER BUSINESS:**

Mr. Henry stated that a total of 144 properties are currently on the judicial sale list, in which 10 of those are declared blighted by the City of Erie. Overall a total of 122 properties are declared blighted by the City of Erie. The Erie Redevelopment Authority plans to do eminent domain acquisition of another 9 properties in November of this year.

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:29 pm

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary

## MINUTES

**For the August 20<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 TJ Sandell	Trevor Thompson
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Kathy Wyrosdick Lisa Gomersall	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 August 20<sup>th</sup> 2018 Regular Meeting

Upon a motion by Mr. Groner and a second by Mr. Sandell the Consent Agenda items were approved unanimously.

There were no citizens to be heard.

### REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry announced that Jay Alberstadt has resigned from his position on the board. The Mayor's office has been contacted in regards to a replacement appointment.

Mr. Henry stated that the County Land Bank met on July 25<sup>th</sup>. MacDonald-Illig was appointed as their solicitor. A main point of business was that a request for proposals be sent out for a housing assessment and real property strategy.

Mr. Henry and Ms. Wyrosdick plan to meet with the County Land Bank's Governance Committee in regards to their funding. A request will be made for approximately \$2 Million over the next three years with priority projects to include Judicial Sale and eminent domain property acquisitions and some housing rehabilitation.

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

**Intergovernmental Agreements:** Mr. Henry announced that he received a signed Intergovernmental Cooperation Agreement from the County. There was a change in language regarding the Land Bank acquiring properties from the Judicial Sale. The new language is as follows: "County further agrees that the Land Bank may acquire properties at any Judicial Sale conducted by or on behalf of the Erie County Tax Claim Bureau, but only with the advance written consent of County."

Mr. Henry drafted an "Option Agreement" that could potentially be used to notify the County when the Land Bank is interested in purchasing a property.

Upon a motion by Mr. Thompson and a second by Mr. Groner the Intergovernmental Cooperation Agreement with Erie County was approved unanimously.

Mr. Henry stated that the School Board has yet to put the agreement on the School Board's agenda, but that he will follow-up with them to identify/resolve any questions or concerns they might have.

**Banking:** Mr. Henry reported that City Council has allocated \$5,000 to the Erie Land Bank, which necessitates the need to open a bank account. The Redevelopment Authority's Finance Director recently spoke with some local banks (Northwest, Erie Bank, and Marquette) about opening a commercial checking account. All had similar options which would be suitable. Mr. Henry recommended that Marquette Savings Bank be utilized as they are entirely local and have been making strategic investments in the community.

Upon a motion by Mr. Sandell and a second by Mr. Thompson the Board of Directors hereby approved a resolution authorizes the opening of a business checking account with Marquette Savings Bank.

### **OTHER BUSINESS:**

Mr. Henry suggested that the Board consider querying some neighborhood groups to identify a small number of transactions (5-6) that the Land Bank could undertake in conjunction with the 2018 Judicial Tax Sale. The Board agreed to consider these acquisitions and Mr. Henry will solicit input re potential properties for consideration by the Board at the September meeting.

### **ADJOURNMENT:**

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

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary



## 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 September 17<sup>th</sup> 2018 Regular Meeting

Upon a motion by Mr. Groner 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 are actively searching to fill the position.

Mr. Henry stated that there has been movement with opening the 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 allocated \$5k from City Council.

Mr. Henry attended the County Land Bank meeting, in which they signed an agreement with Macdonald Illig to provide legal services. An agreement was also signed with County Planning to provide Management and Administrative Services. Mr. Henry and Ms. Wyrosdick presented to the Board regarding sharing their gaming funds.

Mr. Henry stated that PHFA is administering a Fair Program.....

Mr. Henry announced that there were 138 properties on the Judicial Sale list. 12 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 the Land Bank recently received proposals for website development, and the lowest bid received was from Work Bot which was \$6,750.00. It is possible that the Land Bank design fees might be eligible to be included in the re-design of the City's website.

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

Ms. Feeney made a motion to nominate Mr. Thompson for the Vice-Chairman position. Mr. Groner seconded the motion.

Mr. Henry stated that he recently sent out an RFP for legal services to see what type of costs the Land Bank may accrue. The Board agreed that Mr. Henry should move forward with attempting to receive bids for legal services.

#### **Intergovernmental Agreement:**

Mr. Henry stated that School District contacted him in regards to processes. Mr. Henry answered their questions to the best of his ability. Mr. Henry spoke with the Mayor and requested that he try and contact Brian Polito in hopes to move forward with the agreement.

Ms. Feeney suggested that Mr. Henry present to the Committee of the Whole at the next scheduled meeting in hopes to be placed on the agenda for the October meeting. Mr. Henry was not opposed to this idea.

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

Mr. Henry stated that there was a previous conversation about some sampling transactions in conjunction with this year's judicial tax sale. Mr. Henry queried the neighborhood groups for possible properties they might be interested in. (See attached property acquisition matrix)

#### **OTHER BUSINESS:**

#### **ADJOURNMENT:**

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

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary

## **MINUTES**

**For the October 15<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:	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 October 15<sup>th</sup> 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 blighted properties, 13 of which are on the judicial sale list.

The County ran their legal advertisement for the judicial sale last week. Language stated that the properties are subject to be purchased 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.

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

An RFP was sent out to 6 law firms for legal services. Quinn Law Firm and Marsh Schaaf were the only two that submitted proposals.

Mr. Henry spoke with the City of Erie's finance Department regarding the \$5,000 that City Council was allocated to the Land Bank. An authorization must be made before issuing the check.

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.

**School District Cooperation Agreement:**

Mr. Henry stated that he recently attended the School Boards Committee of the whole meeting and presented to the Board about land banking and the terms of the agreement. Mr. Henry feels hopeful that the Board will approve the agreement at the next scheduled meeting

Mr. Henry stated that board approved the acquisition of 9 properties from the judicial tax sale. The paperwork has been sent to the County.

**OTHER BUSINESS:**

Mr. Henry stated that meetings continue with the County Land Bank and a Cooperation Agreement has been drafted between the County Land Bank and City's Land Bank, which is attached and incorporated into the minutes. The board reviewed the draft and made a motion to accept the draft agreement.

Mr. Henry stated that the City is going to assist with submitting an application for the PHARE Program. One requirement of the program is that 30% of the funds must benefit 50% AMI or below. The City of Erie, Grant Writer; Abby Skinner, will be assisting the application process.

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:39 pm

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary

## **MINUTES**

**For the November 19<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:	Trevor Thompson Darlene Feeney	TJ Sandell
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Eugene Sundberg Jr. Kevin Flowers	Kathy Wyrosdick Amy Murdock

### **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 October 15<sup>th</sup> 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 introduced Attorney Eugene Sundberg Jr., representing the Marsh-Schaaf Law firm. Mr. Henry noted that he had previously met with Attorney Sundberg and Attorney Agresti and provided them copies of the Land Bank's bylaws, meeting minutes, and other pertinent documents.

Mr. Henry stated that the Erie School District formally approved the Intergovernmental Cooperation Agreement at their October 17<sup>th</sup> meeting.

Mr. Henry provided an update re the 9 properties previously approved by the Board for acquisition through the 2018 Judicial Tax Sale. Two of the properties were redeemed by the owners prior to the sale and Our West Bayfront declined to proceed with a third property. The options on the remaining six properties were exercised – three on behalf of the Redevelopment Authority and three on behalf of the Bayfront East Side Task Force. It is expected that the deeds will be received in February/March 2019.

Mr. Henry reported that an application had been submitted to the PHARE/RTT program in the amount of \$471,000 for additional blight mitigation funding which would enable the acquisition of approximately 20 blighted properties, multiple demolitions, and rehabilitation of approximately 2 structures (3 units) into affordable rental housing.

Mr. Henry stated that it is expected that the City will soon be issuing a check for \$5,000 to the Erie Land Bank as previously allocated by City Council.

**UNFINISHED BUSINESS & NEW BUSINESS:**

Mr. Henry presented a proposed Legal Services Agreement between the Land Bank and the Marsh-Schaaf Law Firm, which is attached and incorporated into the minutes. Upon a motion by Mr. Thompson and a second by Ms. Feeney, the Board unanimously approved the Legal Services Agreement.

Mr. Henry presented a Cooperation Agreement with Erie County Land Bank as approved by the County Land Bank at their most recent meeting. The agreement is attached and incorporated into the minutes. Upon a motion by Mr. Thompson and a second by Ms. Feeney, the board unanimously approved the Cooperation Agreement with the Erie County Land Bank.

Mr. Henry suggested that in order to implement the Work Plan under the Cooperation Agreement with the Erie County Land Bank, it is his recommendation that the Land Bank work with the Erie Redevelopment Authority to acquire properties from the blighted property list using the Authority's eminent domain powers. Mr. Henry presented a draft letter from the Land Bank to the Erie Redevelopment Authority requesting the ERA to condemn a list of 20 properties and stipulating that the Land Bank would cover all the acquisition costs and would then become the owners of those properties. The Land Bank would then oversee the required demolitions and dispositions of the properties. Upon a motion by Mr. Sandell and a second by Ms. Feeney, the board unanimously approved the directive to the Redevelopment Authority.

Mr. Henry stated that the blighted property located at 608 East 7<sup>th</sup> Street has been through the tax foreclosure process and is now in the County's Repository for Unsold Properties. Mr. Henry recommended that the Land Bank authorized acquisition from the Repository, in order for the property to be demolished. Upon a motion by Mr. Sandell and a second by Mr. Thompson, the board unanimously approved the acquisition of 608 East 7<sup>th</sup> Street.

Mr. Henry stated that quotes have been received for general liability insurance and the best price was from Great Lakes Insurance in the amount of \$685 for an annual premium. Upon a motion by Mr. Sandell and a second by Mr. Thompson, the board unanimously approved the option of having Great Lakes Insurance provide general liability coverage for the Land Bank.

**OTHER BUSINESS:**

**ADJOURNMENT:**

With no other business to discuss, the meeting was adjourned at 1:25 pm

Respectfully submitted,

Erie Land Bank

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Darlene Feeney, Secretary

## **MINUTES**

**For the Month of December, 2018 there was no Regular Meeting held for the Erie Land Bank.**