

MINUTES

For the Month of January, 2019 there was no Regular Meeting held for the Erie Land Bank.

MINUTES

For the February 18, 2019 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	T.J. Sandell Chris Groner
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Michael Agresti Liz Allen	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 November 19, 2018 Regular Meeting
- c. Approval of 2018 and January 2019 Finance Reports

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

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry stated that the \$5,000.00 allocation from City Council's budget has been received and deposited into the Land Bank's checking account.

Erie County Land Bank Work Plan:

The initial Work Plan includes 19 properties for which the County Land Bank agreed to fund acquisition and disposition. A bid was submitted to the County for one property being purchased from the Repository and that purchase has been approved by City Council. Similar approvals by the Erie School District and Erie County Council are expected to be forthcoming. Appraisals have been obtained for the other 18 properties, and title searches have been conducted. The condemnation actions are being prepared and Mr. Henry will meet with the attorneys later this week to review and schedule the filings. Once the condemnation actions are filed, notification attempts to the property owners will begin and the owners will have a 30 day period to file objections. Once the Authority's possession becomes absolute, those

properties will be conveyed to the Land Bank for disposition. Mr. Henry noted that the Erie County Land Bank has processed two reimbursement requests to date, totaling about \$10,000.

Mr. Henry stated that 2018 Judicial Sale was confirmed last Wednesday and the deeds are being processed. Once the deeds are on record, the Land Bank will convey those properties to BEST and the Redevelopment Authority.

Mr. Agresti provided an updated on outstanding title issues for the six properties being acquired through the Judicial Sale.

UNFINISHED BUSINESS & NEW BUSINESS:

Election of Officers –

Ms. Feeney made a motion, seconded by Mr. Groner, that the current slate of officers be retained for 2019. The motion passed unanimously.

Meeting Schedule –

Upon a motion by Mr. Sandell, seconded by Mr. Thompson, the Board unanimously approved the 2019 meeting schedule, as attached.

Bylaws Revision –

The Board reviewed proposed language for a revision to the By-Laws that would allow members of the Board to participate in meetings by conference telephone or similar means. Mr. Henry was directed to finalize the proposed language and provide proper notification to the Board so that the matter can be voted upon at the March 2019 meeting.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:18 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the March 18, 2019 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 Chris Groner
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Liz Allen Jeremy Bloeser	Gene Sundberg

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 18, 2018 Regular Meeting

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

There was one citizen to be heard, Jeremy Bloeser from the Bayfront East Side Taskforce (BEST). Mr. Bloeser expressed his gratitude to the Erie Land Bank for intervening in the Judicial Tax Sale to acquire properties on behalf of BEST.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry announced that Jason Pero was appointed by the Mayor to serve on the Board for the Erie Land Bank. Mr. Pero will fill the remainder of Mr. Alberstadt's term through December 2019.

Mr. Henry announced that the Land Bank currently has 6 properties in its inventory at the present time.

Mr. Henry stated that the Community Foundation provided a grant to the ENGP. Part of that grant will be used to fund the development of the website for the Erie Land Bank.

Mr. Henry provided a status update of the 19 properties being acquired with funding from the Erie County Land Bank. Eighteen of those are being acquired by condemnation actions through the Redevelopment Authority and Declarations of Taking were filed on March 4. Mr. Henry noted that he expects the total acquisition and disposition costs to be well under the original estimate of \$414,000 and that he has begun discussions with the Erie County Land Bank about expanding the number of properties to be included in this initial Work Plan.

SOLICITOR'S REPORT

Mr. Gene Sundberg gave a report which is attached and incorporated into the minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

Mr. Henry stated that 706 West 3rd Street was one of the six properties acquired through the Judicial Tax Sale and with no outstanding title issues to be resolved, this property is ready for conveyance to the Redevelopment Authority. Upon a motion by Mr. Groner and a second by Mr. Thompson, the Board unanimously conveyance of 706 West 3rd Street from the Erie Land Bank to the Erie Redevelopment Authority.

The Board discussed a proposed amendment to the bylaws that states:

Section 301. Participation

Any one or more members of the Board may participate in a meeting of the Board by means of a conference telephone or similar communications equipment, or any Internet application, which allows all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. No member of the Board may vote by proxy.

Upon a motion by Mr. Groner and a second by Mr. Thompson, the board unanimously accepted the revision to the Bylaws.

OTHER BUSINESS:

None

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:34 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the April 15, 2019 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 Jason Pero	TJ Sandell
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Liz Allen	Gene Sundberg

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.

Mr. Sandell introduced the newest member, Jason Pero, to the Board.

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 18, 2019 Regular Meeting
- c. Approval of the financial statements through March 31, 2019

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

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry stated that he has recently been working with Werkbot on the website design and shared draft images of the newly created logo and homepage layout.

Mr. Henry stated that activities under the Erie County Land Bank Initial Work Plan continue to progress. April 15 is the deadline for property owners to file Preliminary Objections to the Redevelopment Authority's condemnation actions. As of this meeting, only one party had filed objections (422 Poplar Street). If no other objections are filed, the Redevelopment Authority's possession will become absolute and the Authority staff will begin to evaluate the conditions of each structure and provide a full report and recommendations for further disposition at the May meeting. In the interim, the properties will be conveyed from the Authority to the Land Bank.

Mr. Henry provided an update on the Erie Land Bank's 2018 funding application to PHFA's PHARE program. During a recent conversation with PHFA, it was learned that award announcements had been delayed until July 2019.

Mr. Henry reported that there are currently 5 properties in the Land Bank's possession. 706 West 3rd Street was conveyed to the ERA. The City will be awarding a demolition contract for that structure. Atty. Sundberg is working on resolving title issues with the other four properties so they can then be conveyed.

SOLICITOR'S REPORT

Mr. Gene Sundberg gave a report which is attached and incorporated into the minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

None

OTHER BUSINESS:

None

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:21 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the May 20, 2019 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 Aaron Snippert	Kelly Neville
Visitors:	Liz Allen Jeremy Bloeser	Eugene Sundberg, Esq.

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 15, 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 website development is still underway and he hopes to be able to give a presentation of the site at the next scheduled meeting.

Mr. Henry provided an update re the 19 properties included in ECLB Work Plan I and noted that the most recent reimbursement request of \$9,148 was received.

Mr. Henry and Mr. Snippert reviewed details concerning the history and current condition of 17 properties and made recommendations re their disposition. A copy of the individual property reports is attached and incorporated into the minutes.

Upon a motion by Mr. Sandell and a second by Mr. Thompson, the Board unanimously approved acceptance of the 17 recommendations and authorized Mr. Henry to begin soliciting bids for demolition activities and to award any demolition contracts for projects that do not exceed \$10,000.

SOLICITOR'S REPORT

Mr. Sundberg gave a report re continuing title clearance activities for five (5) properties obtained through the 2018 Judicial Tax Sale.

UNFINISHED BUSINESS & NEW BUSINESS:

Copies of the 2018 Audited Financial Statements were distributed.

Mr. Henry stated that a deed has been prepared from the Erie Redevelopment Authority to the Land Bank to convey the 17 properties into the Land Bank's ownership. Upon a motion by Mr. Sandell and a second by Mr. Thompson, the board unanimously agreed to accept conveyance of 17 properties from the Erie Redevelopment Authority.

Demolition RFP – Mr. Henry presented a draft demolition RFP and noted that Attorney Tim Wachter had reviewed a draft of the document and noted several areas in which it might be improved. The Board requested that Mr. Sundberg review Mr. Wachter's comments and prepare any additional language he felt appropriate to better protect the Land Bank's interests. Upon a motion by Mr. Sandell and a second by Ms. Feeney, the board unanimously authorized the Solicitor to recommend revisions to the documents and for Mr. Henry to begin using documents approved by the Solicitor, noting that the revisions will be subject to further review by the Board at the next meeting.

Upon a motion by Mr. Sandell and a second by Ms. Feeney, the Board unanimously approved the Proposal for Purchase/Rehabilitation of Distressed Property document.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 2:25 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the June 17, 2019 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 Jason Pero	Chris Groner
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Liz Allen	Gene Sundberg

CALL TO ORDER:

Mr. Thompson 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 May 20, 2019 Regular Meeting
- c. Acceptance of Finance Report

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

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry stated that website development is continuing. A link to the work in progress was provided to each board member for review and monitoring of the progress.

Mr. Henry presented a status update on 18 properties that are a part of the Work Plan with the Erie County Land Bank. Asbestos inspections have been conducted on three properties and the final reports are expected soon. A deed for 608 East 7th Street has been received from the Tax Claim Bureau and the property has been evaluated – demolition is recommended. A preliminary scope of work has been developed for 2501 Brandes Street with an estimated cost of \$75,000. No proposals have been received for 433 Huron Street. Mr. Henry recommends continuing to seek proposals and the Board discussed promoting these redevelopment opportunities through the Apartment Association's newsletter.

Mr. Henry added that a Disbursement Request has been submitted to the County Land Bank in the amount of \$99,000 so that demolitions can begin.

SOLICITOR'S REPORT

Mr. Sundberg provided a status update on the efforts to clear title issues for the 2018 Judicial Sale properties. A copy of his report is attached and incorporated into the minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

Mr. Sundberg reported that he had reviewed the demolition RFP and discussed the document with Attorney Wachter. Upon a motion by Mr. Groner and a second by Mr. Pero the Board unanimously approved the Demolition RFP with Mr. Sundberg's edits.

OTHER BUSINESS:

Mr. Henry reported that he was contacted by B & S Property LLC, owners of 1121 German Street, which was recently declared blighted by the City of Erie. The owner is willing to donate the property in lieu of having it condemned by the Redevelopment Authority. Upon a motion by Mr. Groner, seconded by Mr. Pero, the Board authorized Mr. Henry to proceed with acquisition via a Donation Agreement, subject to a favorable title examination.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:53 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the Month of July, 2019 there was no Regular Meeting held for the Erie Land Bank.

MINUTES

For the August 19, 2019 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	Chris Groner T.J. Sandell
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Liz Allen Jeremy Bloeser	Eugene Sundberg

CALL TO ORDER:

Mr. Sandell 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 17, 2019 Regular Meeting

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

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry stated that the ELB website has launched and is available to be viewed.

Mr. Henry provided an update on the properties included in the Erie County Land Bank Work Plan and that information is attached and incorporated into the minutes.

Upon a motion by Mr. Groner and a second by Ms. Feeney the board unanimously approved proceeding with demolition of 433 Huron Street, noting that the Land Bank would continue to consider offers for purchase/rehab until a demolition contract is awarded.

Upon a motion by Mr. Thompson and a second by Mr. Groner the board unanimously authorized seeking proposals for the purchase and rehab of 422 Poplar Street.

Mr. Henry stated that 1121 German has officially been donated to the ELB, as the Board had previously agreed to take the property contingent on a clear title. The property has been evaluated and it has been recommended that the property be demolished. Mr. Henry suggested that this demolition be undertaken with the anticipated PHARE funds. Upon a motion by Mr. Sandell and a second by Mr. Thompson the board unanimously approved the demolition of 1121 German Street.

Mr. Henry announced that the ELB has been awarded \$100,000 from PHFA's PHARE Program, which can be used for blighted property acquisition and clearance. 30% of these funds must be used to provide housing opportunities for people at or below 50% AMI.

Mr. Henry presented an updated analysis of the Erie County Land Bank Work Plan funds and recommendations for adjustments to the various line items.

Mr. Henry stated that there are approximately 190 City properties available through the Erie County Tax Claim Bureau's Repository for Unsold Properties. Mr. Henry explained that it may be possible for the taxing bodies to give pre-approval for the Land Bank to purchase properties from the Repository and in exchange the Land Bank would market these as side lots to facilitate conveyance and returning the properties to the tax rolls. Mr. Henry asked Ms. Feeney and Ms. Allen for their support in asking their colleagues to support the Land Bank's efforts in this matter.

SOLICITOR'S REPORT

Mr. Eugene Sundberg provided an updated report concerning title clearance issues for properties acquired through the 2018 Judicial Tax Sale. A copy of the report is attached to and incorporated into these minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

Mr. Henry announced the bids that were received for the asbestos abatement, structure demolition and site restoration for 658/660 & 662/664 West 4th Street. The bid tabulation is attached and incorporated into the minutes. Upon a motion by Mr. Sandell and a second by Mr. Groner, the board unanimously approved awarding a contract to DRS of Erie County in the amount of \$110,000.

Mr. Henry announced the bids that were received for the rehabilitation of 2501 Brandes Street. The bid tabulation is attached and incorporated into the minutes. Upon a motion by Mr. Sandell and a second by Ms. Feeney, the board unanimously approved to reject the bids and solicit proposals for the rehabilitation and accept the bids for the property located at 2501 Brandes Street.

Upon a motion by Mr. Sandell and a second by Mr. Thompson, the board unanimously approved to accept the conveyance of 422 Poplar Street from the Redevelopment Authority.

Mr. Bloeser inquired as to whether the Land Bank would facilitate property acquisitions from the 2019 Judicial Tax Sale. Mr. Henry indicated that there would be refinements to the process, including some modifications to the request form and development of an Acquisition/Disposition Agreement.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 2:24 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the September 16, 2019 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	Jason Pero T.J. Sandell
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Eugene Sundberg Kathy Wyrosdick	

CALL TO ORDER:

Mr. Sandell 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 19, 2019 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 provided an update regarding the properties in the County Land Bank Work Plan as attached and incorporated into these minutes.

Mr. Henry stated that the contract for the PHARE award of \$100,000 that was from PHFA was signed. Per PHFA's requirements, a separate bank account has been set up for that funding and it is expected that the funds will be deposited electronically in the coming weeks.

Mr. Henry reported that he has prepared a draft resolution for City Council and the School District which would provide blanket authorization for the Land Bank to acquire properties directly from the Tax Claim Bureau's Repository. Once the City and the School District approve the resolution, a request will be presented to County Council.

The Judicial Sale has been rescheduled to December 5, 2019. Mr. Henry noted that organizations such as BEST and/or HANDS may have an interest in the Land Bank acquiring properties as well. Mr. Henry drafted a 'Contingent Sale Agreement' for those situations and has requested the Land Bank Solicitor to review the agreement.

SOLICITOR'S REPORT

Mr. Eugene Sundberg gave a report which is attached and incorporated into the minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

Mr. Henry provided a bid tabulation for the Asbestos Abatement/Structure Demolition & Site Restoration Project at 930/932 East Avenue. Upon a motion by Mr. Sandell and a second by Mr. Pero, the Board unanimously approved awarding the contract to the apparent low bidder, Siegel Excavating, in the amount of \$52,000.

Mr. Henry provided a bid tabulation for the Structure Demolition & Site Restoration Project at 1618/1620 Sassafras Street. Upon a motion by Mr. Thompson and a second by Ms. Feeney, the Board unanimously approved awarding the contract to the apparent low bidder, DRS of Erie County, in the amount of \$7,800.

Mr. Henry stated that 107 Parade Street was acquired by the Land Bank through the Judicial Sale on behalf of BEST. The title has been cleared and BEST is ready to accept the property. Upon a motion by Mr. Sandell and a second by Ms. Feeney, the board unanimously approved the conveyance of 107 Parade Street to BEST.

Mr. Henry stated that an offer of \$1,015.00 was made on the vacant lot located at 1220 East Lake Road. Upon a motion by Mr. Sandell and a second by Mr. Thompson, the board unanimously approved the offer made by Douglas Barnes to purchase 1220 East Lake Road in the amount of \$1,015.00

Mr. Henry stated that an offer of \$525.00 was made on the vacant lot located at 213 Hess Avenue. Upon a motion by Ms. Feeney and a second by Mr. Thompson, the board unanimously approved the offer made by Thomas and Brian Scully to purchase 213 Hess Avenue in the amount of \$525.00

Upon a motion by Mr. Pero and a second by Mr. Sandell, the board unanimously approved a **Resolution** to authorize the abatement of all real estate taxes and other municipal charges levied by the City of Erie and Erie County.

ADJOURNMENT:

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

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the October 21, 2019 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	T.J. Sandell	
ERA Staff:	Scott Henry	Kelly Neville	
Visitors:	Eugene Sundberg Kathy Wyrosdick Krystal Otworth	Liz Allen Jeremy Bloeser	Erin Carey Michael Peres

CALL TO ORDER:

Mr. Sandell 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 16, 2019 Regular Meeting

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

Two individuals provided public comment - Mr. Michael Peres and Mr. Jeremy Bloeser.

Mr. Peres of 3025 Pine Avenue stated that he was interested in purchasing the lot located at 3031 Pine Avenue.

Mr. Bloeser stated that BEST is interested in working with the land bank again to acquire properties from the 2019 Judicial Tax Sale and inquired as to whether the title clearance process could be accelerated for the next batch of properties.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry provided an updated status report concerning the properties involved in the Erie County Land Bank Work Plan. It was noted that three demolitions remain to be completed, including asbestos abatement at 930/932 East Avenue.

Mr. Henry reported that the Erie School District approved a resolution at their October 16 meeting allowing the Erie Land Bank to acquire properties from the Erie County Tax Claim Bureau's Repository without seeking further approvals from the District.

SOLICITOR'S REPORT

Mr. Eugene Sundberg gave a report which is attached and incorporated into the minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

Property Dispositions:

Upon a motion by Mr. Thompson and a second by Ms. Feeney, the board unanimously approved to convey 330 East 25th Street & 959 West 8th Street to ERA, and 209 German Street to BEST.

Upon a motion by Mr. Thompson and a second by Mr. Sandell, the board unanimously approved to accept the proposal submitted by Timothy Fowler & Becky Martin for the purchase of 711 German Street.

Upon a motion by Mr. Sandell and a second by Ms. Feeney, the board unanimously approved to reject the proposal submitted by Justin Corritore for the purchase of 3031 Pine Avenue.

Upon a motion by Mr. Sandell and a second by Mr. Thompson, the board unanimously approved to reject the proposal submitted by Kyle Rivera for the purchase of 422 Poplar Street.

Upon a motion by Mr. Sandell and a second by Mr. Thompson, the board unanimously approved to accept the proposal submitted by Warren Harris for the purchase of 714 East 21st Street.

Upon a motion by Mr. Thompson and a second by Ms. Feeney, the board unanimously approved to table the offer submitted by Larry Adiutori for the purchase of 1618 Sassafras Street.

2019 Judicial Sale Transactions:

Mr. Henry stated that he would be contacting neighborhood organizations and other entities to gauge their interest in working with the Land Bank to acquire properties from the Judicial Tax Sale. The process has been refined for this year with development of a Contingent Sales Agreement.

Presentation of East Bayfront Plan:

City Planners Kathy Wyrosdick, Erin Carey & Krystal Otworth presented preliminary information concerning the East Bayfront Plan and discussed the property acquisition/demolition/rehabilitation components as a possible Land Bank project.

Erie County Land Bank Work Plan II

Mr. Henry reported that the Erie County Land Bank is open to receiving a new funding request from the Erie Land Bank. Mr. Henry offered to bring forward at least three scenarios for this request at the November meeting – clustered blight acquisitions, prioritized blight acquisitions, and activities for implementation of the East Bayfront Plan.

PHFA/PHARE Funding

Mr. Henry reported that the \$100,000 from PHFA was deposited into the Land Bank's account. \$30,000 must be used towards rehabilitation to benefit low income households and the remainder is available for acquisition/demolition of blighted properties within low-income neighborhoods.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 2:50 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the November 18, 2019 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	T.J. Sandell	
ERA Staff:	Scott Henry	Kelly Neville	
Visitors:	Eugene Sundberg Kathy Wyrosdick Andy Zimmerman	Liz Allen Jeremy Bloeser	Erin Carey Kathy Schaaf

CALL TO ORDER:

Mr. Sandell 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 21, 2019 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 gave an update on the properties that are involved in the Erie County Land Bank Work Plan. This update is attached and incorporated into these minutes.

SOLICITOR'S REPORT

Mr. Eugene Sundberg gave a report which is attached and incorporated into the minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

Mr. Henry stated that there is still only one proposal for the property located at 1618 Sassafras Street, which was submitted by Mr. Larry Adiutori. Upon a motion by Mr. Thompson, seconded by Ms. Feeney, the board unanimously approved to accept the proposal for the property located at 1618 Sassafras Street, submitted by Mr. Adiutori.

Upon a motion by Ms. Feeney, seconded by Mr. Thompson, the board unanimously approved to table the proposal for the property located at 1135 East 11th Street, submitted by Mr. & Mrs. Irizarry.

Upon a motion by Mr. Sandell, seconded by Ms. Feeney, the board unanimously approved to table the proposal, pending more information, for the property located at 1436 East 7th Street, submitted by Natasha Rivera.

Mr. Henry stated that he reached out to several organizations who have expressed interest in purchasing properties from the judicial sale; however the only response came from Jeremy Bloeser from the Bayfront East Side Task Force (BEST). Mr. Bloeser submitted 3 properties; 319 East 2nd Street, 112 Sobieski Street and 409 East 4th Street. Mr. Bloeser would like the Erie Land Bank to acquire these properties on behalf of BEST. Upon a motion by Mr. Sandell and a second by Ms. Feeney, the board unanimously approved the judicial sale transactions.

Upon a motion by Mr. Sandell and a second by Ms. Feeney, the board unanimously approved to adopt the recommended approach regarding the Erie County Land Bank Work Plan II, which is attached and incorporated into these minutes.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 2:02 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the December 16, 2019 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	T.J. Sandell Chris Groner
ERA Staff:	Scott Henry	Kelly Neville
Visitors:	Eugene Sundberg Jeremy Bloeser Andy Zimmerman	Liz Allen Michael Peres

CALL TO ORDER:

Mr. Sandell 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 18, 2019 Regular Meeting

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

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Henry gave an update on the properties that are involved in the Erie County Land Bank Work Plan. This update is attached and incorporated into these minutes.

SOLICITOR'S REPORT

Mr. Eugene Sundberg provided an update re the properties acquired from the 2019 Judicial Tax Sale. A copy of his report is attached and incorporated into the minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

Upon a motion by Mr. Sandell, seconded by Mr. Groner, the board unanimously approved to table the proposal for the property located at 422 Poplar Street until further review.

Upon a motion by Mr. Sandell, seconded by Mr. Groner, the board unanimously approved to table the proposal for the property located at 2501 Brandes Street until further review.

Upon a motion by Mr. Sandell, seconded by Ms. Feeney, the board unanimously approved to table the proposal for the property located at 3031 Pine Avenue.

Upon a motion by Mr. Sandell, seconded by Mr. Thompson, the board unanimously approved to table the proposal for the property located at 741 East 12th Street.

Upon a motion by Mr. Thompson, seconded by Mr. Sandell, the board unanimously approved to counter the offer in the amount of \$630.00 for the property located at 1135 East 11th Street.

Upon a motion by Mr. Groner, seconded by Mr. Sandell, the board unanimously approved to the conveyance of 123 Sobieski Street to the Bayfront Eastside Task Force (BEST).

Mr. Henry reported that he attended the December meeting of the Erie County Land Bank and presented a list of 25 blighted properties which would constitute Work Plan II. The ECLB agreed to provide funding in an amount up to \$322,000 for the acquisition and demolition (or other disposition) of the properties. Upon a motion by Mr. Sandell, seconded by Ms. Feeney, the Board unanimously approved to empower the Erie Redevelopment Authority to acquire the 25 properties on behalf of the ELB.

Mr. Henry initiated a discussion with the Board concerning ELB's policy re abatement of real estate taxes for properties under ELB's ownership. Factors to be considered include the timing of tax exemptions and assessment reductions when structures are removed from properties. The Board requested that Mr. Henry compile some examples for further consideration.

Upon a motion by Mr. Sandell, seconded by Mr. Groner, the board unanimously approved the 2020 meeting schedule.

OTHER BUSINESS:

Ms. Feeney commented that she was approached by a City of Erie resident regarding the demolition at 608 East 7th Street. The resident was concerned that the debris was not hauled away properly. Mr. Henry and other Board members assured her that the demolition was done properly under a City permit and was subject to on-going inspections by City of Erie Code Enforcement.

The Board discussed that they reserve the right to deny any proposal for the purchase of property from the Land Bank and requested that Mr. Henry and the Solicitor review the current Policies & Procedures and make recommendations for any revisions to that effect.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 2:10 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary