

MINUTES

For the January 24th, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.

ROLL CALL:

Board of Directors:	Chris Groner	Deb Smith	Rosemary Sheridan
	Paul Gambill	Kathy Wyrosdick	
ERA Staff:	Aaron Snippert	Holly Cook	
	Carrie Black	Cynthia Johnson	
Visitors:	None		

CALL TO ORDER:

Mr. Groner, Chairman, called the meeting to order at 1:00 pm and noted that the meeting will be audio taped to facilitate preparation of the written Minutes which will serve as the official public record.

CONSENT AGENDA & PUBLIC COMMENT:

The following items were included on the Consent Agenda:

- a. Approval of the Agenda
- b. Approval of the Minutes of the December 20, 2021 Regular Meeting

Upon a motion by Ms. Wyrosdick 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. Snippert gave an update on 3 of the 18 properties acquired in the Erie County Land Bank 2021 Work Plan. The following properties have filed an appeal to the commonwealth:

- 2708 Downing
- 1615 Parade
- 405/407 E 7th Street

Additionally, Mr. Snippert spoke regarding 19 parcels of up to 24 total that have been acquired through tax sale for the 2022 workplan. This included the acquisition of a fire damaged property located at 518 E. 8th..

SOLICITOR'S REPORT

No report was submitted from Mr Sundberg. Mr. Snippert to share noteworthy points to the board upon receipt of such report.

UNFINISHED BUSINESS & NEW BUSINESS:

Election of Officers:

Chairman of the Board: Mr. Groner with a Motion by Ms. Wyrosdick and second by Ms. Smith.

Vice Chairperson: Deb Smith with a Motion by Mr. Groner and a second by Ms. Wyrosdick.

Secretary: Kathy Wyrosdick with a motion by Mr. Groner and a second by Ms. Smith.

Treasurer: Paul Gambill with a motion by Ms. Smith and a second by Mr. Groner.

In closing Mr. Snippert reiterated the 2021 tax sale properties will be transferred to the land bank around mid February to mid March.

OTHER BUSINESS:

Mr. Groner offered the floor to Ms. Rose Sheridan to introduce herself as a new board member. She comes to the Land Bank with an extensive background with the Erie School District.

ADJOURNMENT:

With no other business to discuss, the meeting was adjourned at 1:11 pm

Respectfully submitted,

Erie Land Bank

Kathy Wyrosdick, Secretary

MINUTES

For the February 21, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.

ROLL CALL:

Board of Directors:	Chris Groner	Deb Smith	Rosemary Sheridan
	Kathy Wyrosdick		
ERA Staff:	Aaron Snippert		
	Carrie Black	Cynthia Johnson	
Visitors:	None		

Note: Meetings are recorded to facilitate keeping of minutes

CALL TO ORDER:

Mr. Groner, Chairman, called the meeting to order at 1:00 pm.

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 20, 2021 Regular Meeting

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

There were no citizens to be heard.

FINANCE REPORT

Ms. Black introduced her organizational progress of adopting a chart of accounts to better facilitate budget and tracking. With a motion from Ms. Smith and a second by Ms. Sheridan the Financial Report was approved. Financial reports for January are attached and incorporated into these Minutes.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert gave an update on the 2021 and 2022 workplans.

2021 – Attached is a list of 10 properties up for demolition. An additional 3 are awaiting finalization for condemnation.

- Note: 552 East 24th Street was purchased at tax sale by an individual intending to rehabilitate and reside. Providing she meets the necessary list of criteria, it will be a possible relinquishment by the Authority.
- 708 Payne. Sealed bids for demolition are due February 24 including the Asbestos Abatement.

2022 – Attached to these minutes is a list of properties identified by Code Enforcement for acquisition for the Blighted Property List. These are not yet transferred to the Authority. Quiet Action to be filed. Please see Solicitor's Report.

SOLICITOR'S REPORT

The report from Attorney Sundberg is attached and incorporated into these minutes.

UNFINISHED BUSINESS & NEW BUSINESS:

1. A motion from Ms. Wyrosdick and a 2nd by Ms. Smith resulted in approval of demolition bids attached and incorporated into these minutes.
2. A motion from Ms. Wyrosdick and a 2nd by Ms. Smith resulted in approval to acquire and join the neighboring lot of 1958 Prospect in order to rehabilitate the entire property for sale to a private owner.

OTHER BUSINESS:

- Mr. Groner and Mr. Snippet discussed potential relationship building that would combine ELB and RACE activities. Moving forward they would like to visit an opportunity to coordinate funding to facilitate the sale of properties for rehab.
- Mr. Snippet touched on securing procedures for accepting property donation, specifically tax delinquent properties.
- The board discussed future potential of appointing ELB staff to go into the community. These individuals would act as conduits to spark homeowner interest in purchasing vacant lots.

ADJOURNMENT:

With no other business to discuss, a motion by Ms. Wyrosdick and a 2nd by Ms. Smith adjourned the ELB meeting at 1:28 pm.

Respectfully submitted,

Erie Land Bank

Kathy Wyrosdick, Secretary

MINUTES

For the March 21, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.

ROLL CALL:

Board of Directors: Chris Groner Deb Smith
 Kathy Wyrosdick
ERA Staff: Aaron Snippert
 Cynthia Johnson
Visitors: Attorney Gene Sundberg

Note: Meetings are recorded to facilitate keeping of minutes

CALL TO ORDER:

Mr. Groner, Chairman, called the meeting to order at 1:00 pm.

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 21, 2022 Regular Meeting

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

FINANCE REPORT

Mr. Snippert reported forward progress reorganizing accrual of ELB assets and liabilities as it pertains to each individual property in addition to workplans as a whole. With a motion from Ms. Wyrosdick and a second by Ms. Smith the Financial Report was approved. Financial reports for February are attached and incorporated into these Minutes.

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert gave an update on the 2021 and 2022 workplans. His report is attached and incorporated into these minutes. Additionally, Mr. Snippert reported on the status of 66 precondemnation letters sent to homeowners and the timeline for the process.

SOLICITOR'S REPORT

Attorney Sundberg noted his attachment to these minutes and reviewed the six-month waiting period from tax sale acquisition to marketing of the property. Additionally, he spoke to how a family's fear of inheritance tax is plaguing many homes acquired because of homeowner's death.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Demolition bids: A motion from Ms. Smith and a 2nd by Ms. Wyrosdick resulted in approval of Asbestos Abatement and demolition of 708 Payne. Bids are attached and incorporated into these minutes.
2. Property disposition: Mr. Snippet requested board feedback for Blighted Properties Acquired by ELB that qualify for developer proposals. He requested approval to stabilize and preserve such properties giving prospective buyers a step forward on their commitment to rehabilitate the property. ELB budgeting has available monies for just cause. He provided a few rough examples of recommendations and cost. Mr. Groner in turn requested additional examples and requested a focus, or study, from acquisition through the cost for rehab, marketability and financing. The board discussed the forward initiative of rehabbing properties through monies provided by RACE and connecting homebuyers with rehabbed properties and financing.
3. The ELB Ethical Guidelines were approved with a motion by Ms. Wyrosdick and a second by Ms. Smith.

OTHER BUSINESS:

None

ADJOURNMENT:

With no other business to discuss Mr. Groner adjourned the meeting of the ELB at 1:39 pm.

Respectfully submitted,

Erie Land Bank

Kathy Wyrosdick, Secretary

MINUTES

For the April 18, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.

ROLL CALL:

Board of Directors: Chris Groner Deb Smith
 Paul Gambill

ERA Staff: Aaron Snippert Mindy Kiehl
 Cynthia Johnson

Visitors: None

Note: Meetings are recorded to facilitate keeping of minutes

CALL TO ORDER:

Mr. Groner, Chairman, called the meeting to order at 1:00 pm.

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 21, 2022 Regular Meeting

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

FINANCE REPORT

Mr. Snippert announced and welcomed the addition of April Decker to the Redevelopment Authority as the new Finance Director. Additionally, he touched on the P & L and the progress made this past month bringing the Finance Director and Blight Coordinator on board.

Mr. Gambill inquired about check signing procedure moving forward. The board decided Mr. Groner and Mr. Gambill's signature will be required on Erie Land Bank checks. Financial reports for March are attached and incorporated into these Minutes.

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert gave an update on cleaning up and securing ELB properties after the winter months. Mr. Gambill inquired about the parcel on East 7th Street and Mr. Snippert updated Board Members that the property is in litigation. He offered to send Mr. Gambill the Solicitors report regarding the property.

SOLICITOR'S REPORT

Mr. Snippert agreed to forward any highlights that come from Attorney Sundberg.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Property Acquisition - Mr. Snippert presented a spreadsheet containing 52 properties that received pre-condemnation notices and did not respond, or in which the letters were returned as undeliverable. The list is attached and incorporated into these minutes. Acquisition recommendation will be addressed next meeting.
2. Property Disposition, Stabilization, Rehabilitation - Discussion ensued encompassing focusing efforts in specific and designated areas in order to eliminate blight, as opposed to a scattered approach. Mr. Snippert highlighted a concentration for next meeting will be to present a Market Study and cost analysis to determine where dollars would be best spent.
3. Sales and Developer Agreements – Mr. Snippert gave examples of two properties where either the buyer's agreement was rescinded by the buyer, or the developer neglected to develop the property. He discussed escrowing monies and implementing deadlines in which an investor must keep his commitment to develop the property or risk the loss of escrowed dollars. Mr. Groner suggested a claw back on resale margins if an investor sits on a property in order to flip it for easy profit. Mr. Snippert will discuss options with the Solicitor to update Buyer Agreements.
4. Property Donations – Asking for clarification on Board position, Mr. Snippert included an excerpt from ELB policies and procedures as it refers to the acquisition of properties by way of donation. The document is attached and incorporated into these minutes. The board unanimously agreed that properties with tax monies due will be the lowest priority for acquisition as donation.

OTHER BUSINESS:

None

ADJOURNMENT:

With no other business to discuss Mr. Groner adjourned the meeting of the ELB at 1:32 pm.

Respectfully submitted,

Erie Land Bank

Kathy Wyrosdick, Secretary

MINUTES

For the May 16, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.

ROLL CALL:

Board of Directors:	Chris Groner	Deb Smith
	Paul Gambill	Daria Devlin
ERA Staff:	Aaron Snippert	Mindy Kiehl
	April Decker	Holly Cook
	Cynthia Johnson	
Visitors:	None	

Note: Meetings are recorded to facilitate keeping of minutes

CALL TO ORDER:

Mr. Groner, Chairman, called the meeting to order at 1:00 pm.

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 18, 2022 Regular Meeting

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

- c. Finance Report – Mr. Snippert reviewed the Balance Sheet and the current standing of Fixed Assets. He reiterated the County assessment of the property initially does not reflect costs that need calculated in order to equate an accurate fixed asset figure. Financial reports are attached and incorporated into these minutes. Additionally, he reassured the Board the transition to Quickbooks Online would prove to be more workable than the 2014 version currently being used. A motion by Mr. Gambill and a second by Ms. Devlin approved the Finance Report.

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Work Plan Updates

- 2021 – The Solicitor’s Office is preparing deeds for the 15 properties successfully transferred from the Redevelopment Authority to the Erie Land Bank through condemnation action.
- 2022 - Mr. Snippet is seeking approval for four demolition bids. An additional eight properties are out for bid currently.

Work plan reports are attached and incorporated into these minutes.

SOLICITOR’S REPORT

Attorney Sundberg joined later with discussion regarding the 4.6 development agreement.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Property Acquisition – Attached and incorporated into these minutes is a packet of 25 properties identified as good acquisition candidates for the Erie Landbank. Mr. Snippet discussed potential and intent on the subject. Details are included on each of the property summaries attached. Conversation ensued ensuring focus continues to be concentrated in certain areas in order to make an impact, rather than scattering efforts too broadly. Mr. Gambill asked Aaron to work with Code Enforcement to inspect the old Nickel Plate and Curtze properties, 19th and Ash and 20th and Wallace to hold owners accountable for hauling away debris. With a motion by Mr. Gambill and a second by Ms. Devlin the property acquisitions were approved by the Board.
2. Property Demolitions – Four property demolitions were approved with a motion by Ms. Devlin and a second by Ms. Smith. The bid tabulations are attached and incorporated into these minutes.
3. ELB Policies and procedures:
 - a. 4.6 Development Agreement – The board reviewed and made recommendations to the Development Agreement. The Agreement is attached and incorporated into these minutes. Ms. Devlin provided opinion concerning clear compliance measures and Ms. Smith recommended rewording of numbers 15 and 10. Additionally, Ms. Smith expressed concerns on page 5 referring to defaults and remedies. She feels a clear timeline needs addressed. Conversation continued regarding benchmarks for project completion on a case by case basis with Attorney Sundberg approving case by case circumstances to be acceptable. Mr. Gambill recommended terms and conditions to be added as an addendum.
 - i. Add (e). Deposit of funds into escrow – The Board spoke about the Certificate of Occupancy being a trigger to release escrow funds once the project has met that milestone. They agreed that (e) will need to be added to policies and procedures.

The Development Agreement is to be revised for approval by the Board at the June 2022 meeting.

4. Property Disposition

- A. Maintenance agreement for vacant lot purchases – Mr. Snippert reported progress working on an agreement to hold purchasers accountable to upkeep properties they commit to.
- B. Revised Rehabilitation Proposal and creation of a Pre-approval Application – Attached and incorporated into these minutes are the above named two applications. They act as screening applications to provide clarity for purchase proposal eligibility.

5. Market Analysis

- a. 2624 Woodlawn Ave. – Ms. Kiehl’s full analysis is attached and incorporated into these minutes. She reported on market trends, along with pros and cons selling the property ‘as is’ vs remodeled. Conversation transpired about ELB rehabilitating a property presale, along with tying the opportunity with the first-time homebuyer program. Mr. Groner shared his concern that with the current market being active, and supply chain unpredictable, this may not be the best time to pursue that option. The board decided to allow thirty days to see how much interest there is in the property ‘as is’.

OTHER BUSINESS:

Mr. Groner welcomed Daria Devlin to the Erie Land Bank Board.

ADJOURNMENT:

With no other business to discuss Mr. Groner adjourned the meeting of the ELB at 1:57 pm.

Respectfully submitted,

Erie Land Bank

Kathy Wyrosdick, Secretary

MINUTES

For the June 20, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.

ROLL CALL:

Board of Directors:	Chris Groner	Deb Smith
	Paul Gambill	Daria Devlin
ERA Staff:	Mindy Kiehl	April Decker
	Holly Cook	Cynthia Johnson
Visitors:	None	

Note: Meetings are recorded to facilitate keeping of minutes

CALL TO ORDER:

Mr. Groner, Chairman, called the meeting to order at 1:01 pm.

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 16, 2022 Regular Meeting

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

- c. Finance Report – Ms. Decker reviewed the Balance Sheet and P&L. Mr. Groner requested that moving forward the P&L reflect year to date only. Additionally, he requested more detail regarding account 8500 – Grants and Charity, and whether that figure was a quarterly one. Ms. Decker will prepare detail for next month's meeting. A motion by Mr. Gambill and a second by Ms. Devlin approved the Finance Report.

There were no citizens to be heard.

REPORT OF THE EXECUTIVE DIRECTOR:

Work Plan Updates: Ms. Kiehl updated the board on 2021 and 2022 work plans. The status details are attached and incorporated into these minutes.

Additionally, she spoke of the relationship between ELB and ServeErie as it pertains to demolition of properties in their area. They have funds to demo approximately 5 properties.

Ms. Kiehl reported Mr. Scalise has joined the ELB board.

Ms. Devlin and Mr. Groner inquired about the interest generated for the purchase and rehabilitation of properties. Ms. Kiehl summarized that the activity has been favorable and the prequalification process has been helpful and successful so far. She spoke of the escalation clause that was added and the implementation of a reminder for candidates to bring their highest and best to the table.

SOLICITOR'S REPORT

Ms. Kiehl reviewed Attorney Sundberg's solicitor's report. The report is attached and incorporated into these minutes.

Mr. Gambill expressed concern regarding purchased properties where the intention of the purchaser has fallen short of their commitment. He gave examples of three properties that have been abandoned. Conversation ensued regarding the escrow dollars we would like to implement into the purchaser agreement, and how it may apply to vacant land purchases. Additionally, a right to recapture was discussed.

UNFINISHED BUSINESS & NEW BUSINESS:

1. Election of Board Secretary – A nomination by Ms. Smith and a second by Mr. Gamble appointed Ms. Devlin as ELB board Secretary. Ms. Devlin humbly accepted.
2. Erie Land Bank 2021 Audit – Last year's audit is attached and incorporated into these minutes. Ms. Smith mentioned the unbalance of revenue exceeding expenditures and recommended we discuss a solution. Ms. Devlin made a motion to approve the 2021 Audit with a second by Ms. Smith based on follow up to the discussion about aforementioned.
3. Bank Authorization – Ms. Smith moved to accept the resolution designating April Decker, Director of Finance and Administration, as the Administrator and Depositor for the Erie Land Bank business banking account(s). Mr. Gambill granted a second.
4. Property Demolitions:
 - a. Approval of demolition bids - Bid tabulations for properties up for demolition are attached and incorporated into these minutes. Ms. Devlin motioned to approve the demolition bids and Mr. Gambill presented a second to the motion. All were in favor.
5. Property Dispositions -
 - a. Vacant Lot proposals – The following properties were approved for sale by the associated bidder. Please see detail below.

Property Address	Name of Purchaser	Sale Price	Approved by
1135 E. 10 th Street	Juan Garnica	\$700	Ms. Devlin/Mr. Gamble
1253 East 26 th Street	Ricardo & Raiza Diaz Cruz	\$500	Ms. Smith/Ms. Devlin
1268 East 21 st Street	Tanya Fuller	\$500	Mr. Gambill/Ms. Smith
614 16 Wallace	Sony & Rose Nouri	\$607	Mr. Gambill/Ms. Devlin
927 West 3 rd	Blinzler Apartments	\$751	Ms. Devlin/Ms. Smith
525 Wayne Street	Frontier Lumber	\$5,000	Ms. Devlin/Ms. Smith

OTHER BUSINESS:

None

ADJOURNMENT:

With no other business to discuss Mr. Groner adjourned the meeting of the ELB @ 1:45 p.m. with a motion by Mr. Gambill and a second by Ms. Devlin.

Respectfully submitted,

Erie Land Bank

Ms. Daria Devlin, Secretary