

MINUTES

For the January 25, 2021 Regular Meeting of the Erie Land Bank, held ELECTRONICALLY through Zoom, at 1:00 p.m. https://us02web.zoom.us/webinar/register/WN_NbE4U39bQyaWsSLWXIGV9A.

ROLL CALL:

Board of Directors:	T.J. Sandell Darlene Feeney	Paul Gambil Debra Smith	Chris Groner
ERA Staff:	Aaron Snippet	Kelly Neville	Courtney Lowe
Visitors:	Eugene Sundberg	Anna Frantz	

CALL TO ORDER:

Mr. Sandell called the meeting to order at 1:16 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 21, 2020 Regular Meeting

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

There were no Citizen's Comments.

REPORT OF THE EXECUTIVE DIRECTOR:

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

SOLICITOR'S REPORT

Atty. Sundberg reported that he was working on conveying 409 East 4th Street, 319 East 2nd Street, and 112 Sobieski Street, and that after clearing the titles of all 3 of these properties the intention is to transfer them to B.E.S.T.. Atty. Sundberg reported that with 422 Poplar Street there was a formal board of review appointed, and it resulted in communications with the Owner of the property, with who realized that he had to do something with the property, and thus has come to an agreement of a settlement amount. Atty. Sundberg reported that because there has been no subsequent communications with the Owner of the property, he has had to file a motion to enforce the resolution for the settlement of the Board of review. Atty. Sundberg states that he is confident that he will have this settlement resolved for this property within the next Month.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Property Dispositions-
 - a. 528 East 21st Street- Mr. Snippet reported that the Land Bank has received 3 proposed offers for this property, and 2 of the offers are for possible side lots for Landlords who own rental properties and are directly adjoining the property. Mr. Snippet stated that the 2 adjoining property owners are both current on taxes and utilities. Mr. Snippet stated the 3rd offer is for a

business owner whose business is not directly adjoining the property but is located a bit behind it. After some discussion from the Board, Mr. Sandell made a motion, and Mr. Groner seconded the motion, to convey the property to Mr. Mardaie by unanimous consent for the proposed \$600.

b. 2218 Parade Street- Mr. Snippet stated that there are currently 4 offers for this property, 2 adjoining, and 2 adjacent bids. After the Board discussed the proposed bids, Ms. Feeney made a motion to accept the offer for Ms. Glover's proposed bid of \$500, which was seconded by Mr. Gambill, and accepted by unanimous consent from the Members of the Board of Directors.

2. Election of Officers- Ms. Feeney nominated Mr. Sandell to the position of Chairperson, which was seconded by Mr. Gambill, and with no other nominations for the position the Board appointed Mr. Sandell as Chairperson by Unanimous Consent. Mr. Gambill nominated Mr. Groner to be Vice Chairperson of the Board of Directors, which was seconded by Ms. Feeney and with no other nominations for the position, the Board appointed Mr. Groner as the Vice Chairperson by Unanimous Consent. Mr. Sandell nominated Ms. Feeney to the position of Secretary, which was seconded by Ms. Smith, and with no other nominations for the position, the Board approved the nomination by unanimous consent. Mr. Sandell nominated Mr. Gambill to the position of Treasurer, which was seconded by Ms. Smith and with no other nominations for the position, the Board appointed Mr. Gambill to the position of Treasurer by unanimous consent.
3. 2020 Tax Sale Transactions- Mr. Snippet reported the Erie Land Bank received 2 property acquisition requests from Our West Bayfront, 521 West 3rd Street, and 702 Raspberry Street, and is requesting the ELB acquires these properties from the Tax Sale. If these 2 properties were approved by the Board, Mr. Snippet stated that the Erie Land Bank would be acquiring a total of 4 properties at the Tax Sale, including the other 2 properties for B.E.S.T. Upon a motion by Mr. Sandell, and a second by Mr. Gambill to acquire these properties at the tax sale for OWB, the Board approved the motion by unanimous consent.
4. Erie County Land Bank Work Plan II- Mr. Snippet stated that he has a meeting with the City of Erie Code Enforcement Planning Department to talk about priority properties, and to discuss if there was a direction within areas of interest of the Board for acquisitions of Properties. Mr. Groner stated that he would like to discuss the Erie City Land Bank assisting the Erie County Redevelopment Authority with acquiring, and demolition of 2 Blighted commercial properties in the City of Erie and adding this into the work plan. Mr. Groner reported that the ECRDA is unable to redevelop them on their own and that if help was possible, then there would be multiple funding sources for the rehabilitation of these properties. After further discussion from the Board, it was understood that these properties would be further discussed as detailed planning was presented.

OTHER BUSINESS:

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:57 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the February 15, 2021 Regular Meeting of the Erie Land Bank, held ELECTRONICALLY through Zoom, at 1:00 p.m..

ROLL CALL:

Board of Directors:	T.J. Sandell Darlene Feeney	Paul Gambil Debra Smith	Chris Groner
ERA Staff:	Aaron Snippet	Kelly Neville	Courtney Lowe
Visitors:	Eugene Sundberg	Anna Frantz	

CALL TO ORDER:

Mr. Sandell called the meeting to order at 1:16 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 21, 2020 Regular Meeting

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

There were no Citizen's Comments.

REPORT OF THE EXECUTIVE DIRECTOR:

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

SOLICITOR'S REPORT

Atty. Sundberg reported that he was working on conveying 409 East 4th Street, 319 East 2nd Street, and 112 Sobieski Street, and that after clearing the titles of all 3 of these properties the intention is to transfer them to B.E.S.T.. Atty. Sundberg reported that with 422 Poplar Street there was a formal board of review appointed, and it resulted in communications with the Owner of the property, with who realized that he had to do something with the property, and thus has come to an agreement of a settlement amount. Atty. Sundberg reported that because there has been no subsequent communications with the Owner of the property, he has had to file a motion to enforce the resolution for the settlement of the Board of review. Atty. Sundberg states that he is confident that he will have this settlement resolved for this property within the next Month.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Property Dispositions-

a. 528 East 21st Street- Mr. Snippert reported that the Land Bank has received 3 proposed offers for this property, and 2 of the offers are for possible side lots for Landlords who own rental properties and are directly adjoining the property. Mr. Snippert stated that the 2 adjoining property owners are both current on taxes and utilities. Mr. Snippert stated the 3rd offer is for a business owner whose business is not directly adjoining the property but is located a bit behind it. After some discussion from the Board, Mr. Sandell made a motion, and Mr. Groner seconded the motion, to convey the property to Mr. Mardaie by unanimous consent for the proposed \$600.

b. 2218 Parade Street- Mr. Snippert stated that there are currently 4 offers for this property, 2 adjoining, and 2 adjacent bids. After the Board discussed the proposed bids, Ms. Feeney made a motion to accept the offer for Ms. Glover's proposed bid of \$500, which was seconded by Mr. Gambill, and accepted by unanimous consent from the Members of the Board of Directors.

2. Election of Officers- Ms. Feeney nominated Mr. Sandell to the position of Chairperson, which was seconded by Mr. Gambill, and with no other nominations for the position the Board appointed Mr. Sandell as Chairperson by Unanimous Consent. Mr. Gambill nominated Mr. Groner to be Vice Chairperson of the Board of Directors, which was seconded by Ms. Feeney and with no other nominations for the position, the Board appointed Mr. Groner as the Vice Chairperson by Unanimous Consent. Mr. Sandell nominated Ms. Feeney to the position of Secretary, which was seconded by Ms. Smith, and with no other nominations for the position, the Board approved the nomination by unanimous consent. Mr. Sandell nominated Mr. Gambill to the position of Treasurer, which was seconded by Ms. Smith and with no other nominations for the position, the Board appointed Mr. Gambill to the position of Treasurer by unanimous consent.

3. 2020 Tax Sale Transactions- Mr. Snippert reported the Erie Land Bank received 2 property acquisition requests from Our West Bayfront, 521 West 3rd Street, and 702 Raspberry Street, and is requesting the ELB acquires these properties from the Tax Sale. If these 2 properties were approved by the Board, Mr. Snippert stated that the Erie Land Bank would be acquiring a total of 4 properties at the Tax Sale, including the other 2 properties for B.E.S.T. Upon a motion by Mr. Sandell, and a second by Mr. Gambill to acquire these properties at the tax sale for OWB, the Board approved the motion by unanimous consent.

4. Erie County Land Bank Work Plan II- Mr. Snippert stated that he has a meeting with the City of Erie Code Enforcement Planning Department to talk about priority properties, and to discuss if there was a direction within areas of interest of the Board for acquisitions of Properties. Mr. Groner stated that he would like to on assisting the Erie County Redevelopment Authority with acquiring 2 commercial properties in the City and adding this into the work plan. Mr. Groner reported that the ECRDA is unable to redevelop them on their own and that if help was possible, then there would be multiple funding sources for the rehabilitation of these properties. After further discussion from the Board, it was understood that these properties would be added onto the Work Plan of the Erie City Land Bank.

OTHER BUSINESS:

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:57 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the March 15, 2021 Regular Meeting of the Erie Land Bank, held ELECTRONICALLY through Zoom, at 1:00 p.m. <https://zoom.us/j/98304522190>.

ROLL CALL:

Board of Directors:	Chris Groner Debra Smith	Paul Gambill	Darlene Feeney
ERA Staff:	Aaron Snippert	Kelly Neville	Courtney Lowe
Visitors:	Kathy Wyrosdick	Christina Allen	

CALL TO ORDER:

Mr. Groner 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 15, 2021 Regular Meeting

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

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert gave an update on the properties that are involved in the Erie County Land Bank Work Plan 2021. This update is attached and incorporated into these minutes.

Upon a report by Mr. Snippert, the board heard details of a request by Mr. Richard Arlington who was previously conveyed the property located at 1302 Parade Street during the Erie Land Bank's Board Meeting during the month of November. Upon a motion by Mr. Groner, and a second by Ms. Feeney, the board unanimously agreed to conditionally approve the conveyance of the property to the Individual's requested entity, Iron Eagle's Incorporated, with the contingency that there were no outstanding obligations in the name of the entity requested and the use of the property does not change.

SOLICITOR'S REPORT

Mr. Sundberg did not give an updated Solicitor's Report.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Property Dispositions-

- a. 433 Huron Street- Mr. Snippert reported that Mr. Justin Corritore has submitted a proposed bid for the purchase of this property. Upon review of the proposed development plans outlined in the proposal, and with a motion to approve the bid by Ms. Feeney, and a second by Ms. Smith, the board unanimously approved the conveyance of this property.
2. Erie Land Bank 2021 Work Plan- Mr. Snippert reported on a work plan list of properties that included 23 properties that could be possible locations for redevelopment, some of which were on the blighted list, and some that were acquired through the 2021 Erie County Tax Sale. Mr. Snippert went into detail about how he came to the proposed budget, and whether these properties were believed to be ready for redevelopment, or would need to be demolished to be redeveloped. Upon a motion by Mr. Groner, and a second by Mr. Gambil, the Board voted to approve the scope of the proposed 2021 Erie Land Bank work plan with 3 Yays, and 1 Abstention.

OTHER BUSINESS:

There was no other business to discuss at this time.

ADJOURNMENT:

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

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the April 19, 2021 Regular Meeting of the Erie Land Bank, held ELECTRONICALLY through Zoom, at 1:00 p.m. <https://zoom.us/j/92230100420>.

ROLL CALL:

Board of Directors:	Chris Groner Debra Smith	Paul Gambill Kathy Wyrosdick	Darlene Feeney*
ERA Staff:	Aaron Snippet	Kelly Neville	Courtney Lowe
Visitors:	Atty. Sundberg*	Christina Allen	Liz Allen*

* Notates this Member/Visitor joined the Board meeting later than when it was called to order due to technical difficulties with Zoom.

CALL TO ORDER:

Mr. Groner called the meeting to order at 1:07 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 15, 2021 Regular Meeting

Upon a motion by Mr. Gambil, and a second by Ms. Smith, the Consent Agenda items were approved unanimously.

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippet gave an update on the Erie County Land Bank Work Plan I outstanding issue with the property located at 422 Poplar Street that He believes will be resolved within the next few weeks. This update is attached and incorporated into these minutes.

Upon a report by Mr. Snippert, the board heard details of the Erie County Land Bank Work Plan II that included the conveyance of Vacant Lots that are ready to have the Deeds signed, the prospect of multiple side lot purchases from properties that were demolished last year, and the review of proposed bids for the property located at 2606 Jackson Avenue. These updates are attached and incorporated into these minutes.

SOLICITOR'S REPORT

Atty. Sundberg reported that with the 6 properties from the most recent Tax Sale, 4 of which are going to the Bayfront Eastside Task Force, and 2 properties will be going to the Our West Bayfront organization, Atty. Sundberg received the title searches back for all of the properties, and there were no issues on any of them that would prevent those 2 entities from purchasing them from the Erie Land Bank.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Election of Officers- With vacancies in certain Officer positions of the Board, and Ms. Wyrosdick being appointed from the Erie Redevelopment Authority to the Erie Land Bank Board, it was necessary that the Board hold an election to fill the positions needed. Mr. Groner was nominated by Mr. Gambill to fulfill the Chairperson position. Ms. Smith was nominated by Mr. Gambill to fulfill the Vice Chairperson position. With no additional nominations, Mr. Gambill made a motion to approve the nomination for the Chair, and Vice Chairperson positions, which was seconded by Ms. Smith. With unanimous consent, the board approved the motion of the Election of Officers.
2. Property Dispositions-
 - a. 2606 Jackson Avenue- Mr. Snippert reported that the Erie Land Bank received 3 proposed bids for the purchase and redevelopment of this property. Upon review of the proposed development plans outlined in each proposal, it was the Board's will to continue to place importance on Owner Occupied Homeownership and go with the highest scoring proposal on the Erie Land Bank Evaluation form. With a motion to approve the bid by Ms. Feeney, and a second by Ms. Wyrosdick, the board unanimously approved the conveyance of this property, with the contingency that Atty. Sundberg review specific policies of the Erie Land bank regarding the authority of the Board to place more weight on certain aspects of a developer's proposal than others, and respond to the Board with his findings within a week's time.
3. Erie Land Bank 2021 Work Plan- Mr. Snippert reported on a work plan list of properties that was submitted to the Erie County Redevelopment Authority who has it listed on their Agenda for their review, and approval on Wednesday April 28th, 2021, so the Erie Land Bank may proceed with the final Condemnation process on those properties listed.
4. Keystone Communities Grant Application- Mr. Snippert reported that the Erie Redevelopment Authority applied for \$150,000 in Keystone Communities Funds to the Pennsylvania Department of Economic, and Community Development utilizing the Erie Land Bank Work Plan as match funding which was able to be submitted April 2nd, 2021. Mr. Snippert stated that if the funding was approved, the Erie Land Bank would be able to utilize the \$150,000 toward the already identified list outlined on the Work plan and which may allow the Land Bank to work towards action on additional properties that are not outlined in the current projected budget.

5. Property Updates:

- a. 2501 Brandes Avenue- Mr. Snippert reported that this property was acquired by the Erie Land Bank in May 2019, and that was conveyed under a developer's agreement by Mr. Mirzayev in June 2020. Mr. Snippert states that Mr. Mirzayev has been diligently rehabilitating the property, and after speaking with Mr. Mirzayev, Mr. Snippert states that the home is mostly complete. After attempts to find Section 8 low income approved renter's to occupy the home, and much research, Mr. Snippert notes that Mr. Mirzayev would like to try to sell the home and recoup his investment and attempt to purchase another blighted property to rehabilitate another property in the City of Erie. Mr. Snippert invited the Board to attend a walkthrough of the property with him next week, so the Board may see how the rehabilitation of this one property has made a substantial improvement to the surrounding neighborhood.

OTHER BUSINESS:

There was no other business to discuss at this time.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:54 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the May 17, 2021 Regular Meeting of the Erie Land Bank, held ELECTRONICALLY through Zoom, at 1:00 p.m. <https://erie-pa-us.zoom.us/j/88561515924>.

ROLL CALL:

Board of Directors:	Chris Groner Kathy Wyrosdick	Darlene Feeney	Debra Smith
ERA Staff:	Aaron Snippet	Kelly Neville	Courtney Lowe
Visitors:	Atty. Sundberg Yoselin Person	Christina Allen	Liz Allen

CALL TO ORDER:

Mr. Groner called the meeting to order at 1:02 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 19, 2021 Regular Meeting
- c. Finance Report

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

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippet gave an update on the Erie County Land Bank Work Plan I outstanding issue with the property located at 422 Poplar Street that He believes will be resolved after the final documents are received from Atty. Sundberg. Mr. Snippet reported that there is an interested party to purchase 422 Poplar Street and would like to revisit a possible sales agreement. This update is attached and incorporated into these minutes.

Upon a report by Mr. Snippert, the board heard details of the Erie County Land Bank Work Plan II. Mr. Snippert has received the memorandum from Atty. Sundberg for 2606 Jackson Avenue and has sent the Developer's agreement to the proposed bidder on the property. Mr. Snippert stated that the Land Bank is still awaiting the return of some of the approved Sales Agreements to the proposed bidders, but to try to continue on with attempting to intrigue potential buyers of the remaining side lots listed with the Erie Land Bank. These updates are attached and incorporated into these minutes.

SOLICITOR'S REPORT

Atty. Sundberg provided an overview of properties that will be going out in two batches. One of the properties to be conveyed to Our West Bayfront does have a legal issue with some liens. The other four properties are designated for the Bayfront East Side Task Force. Three of the four properties have an issue with old PA Revenue Liens with the previous owners. The fourth property has a Federal Tax lien, and Atty. Sundberg will be addressing all issues found on all of the properties so they can be cleared, and transferred to their intended owners, with the goal being in the next 30 days.

Atty. Sundberg stated that after completing some research on the matter, he believed the Board of Directors and all parties involved in the decision making processes to convey properties on behalf of the Erie Land Bank were free and clear of any and all conflicts of interest. Atty. Sundberg explained that the Erie Land Bank's procedures are such that if the Board continues to follow these policies then they should remain above reproach.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Erie Land Bank 2021 Work Plan- Mr. Snippert reported that on April 28th the Erie County Land Bank voted and approved to fund \$477,000 for the Erie Land Bank 2021 Work Plan. Upon a motion by Ms. Feeney, and a second by Ms. Smith the Board unanimously approved the final version of the Erie Land Bank 2021 Work Plan.
2. Acquisition of 2021 Work Plan Properties- Mr. Snippert requested a motion for the Board's approval to authorize the Erie Redevelopment Authority to utilize the power of eminent domain to acquire the blighted properties identified on the Erie Land Bank 2021 Work Plan. This agreement would include the legal work done by Atty. Sundberg for the condemnation of properties, and the processes of meeting with the planning commission, and gathering appraisals. Upon a motion by Ms. Wyrosdick, and a second by Ms. Smith, the board unanimously approved the motion.
3. Property Demolition
 - a. 1207 East 26th Street- Mr. Snippert reported that there were two bids for the demolition of the structure located at 1207 East 26th Street. Upon a motion by Ms. Feeney, and a second by Ms. Wyrosdick, the Board unanimously approved the motion to accept the lowest bid for Demolition of this structure by DRS. of Erie County, Inc.

4. Advertisement of Properties- Atty. Sundberg reported that after other Land Banks and their procedures and their protocols that the Erie Land Bank has been performing very well comparatively. Atty. Sundberg and other Board Members shared their ideas on possible Advertisement of Properties.

OTHER BUSINESS:

There was no other business to discuss at this time.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:36 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the June 14, 2021 Regular Meeting of the Erie Redevelopment Authority, at 4:00 p.m., Held Electronically at: <https://zoom.us/j/95996288387>.

ROLL CALL:

Board of Directors:	Jay Alberstadt	Kathy Wyrosdick	Rose Graham
	Charles Scalise	Kevin Nelson	
Staff:	Aaron Snippert	Kelly Neville	
Visitors:	Brian Hudson		

CALL TO ORDER:

Mr. Alberstadt, Chairman, called the meeting to order at 4:01 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:

- Approval of the Agenda
- Approval of the Minutes of the April 12th, 2021 Regular Meeting
- Approval of the June Finance Report

Upon a motion by Mr. Nelson, seconded by Ms. Wyrosdick, the Consent Agenda items were approved unanimously.

The Board did not hear any Citizen's Comments.

REPORT OF THE EXECUTIVE DIRECTOR:

1. Mr. Snippert presented the April 2021, and May 2021 Property Report which is attached and incorporated into these Minutes. Upon a motion by Mr. Scalise, seconded by Mr. Nelson, the Board unanimously approved a **Resolution** to accept the Property Report.
2. Mr. Snippert presented the Lead Hazard Control and Rehabilitation Report for April 2021 and May 2021 it is attached and incorporated into these Minutes.
3. General Updates/Information:
 - a. Erie Land Bank- Mr. Snippert reported that the Erie Land Bank is working on conveying some of the properties that were included in the 2021 Work Plan. Mr. Snippert stated that there was an issue at 422 Poplar Street but that he hoped that it would be resolved very soon

as there has been a person waiting a very long time to attempt to purchase this specific property for well over a year.

- b. Hiring New Inspector- Mr. Snippert reported that the intent to hire a new inspector has been placed on hold as the contractor speed has slowed down the need for an additional full time position, so that will be held off until things pick back up and the need is there again.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Kaigler- Streeter PHRC Complaint Update- Mr. Snippert reported that there were 2 interviews scheduled with Mr. Testa from the State office, and that the Former Executive Director, Mr. Scott Henry was present both times, however Mr. Testa failed to connect and facilitate the call and Atty. Sundberg placed the responsibility to reschedule something back with Mr. Testa. The last scheduled interview that Mr. Testa failed to get on the call was back on April 28th, and there has been no further word from the State since then, and Mr. Snippert explained that he is continuing to wait to hear about scheduling a next step from the State.
2. RACP-
 - a. Union Square- Mr. Snippert stated the ERA is still working with EMTA, and met at the end of April to finalize some Build certificates for the Parking Garage renovation, and get the segment 3 draw released from the State. Mr. Snippert explained that that the ERA is awaiting the Match letter for the Union Square portion.
 - b. Elmwood Gardens- Mr. Snippert reported that the ERA met with the Elmwood Gardens Consultant, and they are moving forward with their plans for the project as they got approval from the State Department of Health for the Alterations to the building, insulation to the elevator tower, and some courtyard improvements and will be moving forward with their design process in the hopes to get those projects moving by the end of July.
3. Blighted Property Acquisitions- Mr. Snippert reported that he has included a list of 18 properties for the Board members to consider to ultimately acquire, and make determinations on their end use. Mr. Snippert stated that he is guessing about 60% of these properties will be demolition projects, and if they are acquired, the remainder would be evaluated for possible rehabilitation projects. Upon a motion by Mr. Scalise to acquire these properties, and a second by Mr. Nelson, the Board Unanimously approved the **Resolution**.
4. 2021& 2022 Work Plan- The Board decided to move into executive session in order to discuss the topic of the 2021, & 2022 Work Plans with assistance from the invited guest, Mr. Brian Hudson from the PHFA.

OTHER BUSINESS

There was no other business.

ADJOURNMENT:

With no other business to discuss the Board returned from Executive Session. Ms. Wyrosdick motioned to adjourn the meeting, and with a second by Mr. Nelson the meeting was adjourned at 5:37 p.m.

Respectfully submitted,

Redevelopment Authority of the City of Erie

Kathy Wyrosdick, Secretary

MINUTES

For the July 19, 2021 Regular Meeting of the Erie Land Bank, held in City Hall in the Council Chambers, at 1:00 p.m..

ROLL CALL:

Board of Directors:	Chris Groner Paul Gambill	Debra Smith	Kathy Wyrosdick
ERA Staff:	Aaron Snippet	Kelly Neville	Courtney Lowe
Visitors:	Eugene Sundberg	Javonne Beason	Gary Horton

CALL TO ORDER:

Mr. Groner called the meeting to order at 1:01 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 21, 2021 Regular Meeting
- c. Finance Report

Upon a motion by Ms. Smith, and a second by Mr. Gambill, the Consent Agenda items were approved unanimously.

Mr. Groner called for any Citizen's who would like to be heard at this time, and Ms. Beason made it known that she would like to address the Board.

Ms. Beason stated that she would like to address the Board about the property located at 1904 June Street that she submitted a bid for, and that is listed on the Agenda for this Meeting. Ms. Beason elaborated that she would like the Board Members to consider her proposal because she would like to build a House on the property, for her Family, and also to expand her Daycare Business that she already has established within the Community. Ms Beason elaborated by saying that the Community locally depends upon her business that has been established in the area for over 2 years, and there are not many other options for the Citizens living within the surrounding public housing units, especially if they do not have a vehicle as a means of transportation.

Mr. Groner inquired if there were any other Citizens that would like to be heard at this time, and Mr. Horton made it known that he would like to address the Board about the same property located at 1904 June Street.

Mr. Horton stated that he is with the Eastside Grassroots Coalition and his organization has a plan for the area, and they meet Monthly to discuss and continue making plans regarding this specific area. Mr.

Horton stated that the Plan that Ms. Beason has presented to the Board is one that His Coalition would be happy to help her put together, and assist with helping her follow through on her plan to expand her business by purchasing this lot at 1904 June Street, and then building a home that she can then utilize for her Family Daycare Business. Mr. Horton stated that the Coalition has an interest in this specific property, and it being maintained well, as this property is located right outside their Coalition's main office. Mr. Horton stated this as the main reason he has shown up today, and after speaking with Ms. Beason, he feels that he can support, and assist with her plans.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippet gave an update on the Erie County Land Bank Work Plan I that the stipulation agreement has been filed for the property located at 422 Poplar Street, and that a check has been issued over to the Tax Claim Bureau, and they did receive it, and they will take care of any other outstanding taxes on that property. Mr. Snippet reported that they will be proceeding with conveying the property once the interested party returns a signed sales agreement. This update is attached and incorporated into these minutes.

Upon a report by Mr. Snippet, the board heard details of the Erie County Land Bank Work Plan II. Mr. Snippet stated that the Land Bank has received an offer for the property located at 2421 German Street, which is on the agenda for today's meeting. The Land Bank is also following through on the property located at 502 Dunn Boulevard that was approved last month (June), along with a couple other outstanding sales agreements that the Land Bank is still awaiting receipt of in order to move forward.

Mr. Snippet reported that the Erie Land Bank received word from Atty. Sundberg's office that all of the tax sale properties the Land Bank received have been cleared, and they will begin working to get those properties conveyed over to the BEST, and Our West Bayfront Organizations. Mr. Snippet stated that the Declarations of Taking have been filed, and the Erie Land Bank is working in concert with the ERA to get those finalized, and then have control over those properties in the next month or so.

Mr. Snippet elaborated that the Request to the County Land Bank to transfer \$150,000 of funding from the Quinn T Project over to the E.M.I. Project led to some additional questions from the County Land Bank during their meeting when they were in discussion. There was not a quorum during the Erie County Land Bank Governance Meeting last Wednesday so this transfer of funding will be up for discussion, and a Vote during the next meeting, which will be this Wednesday July 21.

SOLICITOR'S REPORT

Atty. Sundberg provided an updated and detailed Solicitor's Report to the Board of Director's. Atty. Sundberg gave a brief synopsis of all the things that his office has recently completed, and is currently in process of working on for the Erie Land Bank. Atty. Sundberg pointed out that there is an opportunity for the Erie Land Bank to get other properties through the Judicial Tax sale that do not have to be the least desirable properties, and that the Erie Land Bank could potentially get a property that they could then convey to an interested party for a more substantial profit as a way to generate some income.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Property Disposition
 - a. 1904 June Street- After further discussion, the Board decided it would be appropriate to allow Ms. Beason an extended 60 days to make a more detailed plan to provide to the Board. In Addition, the Eastside Grassroots Coalition has made it known that they would

like to help Ms. Beason come up with a more detailed plan. Upon a motion by Mr. Gambill, which was seconded by Ms. Wyrosdick, the Board unanimously approved a 60 Day extension for Ms. Beason to provide a more detailed plan.

- b. 2421 German Street- The Board members reviewed the bid that was submitted for the property located at 2421 German Street, and found that Mr. Boose was delinquent on his Water, Sewer, and Garbage Bills. The Board Members discussed this issue further, and thought it would be appropriate to accept Mr. Boose's Bid with a contingency that he bring his Water, Sewer, and Garbage Bills current. Upon a motion by Ms. Wyrosdick that was seconded by Ms. Smith, the Board unanimously approved the bid from Mr. Boose, provided that he brings his Water, Sewer, and Garbage Bills current within 45 Days.

2. Property Donations

- a. After a discussion by the Board, the Members decided that it would be best to try to catch as many properties as they could earlier in the Blight Process, but to also take each property on a case by case basis, and review each property individually based on circumstance.

3. 2021 Judicial Tax Sale

- a. The Board Members were provided with a list of the properties that are scheduled to be sold during this year's Tax Sale. Mr. Snippet stated that he would like the members to review the list in their own time, so they could all go over this together at a later time, and try to make a plan for which properties the Erie Land Bank would like to get.

OTHER BUSINESS:

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:44 pm

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

For the August 16, 2021 Regular Meeting of the Erie Land Bank, held in City Hall in the Council Chambers, at 1:06 p.m..

ROLL CALL:

Board of Directors:	Chris Groner Paul Gambill	Debra Smith	Kathy Wyrosdick
ERA Staff:	Aaron Snippert	Kelly Neville	
Visitors:	Eugene Sundberg	Liz Allen	

CALL TO ORDER:

Mr. Groner called the meeting to order at 1:01 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 19, 2021 Regular Meeting
- c. Finance Report

Upon a motion by Mr. Gambill, and a second by Ms. Smith, the Consent Agenda items were approved unanimously.

There were no Citizen's to be heard at this time.

Finance Report- Ms. Neville gave a detailed Finance Report of the Erie Land Bank's accounting, and transactions that had occurred over the last month. Upon a motion by Ms. Wyrosdick, and a second by Mr. Gambill, the Finance Report was approved unanimously.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert gave an update on the Erie Land Bank Work Plan I including the property located at 422 Poplar in which the proposed bidder was supposed to be getting back to him about whether she would like to accept the terms of the agreement. Mr. Snippert stated that He was hoping to have communicated with her by now, but is going to follow up with a phone call if she does not make contact soon to see if this property is going to be conveyed to her, or not.

Upon a report by Mr. Snippert, the board heard details of the Erie Land Bank Work Plan II which included some side lots that the Land Bank is gathering final details about in order to send the sales agreements to the people with whom had approved bids.

Mr. Snippert gave a report of everything that the Erie Land Bank 2021 Work plan entails. Mr. Snippert included the details of conveying two properties to the Our West Bayfront Organization, and two other properties the Land Bank is working on trying to gather final details about in order for each property to be conveyed to the B.E.S.T. organization.

Mr. Snippert elaborated that the Redevelopment Authority of the City of Erie will have the Director of Finance & Administration resigning, and the ads to find a replacement are currently publically posted.

SOLICITOR'S REPORT

Atty. Sundberg provided an updated and detailed Solicitor's Report to the Board of Director's. Atty. Sundberg gave a brief synopsis of all the things that his office has recently completed, and is currently in process of working on for the Erie Land Bank.

UNFINISHED BUSINESS & NEW BUSINESS:

1. 550 & 554 East 25th Street- Mr. Snippert reported that the property at 550 East 25th Street was already in process, and 554 East 25th Street was in a fire, and both properties are owned by the same person. Mr. Snippert stated that Councilwoman Allen sponsored the removal of the Demolition lean on the property at 554 East 25th street so that the owner of both properties could convey them over to the Land Bank, which is currently in progress once the remainder of the property taxes have been finalized with each different entity.
2. Property Disposition
 - a. 642 East 25th Street- Mr. Snippert reports that this property has had a gentleman propose a bid to purchase this lot, and he owns the nearby property located at 637 East 25th Street, and would like to utilize this lot for gardening. After further discussion from the Board, and upon a motion by Ms. Wyrosdick, seconded by Ms. Smith, the proposed bid was accepted.
3. Property Donations
 - a. 2236 Warfel Avenue- Mr. Snippert reported that the property located at 2236 Warfel Avenue is owned by a Ms. Gina Franco, who is proposing to donate her property to the Land Bank. After further discussion by the members of the Board, and upon a motion by Mr. Gambill, and a second by Ms. Wyrosdick, this property will be accepted as a donation to the Land Bank with the contingencies that the Ms. Franco pay the outstanding property taxes, and the Title is free and clear, and considered to be "Clean" by the Law Offices of the Land Bank.

OTHER BUSINESS:

1. EMI Bridge- Mr. Snippert stated that this will be coming down in the very near future, and the Demolition will be within 30 Days time.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:40 pm.

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

FOR THE SEPTEMBER 20, 2021 REGULAR MEETING OF THE ERIE REDEVELOPMENT AUTHORITY, HELD AT THE CITY OF ERIE MUNICIPAL BUILDING- 626 STATE STREET, COUNCIL CHAMBERS, ERIE, PENNSYLVANIA, AT 4:00 P.M..

ROLL CALL:

Board of Directors:	Jay Alberstadt Kevin Nelson	Kathy Wyrosdick	Charles Scalise
Staff:	Aaron Snippert	Kelly Neville	Courtney Lowe
Visitors:	Liz Allen	Eugene Sundberg	

CALL TO ORDER:

Mr. Alberstadt, Chairman, called the meeting to order at 4:02 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:

Approval of the Agenda
Approval of the Minutes of the August 9th, 2021 Regular Meeting and the September 9, 2021 Work Session

Upon a motion by Ms. Wyrosdick, seconded by Mr. Nelson, the Consent Agenda items were approved unanimously.

The Board did not hear any Citizen's Comments.

Finance Report:

1. **Approval of the Finance Report-** Ms. Neville reported the financial adjustments, and updates of any transactions that have taken place during the months of August to the Board members.

Upon a motion by Mr. Nelson, seconded by Ms. Wyrosdick, the Finance Report items were approved unanimously.

REPORT OF THE EXECUTIVE DIRECTOR:

1. Mr. Snippert presented the August 2021 Property Report which is attached and incorporated into these Minutes. Upon a motion by Mr. Nelson, seconded by Mr. Scalise, the Board unanimously approved a **Resolution** to accept the Property Report.
2. Mr. Snippert presented the Lead Hazard Control and Rehabilitation Report for August 2021 it is attached and incorporated into these Minutes.
3. General Updates/Information:

- a. Director of Finance & Inspector Positions- Mr. Snippert reported that there have been multiple interviews that transpired for both of these positions that are open. There have not been any decisions made about who will be joining the Redevelopment Authority team, but he hopes to have made a decision in the near future.
- b. ServErie Façade Funding- Mr. Snippert outlined that the grant originally awarded to ServErie has been assigned to the Redevelopment Authority, Mr. Snippert stated that the Redevelopment Authority will begin to find projects, and execute those projects in the target area.
- c. Erie Land Bank 2021 Work plan- Mr. Snippert stated that there was a ELB meeting at 1:00 pm. The 2021 work plan is progressing and the board approved the proposed 2022 budget and work plan. This plan will now be submitted to the Erie County Land bank for review and approval.

UNFINISHED BUSINESS & NEW BUSINESS:

1. 2022 ERA Housing Plan- Mr. Snippert reported that there was positive response to the Housing plan that the Authority has put together. Upon further discussion from the board, it was agreed that there is consensus to get a study session scheduled with City Council. The next step will be to revise, and polish the plan at the next Redevelopment Authority board meeting that is scheduled to be taking place on Monday October 11th, and the final step will be to hopefully have a transfer request on the City Council Agenda at their October 20th Meeting at 7:00p.m.

OTHER BUSINESS

There was no other Business.

ADJOURNMENT:

With no other business to discuss, Ms. Wyrosdick motioned to adjourn the meeting, and with a second by Mr. Nelson the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Redevelopment Authority of the City of Erie

Kathy Wyrosdick, Secretary

MINUTES

FOR THE October 18th, 2021 REGULAR MEETING OF THE ERIE LAND BANK, HELD AT THE CITY OF ERIE MUNICIPAL BUILDING- 626 STATE STREET, COUNCIL CHAMBERS, ERIE, PENNSYLVANIA, AT 1:00 P.M..

ROLL CALL:

Board of Directors: Chris Groner Kathy Wyrosdick Darlene Feeney

Staff: Aaron Snippert Holly Cook Carrie Black

Visitors: Eugene Sundberg

CALL TO ORDER:

Mr. Groner called the meeting to order at 1:09 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:

Approval of the Agenda for this meeting.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, the Consent Agenda was approved unanimously.

Motion to approve Minutes of September 20th meeting.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, the Minutes were approved unanimously.

There were no citizens to be heard.

Finance Report:

Mr. Snippert noted that there are some properties being worked through, but not much change to the balance sheet from the last meeting.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, this Finance Report item was approved unanimously.

Mr. Snippert stated that there has been \$12,000 received from the last disbursement request to the Erie County Land Bank to the Redevelopment Authority, which leaves a balance of just over \$20,000. Will continue to work down that balance.

Another disbursement request on Work Plan I, which had an administrative rate of almost \$3,000, which, once received, will go toward that overdue balance.

Moving forward, will try to stick to the percentage amount agreed on in work plan to try and keep bringing that total down.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, these Finance Report items were approved unanimously.

REPORT OF THE EXECUTIVE DIRECTOR:

Work Plan Update

-13 property condemnation orders have been completed that we can start being prepared for their next process. Those are all value-ordered at zero, except the property at 708 Payne, where there was an order of \$5,000. That money will be sent over to the courthouse to satisfy that just compensation order, which will all go to past taxes.

Other Updates

-Mr. Snippert attended the (virtual) VAD Academy, which is the Vacant, Abandoned, and Deteriorated Property Conference, on September 28th, 2021, held by the Center for Community Progress. He will email everyone some of the recorded presentations from that to review.

-Mr. Snippert will (virtually) attend the National Landbank Network Summit on November 3rd and 4th, 2021, and board members should feel welcome to attend also.

Mr. Snippert will attend the Homes Within Reach Conference from December 1st-3rd at the Hershey Lodge in Harrisburg.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, the Executive Director's Report was approved unanimously.

SOLICITOR'S REPORT (attached)

Mr. Groner asked about exploring what level of due diligence the board wants to do in regard to incoming requests.

- What the board's obligations and duties are in regard to investigating buyers.
- Look into other land banks' policies.

Ms. Feeney asked about 2236 Warfel Avenue, questioning what to do if the owner is unable to pay the back taxes owed.

-Mr. Sundberg states that the title search revealed that both the 2019 and 2020 taxes had not been paid, and 2021 is now due.

- There is roughly a \$3,000 bill, plus interests and penalties.
- If it was conveyed to the Erie Land Bank, it would come with those taxes which need to be satisfied by the Land Bank as the new owner and advised that the board would need to analyze that information and make a decision as to how to proceed.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, the Solicitor's Report was approved unanimously.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Property Disposition

- a. There was a proposal by Jackeline Amaro to purchase the vacant lot at 742 East 7th Street, for use as a side lot or possibly a garden, as she has been caring for this property.

-Ms. Feeney expressed general concern that there are a lot of side lots happening, but not necessarily seeing much in the way of development, and expressed hope that as other land banks are explored, that more ideas of how to develop may occur.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, the proposal submitted by Ms. Amaro for the purchase of 742 East 7th Street was approved unanimously.

- b. Offer from JaGannon Williams to purchase 1135 East 11th Street, which is adjacent to the rental property that he owns.

-Mr. Williams noted that it will cost him roughly \$3,200 to do what needs done on the property, including taking down a tree and fence work, to be used for entertainment and inside use for the property that he owns.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, the proposal submitted by Mr. Williams for the purchase of 1135 East 11th Street was approved unanimously.

2. Property Donation

2236 Warfel Avenue

-She is unable to pay the back taxes as part of the donation, due to having to pay significant money into other properties that she is probably going to lose or has lost.

-It was noted that it has not been the Land Bank's practice to accept properties with back taxes owed and/or seeking to have those taxes exonerated, as it may encourage others to also attempt to not pay their taxes.

-Code does receive many complaints about this property from neighbors.

-Mr. Groner stated that he is not inclined to set that sort of precedence here, and noted that there could be some light industrial use for this area.

-Ms. Feeney concurred, and would like to look into it more.

-Ms. Wyrosdick also concurred, and added that it puts the Land Bank further behind in revenue to do other projects.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, the proposed donation of 2236 Warfel Avenue, along with its back taxes, was denied unanimously.

3. Request for Assistance

-The Eagles Nest Leadership Corporation requested assistance in demolishing residential structures that they own at 1114 and 1116 12th Street, to advance their plan for activities associated with their training programs and schooling needs.

-Mr. Snippert stated that the Land Bank is currently behind on getting the properties that are on the Work Plan, and there really are not additional funds available that could be allocated toward this request.

-Ms. Feeney stated that as she is on the Erie School Board, which leases property from the Eagles Nest, she feels she needs to recuse herself until it is determined whether this is a conflict of interest.

-Ms. Wyrosdick asked if there is any policy or precedent for this type of outside request. Mr. Snippert advised that there is no current policy, and that the Erie Land Bank has never fielded such a request, though he is aware that other land banks do accept such requests from municipal governments and nonprofits.

-Mr. Groner and Ms. Wyrosdick agreed that they are hesitant to make a decision on this until there are some formal policies and practices for processes like these, and it was suggested by Mr. Groner that items to this effect be placed on future agendas to formalize such.

Upon a motion by Ms. Feeney, seconded by Ms. Wyrosdick, the request for assistance from the Eagles Nest Corporation was tabled unanimously.

4. 2021 Tax Sale Transactions

-Mr. Snippert stated that there are 24 properties that the Land Bank have looked at that are either vacant or blighted. He requested a motion be made to accept that the Erie Land Bank put an option on them, given that they remain on the list and vacant until the tax sale on November 17th and 18th, 2021, and that the Erie Land Bank provides funds at that time to acquire these properties through the option agreement.

Upon a motion by Ms. Wyrosdick, seconded by Ms. Feeney, the motion to accept Mr. Snippert's request to put an option on these properties was approved unanimously.

5. 2022 Work Plan

-Mr. Snippert stated that the 2022 Work Plan has been sent to the Erie County Land Bank for discussion. He noted that the Board was receptive to the work plan, aggressive as it may be. The Board did ask how the City is contributing to the blight problem and funding.

-Will be on the ECLB's agenda to vote on funding in the next two weeks.

OTHER BUSINESS

None.

With no other business to discuss, Ms. Wyrosdick motioned to adjourn the meeting, and with a second by Ms. Feeney, the meeting was adjourned at 2:12 p.m.

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

FOR THE NOVEMBER 15TH, 2021 REGULAR MEETING OF THE ERIE LAND BANK, HELD AT THE CITY OF ERIE MUNICIPAL BUILDING- 626 STATE STREET, COUNCIL CHAMBERS, ERIE, PENNSYLVANIA, AT 1:00 P.M..

ROLL CALL:

Board of Directors: Chris Groner Paul Gambil Debra Smith

Staff: Aaron Snippert Holly Cook Carrie Black

Visitors: Eugene Sundberg

CALL TO ORDER:

Mr. Groner 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:

1. The following items were included on the Consent Agenda:
 - a. Approval of the Agenda for this meeting.
 - b. Approval of Minutes from October 18th, 2021 meeting.

Upon a motion by Ms. Smith, seconded by Mr. Gambil, the Consent Agenda was approved unanimously.

Motion to approve Minutes of September 20th meeting.

2. There were no citizens to be heard.

Finance Report:

-No changes to report.

-Ms. Black is doing housekeeping making sure she understands everything; is reviewing and reconciling.

-Balance owed to Authority is now under \$20,000. Looking to pay down substantial amount in December.

Upon a motion by Ms. Smith, seconded by Mr. Gambil, the Finance Report was approved unanimously.

REPORT OF THE EXECUTIVE DIRECTOR:

Work Plan Update

- 13 properties cleared condemnation process. Twelve of these are candidates for demolition, so they will be prepared for such.
- 5 additional properties of the eighteen are still in the legal process.

Other Updates

-Mr. Snippert attended the National Land Bank Summit on November 3rd and 4th; he stated that he hopes to compare notes and idea share with some other land banks in the near future.

SOLICITOR'S REPORT

-Mr. Sundberg looked into conflict-of-interest policies from other land banks, some of which were presented to the Board for review. He expressed that he would like for the Board to glean what they can from those and determine what works best specifically for the Erie Land Bank.

-Mr. Sundberg plans to have a version drafted within the next two weeks, in hopes that the Board can review and vote on it in December, to possibly have it passed and in place by January 2022.

-Mr. Groner expressed his wishes to get this done as soon as possible.

UNFINISHED BUSINESS & NEW BUSINESS:

1. 2021 Judicial Tax Sale – November 17th & 18th

a. Revised Acquisition List

-19 properties identified across the city in coordination with Code Office.

-One blighted property had to be removed as it is occupied.

-1015 West 28th St.: PNC Bank is the mortgage holder on the property; they reached out indicating that they were going to try and expedite a check to pay the taxes and get it removed from the tax sale. If that happens, ELB option on that property is void. If it does not happen, then it will be an option of the land bank to acquire on the 17th.

-Mr. Sundberg's office has been working on background and title searches on these properties, to ensure clean titles and facilitate a quick acquisition process. He will give an update on clear titles of properties at December meeting.

2. 2022 Erie Land Bank Budget

-Erie County Land Bank approved ELB Work Plan in amount of \$885,000, with \$725,000 coming from the county (\$500,000 coming from Erie County Land Bank and \$225,000 from Act 152 Demolition Fund.

Upon a motion by Mr. Gambil, seconded by Ms. Smith, the proposed budget was approved unanimously.

3. ELB Bank Account – Administrator and Depositor

-Upon a motion by Ms. Smith, seconded by Mr. Gambil, the proposed resolution to allow Carrie Black, the new Director of Finance for the Redevelopment Authority of the City of Erie, to be an administrator and depositor on the bank account, was approved unanimously.

4. 2022 Work Plan

-19 properties from judicial tax sale will be included.

-Will work with Code Enforcement; will try and schedule some meetings with them in December, to start reviewing blighted properties list.

-Blighted Properties List currently has 176 properties on it. Code will go through those and determine highest priorities and try to have a list together by December or January so work can begin on those.

-Mr. Groner asked if there is a goal number to reach for demolitions. Mr. Snippert stated that the Work Plan has twenty-two identified properties, though the initial tax sale dwindled from twenty-three properties to nineteen. He continued to say that there will be roughly forty properties to have some kind of mitigation done on them in the next year: Approximately 38 of those are for demolition, though the hope is that at least a few of those can be salvaged. Mr. Groner expressed that he looks forward to seeing the list.

OTHER BUSINESS

Mr. Groner expressed gratitude for the funds that were dedicated to the EMI project; acknowledged that while this was outside the usual purview of the Land Bank, that it was an important step.

With no other business to discuss, Mr. Gambil motioned to adjourn the meeting, and with a second by Ms. Smith, the meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary

MINUTES

FOR THE DECEMBER 20TH, 2021 REGULAR MEETING OF THE ERIE LAND BANK, HELD AT THE CITY OF ERIE MUNICIPAL BUILDING- 626 STATE STREET, COUNCIL CHAMBERS, ERIE, PENNSYLVANIA, AT 1:00 P.M..

ROLL CALL:

Board of Directors: Chris Groner Darlene Feeney Kathy Wyrosdick
 Deb Smith Paul Gambil

Staff: Aaron Snippert Holly Cook Carrie Black

Visitors: Eugene Sundberg Liz Allen

CALL TO ORDER:

The meeting was called to order at 1:05 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:

1. The following items were included on the Consent Agenda:
 - a. Approval of the Agenda for this meeting.
 - b. Approval of Minutes from November 15th, 2021 meeting.

Upon a motion by Ms. Feeney, seconded by Mr. Gambil,, the Consent Agenda was approved unanimously.

2. There were no citizens to be heard.

Finance Report:

-Ms. Black stated that there is nothing new to report; still cleaning up accounts, adding account numbers to the financial system to track items more effectively.

-Ms. Black explained that previously, the budget was all in Excel spreadsheets, and the financials were in QuickBooks. She is adding the budget into QuickBooks, and adding account numbers, so that the budget will follow the expenses, so you can see a comparative actual against every line item. Currently the QuickBooks is only set up with names instead of numbers for descriptions; now and going forward, it will have a 4-6 digit chart of accounts number.

Upon a motion by Ms. Feeney, seconded by Ms. Smith, the Finance Report was approved unanimously.

REPORT OF THE EXECUTIVE DIRECTOR:

1. Work Plan Update

-Moving forward with the 14 properties that we have to work on; getting power disconnected on the ones that have been identified for demolition, and the gas lines removed. Hoping to get bids out by the end of the year so those can be back before the January ELB meeting.

-Received asbestos report back on 708 Payne, so that property is ready to be put out for demolition bids.

-Will have a better understanding of 1958 Prospect in January.

SOLICITOR'S REPORT

-Mr. Sundberg stated that he had provided all members with a packet with ethical guidelines.

-Explains that he went through a number of ethical guidelines of other land banks, and conflict policies, and merged them to what he thinks would be appropriate for the City of Erie Land Bank, to compose the draft that was presented for consideration, in hopes that by January or February, a final version can be in place.

-Mr. Gambil asked about the property at 7th and Parade that was discussed at the last meeting. Mr. Snippet clarified that this was 405/407 East 7th Street, and explained that it is on the Work Plan, and is one of the ones they had in court over preliminary objections; the judge overruled said preliminary objections, which sets it back to a hearing of value to be held on the property. The judge has requested an updated appraisal on the property, by way of an amended hearing of value on the property. Mr. Sundberg elaborated that as the homeowner, Mr. Wotford (the owner) now has 30 days to appeal to the Commonwealth Court. It is unclear as to whether Mr. Wotford will do that or not or what standing he would have to argue such. Mr. Sundberg also explained that as Mr. Wotford has put time and money into this property, the valuation may well no longer be zero; but, this time and money was put into the property after condemnation, when he is technically no longer the owner. The Erie Land Bank is working toward coming to some sort of agreement with the owner.

-Ms. Feeney noted that she will likely not be reappointed to the Erie Land Bank, unless no one from the Erie School board wants the position.

-Mr. Groner asked for clarification regarding the "conflict of interest" section, to determine whether a board member who needed to recuse him or her self from a proceeding due to a conflict of interest, needed to do so in writing prior to the meeting. Mr. Sundberg expressed that he does not believe it needs to be that formal for the Erie Land Bank, that if someone wishes to abstain from a vote, that they can do that without a formal notification, unless a detailed explanation is requested from the rest of the board. Mr. Groner suggested that perhaps wording to that effect should be included in the final version.

-Ms. Feeney noted that she especially likes the section regarding "prohibitions," wherein no board member shall be involved in any transactions for six months upon their departure from the board. Mr. Sundberg expressed that he was thinking that perhaps a year may be more appropriate, but he agreed that he was glad such language was included.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Property Disposition

a. 525 East 27th Street

-Mr. Snippert stated that the ELB received from Connie Walker, of 2807 Wayne Street, a proposal for the purchase of this vacant lot that the Erie Land Bank currently owns. She wishes to use the area for a mushroom garden due to its location and tree cover.

-Concerns were expressed due to both the nature of the proposed usage, as well as the fact that Ms. Walker does not live in an adjoining property.

-Councilwoman Allen expressed her support of Connie Walker's character as a prospective owner.

-Mr. Gambil noted that there are several such projects in the Center City area, and that it is largely "a mess," that many are being left unattended, weeds are growing, trash is being thrown on them. He asked if perhaps there could be language included in proposals like these that if in a year or two years, the land is not being maintained for its intended use, if the Erie Land Bank could take ownership of the property back. Mr. Snippert noted that at the present time, there is no such provisions. Mr. Sundberg stated that there could possibly be some sort of language being included to this effect, like a conditional conveyance.

-Ms. Wyrosdick stated that this is similar to what has been seen in the community land trust model, wherein the land trust holds the ownership of the land and maintains some control over it. She also expressed a favorable opinion of the character of Ms. Walker, but shares the other concerns over more land being used for these garden-type projects.

-Ms. Feeney also agrees to general reluctance to convey these side lots for gardens, especially when they are not using raised beds, as it is always unknown if the soil holds contaminants. She acknowledges that that is indeed more of a code or zoning issue. That said, she does view this specific proposal a little more favorably, because of the particular use and affiliation of Ms. Walker, and feels that this could be viewed in more of an entrepreneurial venture and an educational opportunity for the community.

-Ms. Wyrosdick stated that it would not be up to code or zoning to test the soil; that would fall on the owner. Ms. Feeney asked if then that the ELB may have some obligation to notify the potential owner of such, if it was to be approved.

-Mr. Groner stated that regardless of who the owner is, that to approve these sorts of requests is to condone them, and that he is very uncomfortable with these type of proposals. He notes that the ELB needs to determine a straightforward position on this issue going forward, especially not knowing what kind of contaminants are in the ground and what liability that is associated with such. Ms. Wyrosdick also added that there could be some potential zoning violations involved, that could be reflected back on the Erie Land Bank.

-Ms. Allen asked, when this property was acquired, what was the intended purpose for the land? She also states that as long as a person has done things the right way, under the rules as they exist, then how can they just be denied. She states that perhaps City Council needs to revisit the notion of urban gardens entirely. Mr. Groner articulated that his concern is not with the potential buyer, but with the quality of the soil, and with having a policy for this sort of thing going forward.

-Mr. Sundberg stated that he will work on this sort of addendum for future proposals of this type.

-Mr. Groner noted that going forward, any proposals of this type, he will vote against, until there is such language in place. Ms. Feeney agreed.

Upon a motion by Mr. Gambil, seconded by Ms. Feeney, the proposed purchase by Connie Walker for the property at 525 East 27th Street was approved unanimously.

2. 2021 Judicial Tax Sale

-Ended up with 18 properties off of the Judicial Tax Sale list. Mr. Snippert notes that several of them appear to have a good chance of being able to be rehabilitated.

a. Properties acquired

3. 2022 Erie Land Bank Meeting Schedule

Upon a motion by Mr. Gambil, seconded by Ms. Feeney, the Erie Land Bank Meeting schedule was approved unanimously.

OTHER BUSINESS

With no other business to discuss, Mr. Gambil motioned to adjourn the meeting, and with a second by Ms. Smith, the meeting was adjourned at 1:57 p.m.

Respectfully submitted,

Erie Land Bank

Darlene Feeney, Secretary