

## **MINUTES**

**For the July 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<br>Paul Gambill<br>Chuck Scalise             | Deb Smith<br>Daria Devlin                      |                               |
| ERA Staff:          | Mindy Kiehl<br>Cynthia Johnson                            | April Decker<br>Aaron Snippert                 |                               |
| Visitors:           | Attorney Sundberg<br>Nathaniel Laughlin<br>Laura Guncheon | Mr. Serafin<br>Daniel Laughlin<br>Steve Mickel | Derrick Hughes<br>Hud Kennedy |

**Note: Meetings are recorded to facilitate keeping of minutes**

### **CALL TO ORDER:**

Having many orders of business to discuss in today's meeting Mr. Groner, Chairman, called the meeting to order at 12:56 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 June 20, 2022 Regular Meeting.
- c. Finance Report

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

### **CITIZENS COMMENTS:**

Mr. Serafin of Serafin's market addressed the board. He opened his discussion reminding ELB that Serafin's is Erie's oldest grocery store having been in business for 95 years. He proudly discussed his dedication to the neighborhood as they have upkeep lots and installed sidewalks on their own in order to keep the neighborhood an inviting place for families to reside. He spoke about the mutual desire of himself and the City of Erie to welcome more families to live in the neighborhood rather than cultivate vacant lots. He asked for help regarding his offer to purchase 550-554 East 25<sup>th</sup>. He stated the

transaction has been hanging for three years. Those properties previously succumbed to arson. Additionally, he has the same concerns about 552 East 24<sup>th</sup> Street, having been vacant for 9 years. Mr. Gamble voiced a note of support for Mr. Serafin's request. Mr. Snippert updated the board on the status of those properties and agreed to catch up with Mr. Serafin to expedite the transfer of the properties he offered to purchase. Mr. Serafin shared some photos of the properties. They are attached and incorporated into these minutes.

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

Work Plan Updates – Mr. Snippert updated the board on 2021 and 2022 work plan progression with 2021 moving forward with demolitions, and 2022 progress on developer's proposals plus the addition of 25 properties slated for condemnation. The work plan statuses are attached and incorporated into these minutes. Additionally, Mr. Snippert shared that letters of default have been sent to developers who have failed to follow through on their commitment to properties they purchased. Default agreements with intent on recapturing those properties will be executed after sixty days.

#### **NEW BUSINESS:**

Ms. Laura Guncheon addressed the board as a representative from Prism Glass Recycling. She is requesting that ELB include in their demo contracts the removal of single pane window glass from properties prior to demolition.

#### **SOLICITOR'S REPORT**

Attorney Sundberg reported on the title defects pertaining to 10 properties purchased at the tax sale. Most of these defects were the result of properties coming out of estates. Complaints have been filed and heirs/beneficiaries have been notified. Attorney Sundberg noted many beneficiaries have concerns about being held responsible for properties that belonged to family members and he anticipates no objections from the current owners. Additionally, he made a motion with the court for an expedited hearing in order to clear the titles of these properties quickly so the parcels may be sold. The solicitor's report is attached and incorporated into these minutes. Mr. Gamble reiterated his concern about making sure we are incorporating a recapture clause for properties abandoned or not maintained per property owner/developer commitment. Attorney Sundberg noted that a right to reverter clause may necessitate ELB to sign off on the deed of any property sold under that clause.

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

1. ELB Deed Restrictions 213 Hess - With a motion by Mr. Gamble and a second by Ms. Devlin the board unanimously approved to accept the relinquishment of the deed restrictions pending payment of the four-year 50/50 tax agreement.
2. Property Dispositions:
  - a. Vacant Lot Proposals

| Property Address                 | Approved Purchaser           | Approved Bid Price | Approved by                                  |
|----------------------------------|------------------------------|--------------------|--|
| 422 Poplar Street                | John & Barbara Reitingner    | \$1,500.00         | Ms. Smith/Mr. Scalise                        |
| 2308 Camphausen                  | Blake Heffernan              | \$500.00           | Ms. Devlin/Mr. Scalise                       |
| 2912 Pine Avenue                 | Susan Bowser                 | \$2,500.00         | Mr. Gambill/Mr. Scalise                      |
| 952 West 11 <sup>th</sup> Street | Aaron Baskins/Conchitta Noel | \$1,000.00         | Ms. Devlin/Ms. Smith                         |
| 708 Payne Avenue                 | Edward Johnson               | \$1,500.00         | Ms. Devlin/Ms. Smith – Mr. Gambill-ABSTAINED |

The board requested future bid proposals to include:

- Residing address of the bidder
- Detail on any past due utility/explanation

b. Developer Proposals

| Property Address                   | Approved Offer #1 Buyer                             | Approved Offer #1 Price | Approved Backup Buyer        | Approved Price for Backup Buyer | Approved by            |
|------------------------------------|---|-------------------------|------------------------------|---------------------------------|------------------------|
| 605 07 East 6 <sup>th</sup> Street | Sonny & Rose Nouri                                  | \$20,000.00             | Nuriya Cibralic              | \$10,000.00                     | Mr. Gamble/Mr. Scalise |
| 2624 Woodlawn Ave                  | Nathaniel & Daniel Laughlin *                       | \$8,500.00              | Hud Kennedy *                | \$8,000.00                      | Mr. Gamble/Mr. Scalise |
| 1743 Fairmount Parkway             | Steve Mickel*                                       | \$20,333.00             | Julie Hurd & Kasaundra Henry | \$10,000.00                     | Ms. Devlin/Ms. Smith   |
| 1958 Prospect Ave                  | Sharif Mirzayev/Bay Point Investment Properties LLC | \$15,000.00             | Edward Taylor                | \$3,000.00                      | Ms. Smith/Mr. Gambill  |
| 2053 Warfel                        | Offer tabled  |                         |                              |                                 | Ms. Smith/Mr. Gambill  |

\* = Buyer addressed the ELB Board

\* The Board commended Mr. Derrick Hughes for his address to the Board regarding his interest in this property.

- 2053 Warfel – The Board decided there was not enough information provided in order to make a confident decision.

- Mr. Scalise inquired about terms of preference of The Board to choose a buyer interested in home ownership. The Board agreed to discuss options for this stipulation.

**OTHER BUSINESS:**

**ADJOURNMENT:**

With no other business to discuss Mr. Groner adjourned the meeting of the ELB @ 2:22 p.m. with a motion by Ms. Devlin and a second by Mr. Scalise.

Respectfully submitted,

Erie Land Bank

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Ms. Daria Devlin, Secretary

## **MINUTES**

**For the August 15, 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: | Deb Smith<br>Paul Gambill       | Daria Devlin<br>Chuck Scalise |
| ERA Staff:          | Cynthia Johnson<br>April Decker | Aaron Snippert                |
| Visitors:           | Attorney Sundberg               |                               |

**Note: Meetings are recorded to facilitate keeping of minutes**

### **CALL TO ORDER:**

Ms. Smith announced a quorum was present and called the meeting to order at 1:00 p.m.

### **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 18, 2022 Regular Meeting.

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

- c. The Finance Report – Mr. Snippert drew attention to an error in Balance Sheet account number 1400-Undeposited Funds. He explained that RACE and ELB intended to share an account within QuickBooks Online, however it will not be possible. Finance is working to add an additional account for ELB.

### **CITIZENS COMMENTS:**

There were no citizens to be heard

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

Work Plan Updates – Mr. Snippet noted most of the demolitions from the 2021 work plan are complete. He added a note that 1615 Parade caught fire last evening and Empire Excavation and Demolition is performing an emergency demolition of the house in order to restore the site as quickly as possible.

Mr. Snippet updated the progress of demolition, developer's agreements, and vacant land agreements. Additionally, he touched on the status of the properties for which condemnations have been filed. Mr. Snippet's 2021 and 2022 work plan updates are attached and incorporated into these minutes.

## **SOLICITOR'S REPORT**

Attorney Sundberg opened his report noting that 1615 Parade, the property that burned last evening, was one of the properties up for appeal. That appeal had been dismissed. He also noted that there were no utilities at the property.

The Solicitor updated the Board on the ten properties acquired at tax sale in which quiet title action has been successfully filed. The heirs and lien holders have been served. He anticipates they will all be non-contested and suspects Judge Brabender will likely expedite the process. Those properties should be ready for conveyance to a third party soon. The Solicitor's Report is attached and incorporated into these minutes.

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

1. Work Plan 2022 – Additional Property request.
  - a. Mr. Snippet addressed the following property:  
1737 W. 6<sup>th</sup> Street – Mr. Lavery's request is attached and incorporated into these minutes

Mr. Snippet requested permission to allow the Redevelopment Authority to seek condemnation of that property. Mr. Gambill motioned to approve the action and Ms. Devlin seconded the motion.

2. Window Glass Recycling – Discussion ensued whether to require window glass recycling for ELB demolitions. The Board decided to make it optional for our Demolition Contractors. We plan to invite Laura Guncheon of Prism Glass back next year to revisit statistics. Mr. Snippet's memo on the subject is attached and incorporated into these minutes.
3. Tax Abatement
  - a. 554 E. 25<sup>th</sup> Street – A motion by Mr. Gambill and a second by Ms. Devlin unanimously approved the resolution. The resolution is attached and incorporated into these minutes.
4. Property Disposition
  - a. Demolition Bids – A motion by Ms. Devlin and a second by Mr. Gambill approved the demolition bids. The bids are attached and incorporated into these minutes.
  - b. Developer Proposals – Discussion ensued regarding the process of tracking whether a developer observes the terms of the developer agreement during an affordability

period. Mr. Snippert agreed that option may be discussed. Mr. Scalise motioned to approve Mr. Serafin's developer proposal and Mr. Gambill seconded the motion. Mr. Serafin's developer proposal is attached and incorporated into these minutes.

5. Work Plan 2023 – Mr. Snippert discussed strategy in preparation for the 2023 workplan asking the Board to consider recommendations moving forward. Mr. Snippert attached the 2022 Erie County Judicial Tax Sale spreadsheet to these minutes. Ms. Devlin requested a map be included in order to better visualize parcel location.

**OTHER BUSINESS:**

Mr. Snippert updated the Board on 1743 Fairmont Parkway. The winning proposal for that property backed out and the secondary proposal has not responded to the request to complete the application. The property will be placed up for developer proposal once again.

**ADJOURNMENT:**

With no other business to discuss Ms. Smith adjourned the meeting of the ELB @ 1:30 p.m. with a motion by Mr. Scalise and a second by Ms. Devlin.

Respectfully submitted,

Erie Land Bank

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Ms. Daria Devlin, Secretary

## **MINUTES**

**For the September 19, 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<br>Debra Smith  | Daria Devlin<br>Chuck Scalise                          |
| Staff:              | Mindy Kiehl<br>April Decker<br>Cynthia Johnson                           | Aaron Snippert<br>Holly Cook<br>Kenda Wilson           |
| Visitors:           | Attorney Sundberg<br>Amanda Wagner<br>Steve Mickel<br>Zoom: Wonder Drake | Terry and Gindy Lutz<br>Connie Peck<br>Sylvester Ollie |

**Note: Meetings are recorded to facilitate keeping of minutes**

### **CALL TO ORDER:**

Mr. Groner announced a quorum was present and called the meeting to order at 1:02 p.m.

### **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 15, 2022 Regular Meeting.

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

- c. The Finance Report – Ms. Decker updated the board that the transition to Quick Books online completed as of September 1. Furthermore, she stated that she and Mr. Snippert are continuing to work on the Fixed Asset portion of the Finance Report in order to track it more precisely. The Finance Report is attached and incorporated into these minutes. A motion by Ms. Devlin, and a second by Ms. Smith approved the Finance Report.

### **CITIZENS COMMENTS:**

There were no citizens to be heard.



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

- Work Plan Updates 2021 and 2022 - Mr. Snippert reported progress on property conveyance, demos, contracts and properties that have been put under contract since last meeting. The 2021 and 2022 detailed workplan spreadsheets are attached and incorporated into these minutes.
- Mr. Snippert and Ms. Devlin shared about the valuable opportunity that was had attending the Reclaiming Vacant Properties Conference in Chicago this month. A few members of ELB staff, along with many of our Community Resource Partnerships, were in attendance. Mr. Snippert agreed to present some highlights and the plans for continued conversations during next meeting. Additionally, Mr. Snippert announced the Homes Within Reach Conference is being held the first week of December and invited any board members who had interest in attending.

## **SOLICITOR'S REPORT**

Attorney Sundberg summarized his outline of actions being taken by his office on behalf of the Erie Land Bank, specifically noting necessary implementations of processes to recoup expenses incurred by ELB upon the acquisition of property and resale to a 3<sup>rd</sup> party. The Solicitor's detailed outline is attached and incorporated into these minutes.

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

1. Property Donation -
  - a. 444 E. 13<sup>th</sup> Street: A motion by Mr. Scalise and a second by Ms. Smith approved the acceptance of the donation of property contingent on the completed demolition and restoration to a vacant lot, and payment of the demolition lien that has been place against the property by the City of Erie. The Property Donation form is attached to these minutes.
2. Developer Escrow Draw Schedule – Mr. Snippert summarized the Schedule that was developed by Ms. Kiehl to specifically outline how escrow funds are to be drawn down. He made note that the outside of the property is incentivized. The Draw Schedule is attached and incorporated into these minutes.
3. Property Disposition
  - a. Demolition Bids:

| PROPERTY              | Description   | Winning Bidder    |
|-----------------------|---|-------------------|
| 1615 Parade Street    | Set on fire last month; waiting for the hearing of value in order to complete acquisition | Empire - \$4,600  |
| 430 32 Cascade Street | Commercial Property - Previous Bar. Bid includes Asbestos Abatement and Prevailing Wage   | Empire - \$24,876 |

With a Motion by Ms. Devlin and a second by Mr. Scalise the demolition bids were approved. Demolition Bid Tabulations are attached and incorporated into these minutes.

b. Developer Proposals:

| PROPERTY                  | Winning Bidder/determination  | Amount   | Motion   |
|---------------------------|---|----------|--|
| 859 East 21 <sup>st</sup> | Sylvester Ollie-addressed the board in person, lives in neighborhood owning much of street, in excellent standing | \$3,700  | 1-Ms. Smith<br>2-Ms. Devlin  |
| 616 Payne Ave.            | # 2. Extend Realty LLC-offers home ownership<br>#1. Backup offer – Nuriya Cibralic                                | \$5,135  | 1-Ms. Devlin<br>2-Ms. Smith  |
| 811 West 17 <sup>th</sup> | Our West Bayfront-based on Intent for use low income home ownership for under recognized demographic              | \$10,000 | 1-Ms. Smith<br>2-Ms. Devlin<br>Abstain-Mr. Scalise                       |
| 1743 Fairmont Parkway     | Steve Mickel – Addressed the board, provides home ownership   | \$10,333 | 1-Ms. Devlin<br>2-Ms. Smith<br>To include monetary escrow due at closing |

NOTE: 1743 Fairmont Parkway is an up for bid repeat after the first and second awardees backed out, or did not respond. These bidders are also participating in the repeat bids. The following bidders addressed the Board:

- Amanda Wagner – Sentimental ties and support from friends and family. She cannot provide escrow until she is granted an income tax refund in the future.
- Steve Mickel – He was granted the property during first bidding. He backed out because he didn't understand the terms of the escrow and he did not have the funds for escrow in addition to his offer.

During the determination process for 1743 Fairmont Parkway conversation ensued with suggestions by Ms. Devlin and Mr. Scalise to add additional options for end use along with additional points of reference in order to provide increased detail for bidder profiles. Ms. Kiehl said that she and Mr. Snippert were adding more specifics to the application and adopting a no tolerance policy for incomplete applications.

All Developer Proposals are attached and incorporated into these minutes.

c. Vacant Lot Proposals:

| PROPERTY                          | Winning Bidder/determination  | Amount | Motion                        |
|-----------------------------------|---|--------|-------------------------------|
| 1142 East 21 <sup>st</sup> Street | Steve Arrington   | \$500  | 1-Ms. Smith<br>2-Mr. Scalise  |
| 2053 Warfel Avenue                | Terry Lutz-Addressed the Board. He's been maintaining the property for over | \$500  | 1-Ms. Devlin<br>2-Mr. Scalise |

|                                  |  |       |                              |
|----------------------------------|--|-------|------------------------------|
|                                  | 20 years, and would like more green space      |       |                              |
| 440 East 9 <sup>th</sup> Street  | Sandy Moon-single offer                        | \$700 | 1-Mr. Scalise<br>2-Ms. Smith |
| 41 Kellogg Street                | Patrick Smith-single offer                     | \$500 | 1-Ms. Smith<br>2-Ms. Devlin  |
| 314 East 23 <sup>rd</sup> Street | Robert Crumbly-single offer                    | \$550 | 1-Ms. Devlin<br>2-Ms. Smith  |
| 614 16 Wallace Street            | Wonder Drake-single offer, addressed the board | \$500 | 1-Ms. Devlin<br>2-Ms. Smith  |

Note: 614 16 Wallace is up for a bid repeat. The previous awarded bidder did not return his agreement in the allotted time. Ms. Drake was a second bidder the first time around also.

All Vacant Lot Proposals are attached and incorporated into these minutes.

4. Work Plan 2023 – Mr. Snippert summarized the Proposed 2023 Erie Land Bank Work Plan. He outlined the processes of approval by ELB first and then the County Land Bank Board. He spoke about creating an Operations Budget thereafter with approval of the utilization of County Funds. Maps and lists further outlining the plan will be presented to the Board at that time. Additionally, he noted the 2023 Work Plan is aggressive despite the fact it includes 10 fewer properties than 2022. He reminded the Board of the ELB mindset to acquire some properties, do some rehabilitation, clean up some neighborhoods, and continue to invest in neighborhoods for the current residents as well as future residents to come. Mr. Snippert's full outline, including Proposed Work Plan Budget and Source Fund Breakdown, is attached and incorporated into these minutes. With a motion from Ms. Smith and a second from Ms. Devlin, the proposed 2023 workplan was approved for submittal to the Erie County Land Bank for their approval.

**OTHER BUSINESS:**

None

**ADJOURNMENT:**

With no other business to discuss Mr. Groner thanked everyone in attendance for their investment in the City of Erie and adjourned the meeting of the ELB @ 2:27 p.m.

Respectfully submitted,

Erie Land Bank

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Ms. Daria Devlin, Secretary

## **MINUTES**

**For the October 17, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, Room 500, Erie, Pennsylvania, at 1:00 p.m.**

### **A. ROLL CALL:**

|                     |                                |                               |
|---------------------|--------------------------------|-------------------------------|
| Board of Directors: | Chris Groner<br>Debra Smith    | Daria Devlin<br>Chuck Scalise |
| Staff:              | Mindy Kiehl<br>Cynthia Johnson | April Decker                  |
| Visitors:           | Attorney Sundberg              | Anna Frantz                   |

**Note: Meetings are recorded to facilitate keeping of minutes**

### **CALL TO ORDER:**

Mr. Groner called the meeting to order at 1:01 p.m.

### **B. 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 15, 2022 Regular Meeting.

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

- c. The Finance Report – Ms. Decker reported she is working with a consultant to assist with the accurate transfer of information to Quick Books Online. Some of the previous information has had to be entered manually. The Balance sheet, however, reflects accurate figures of assets and liabilities. The Finance Report is attached and incorporated into these minutes. A motion by Mr. Scalise, and a second by Ms. Smith approved the Finance Report.

### **CITIZENS COMMENTS:**

There were no citizens to be heard.

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

- Work Plan Updates – Ms. Kiehl reviewed the attached Work Plan updating demolitions that have occurred, conveyance of land status, and title and tax concerns that will be addressed

further along in the meeting. The 2021 and 2022 workplan updates are attached and incorporated into these minutes.

#### **D. SOLICITOR'S REPORT**

Attorney Sundberg summarized status of properties acquired at the 2021 tax sale in regard to the assessment of inheritance tax due. He made note of properties in which the structure has been demolished and his plea to the PA Bureau of Inheritance Tax for fair appraisal. Additionally, Attorney Sundberg reported on progress of current sales the Land Bank has successfully either completed, or where completion is imminent. He noted challenges with the Tax Claim Bureau's updating of records to reflect the property is current. The Solicitor's detailed report is attached and incorporated into these minutes.

Conversation further ensued at Ms. Devlin's pleasing reference to 525 Wayne which was recently sold to Frontier Lumber. The new owner pledged to build a playground and picnic area and has already done so. Mr. Sundberg and Ms. Devlin were particularly pleased with this gentleman's timely and grateful action.

#### **E. UNFINISHED BUSINESS & NEW BUSINESS:**

1. Judicial Tax Sale (December 6-7, 2022 (revised)) – Ms. Kiehl noted that moving forward properties will all have an appraisal prior to any demolition work in order to secure value.
  - a. Property Option Agreements – Ms. Kiehl sought approval for the acquisition of 15 properties from the judicial tax sale. They have been strategically chosen to coincide with the workplans. Additionally, careful research has been done to be certain they are not inhabited. A motion from Ms. Smith and a second by Ms. Devlin approved the Property Option Agreement.
2. Land Bank Property Tax Exoneration – RESOLUTION: A motion by Ms. Devlin and a second by Ms. Smith unanimously approved the resolution. The Land Bank Property Tax Exoneration is attached and incorporated into these minutes.
3. Sarah Hearn Church – 947 W. 9<sup>th</sup> Street – Ms. Kiehl referred to the attached letter composed by Mr. Snippet which reviewed the preliminary status of the property, and outlined what RACE is asking for. Anna Frantz spoke to the board expressing her interest in saving the building from further destructive forces and her enthusiasm for the various possibilities for use of this property. She expressed difficulty organizing rehabilitation efforts without some foundational groundwork to assess viability of the project. Ms. Devlin proceeded to raise caution at sending the correct message to individuals, congregations, and organizations about their commitment to maintain their properties rather than abandoning it and forcing the City to maintain it. Mr. Groner expressed concern at investing money into a property that may have liens against it already.
  - a. Exploratory Research
    - i. Creation of a suitable floor plan to explore public/private partnership – The Board decided to delay this request.
    - ii. Title search to examine liens/mortgages – Mr. Groner stated he is comfortable to begin research on the property searching liens and mortgages. A motion by Ms. Devlin with a second by Ms. Smith approved the title search.

**F. OTHER BUSINESS:**

None

**ADJOURNMENT:**

With no other business to discuss Mr. Groner thanked everyone in for their investment in the ELB projects and adjourned the meeting @ 1:34 p.m.

Respectfully submitted,

Erie Land Bank

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Ms. Daria Devlin, Secretary

## **MINUTES**

**For the November 21, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, City Council Chambers, Erie, Pennsylvania, at 1:00 p.m.**

### **A. ROLL CALL:**

|                     |                                |                                |
|---------------------|--------------------------------|--------------------------------|
| Board of Directors: | Chris Groner<br>Debra Smith    | Chuck Scalise                  |
| Staff:              | Aaron Snippert<br>April Decker | Mindy Kiehl<br>Cynthia Johnson |
| Visitors:           | Attorney Sundberg              |                                |

**Note: Meetings are recorded to facilitate keeping of minutes**

### **CALL TO ORDER:**

Mr. Groner called the meeting to order at 1:01 p.m.

### **B. 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 17, 2022 Regular Meeting.

A motion by Mr. Scalise and a second by Ms. Smith unanimously approved the Consent Agenda items.

- c. The Finance Report – Ms. Decker reviewed the Balance Sheet and Profit and Loss. She and Mr. Snippert noted that the attached proposed 2023 Workplan Budget was approved by the Erie County Landbank in the amount of \$410k. The proposed budget will be fine-tuned and submitted for Board Approval at the December Land Bank meeting. Both documents are attached and incorporated into these minutes. A motion by Ms. Smith with a second by Mr. Scalise approved the Finance Report.

### **CITIZENS COMMENTS:**

There were no citizens to be heard.

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

- Work Plan Updates
  - 2021 – Mr. Snippert reported all of the properties from the 2021 workplan have been demolished except for 3 that are tied up in legalities. Ms. Kiehl, in conjunction with Attorney Sundberg's team at Marsh Law Firm, are wrapping up side lot agreements.
  - 2022 – Mr. Snippert reported most properties up for demolition from the 2022 workplan have been completed. ELB is waiting on establishment of the value of 22 properties for which condemnation has been filed, once that hearing is completed progress will move forward.

The workplans are attached and incorporated into these minutes.

**D. SOLICITOR'S REPORT**

Attorney Sundberg summarized his thorough report which explained the process of Quiet Title Action and PA Inheritance Tax Liens, and itemized current progress on properties pending. The Solicitor's detailed report is attached and incorporated into these minutes.

Furthermore, Attorney Sundberg spoke about collaborating with Mindy and Aaron to create a good faith estimate that outlines to third party buyers what to expect for closing costs and time line.

**E. UNFINISHED BUSINESS & NEW BUSINESS:**

1. Approved Vacant Lot Proposals:

|                           |  |                       |          |                              |
|---------------------------|--|-----------------------|----------|------------------------------|
| 631 East 22 <sup>nd</sup> | Maung Se San<br>633 East 22 <sup>nd</sup>    | Side<br>yard/parking  | \$600.00 | 1-Ms. Smith<br>2-Mr. Scalise |
| 524 East 25 <sup>th</sup> | Dan Fiore<br>2001 Wallace                    | Side Yard             | \$500.00 | 1-Mr. Scalise<br>2-Ms. Smith |
| 443 East 16 <sup>th</sup> | Michael Higgins<br>Millcreek                 | Future<br>Development | \$500.00 | 1-Ms. Smith<br>2-Mr. Scalise |
| 518 East 8 <sup>th</sup>  | Samantha Strange<br>520 East 8 <sup>th</sup> | Side<br>yard/parking  | \$500.00 | 1-Mr. Scalise<br>2-Ms. Smith |

2. 2023 ELB Meeting Schedule: Mr. Snippert presented the proposed 2023 Erie Land Bank Board Meeting Schedule. Meetings will be held the third Monday of every month at 1:00 p.m. in Council Chambers with the exception of January. Due to the Martin Luther King Holiday on January 16, the Board meeting will be held January 23, 2023. A motion by Mr. Scalise and a second by Ms. Smith approved the meeting schedule. The schedule is attached and incorporated into these minutes.
3. Judicial Tax Sale Update: Mr. Snippert updated the Board that the date for the Judicial Tax Sale will be December 6 and 7<sup>th</sup>. The list of properties is attached and incorporated into these minutes.

**F. OTHER BUSINESS:**

None

**ADJOURNMENT:** Mr. Groner wished everyone a Happy Thanksgiving and gave thanks for all the hard work. The meeting was adjourned at 1:22 p.m.

Respectfully submitted,

Erie Land Bank

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Ms. Daria Devlin, Secretary



## **MINUTES**

**For the December 19, 2022 Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, City Council Chambers, Erie, Pennsylvania, at 1:00 p.m.**

### **A. ROLL CALL:**

|                     |  |                                |
|---------------------|--|--------------------------------|
| Board of Directors: | Chris Groner<br>Debra Smith                  | Daria Devlin<br>Chuck Scalise  |
| Staff:              | Aaron Snippert<br>April Decker<br>Holly Cook | Mindy Kiehl<br>Cynthia Johnson |
| Visitors:           | Attorney Sundberg                            |                                |

**Note: Meetings are recorded to facilitate keeping of minutes**

### **CALL TO ORDER:**

Mr. Groner called the meeting to order at 1:00 p.m.

### **B. 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 21, 2022 Regular Meeting.

A motion by Mr. Scalise and a second by Ms. Smith unanimously approved the Consent Agenda items.

- c. The Finance Report – Ms. Decker reviewed the Balance Sheet and Profit and Loss. She reported that consulting with the CPA continues; this ensures accuracy in transactions from transition to the new Quick Books Online Program. Additionally, the CPA is overseeing the recording of escrow accounts for accuracy. The reports are attached and incorporated into these minutes. A motion by Ms. Devlin with a second by Mr. Scalise approved the Finance Report.

### **CITIZENS COMMENTS:**

There were no citizens to be heard.

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

- Work Plan Updates
  - 2021 – Mr. Snippert reviewed the 2021 workplan noting 3 pending properties that should be cleared up in the beginning of 2023.
  - 2022 – Mr. Snippert reported on the 2022 workplan noting all properties scheduled for Demolition have been completed except for 430-32 Cascade in which Asbestos Abatement has been completed. Hearing of Value has been scheduled for properties up for condemnation and 11 additional properties have been acquired from the judicial tax sale for Workplan 2023.

Preparation for conveyance of titles will be moving forward into 2023. Additionally, properties from the Blighted Property List will be identified for condemnation with the 2023 workplan. Mr. Snippert spoke about a focus on properties outside commercial corridors, and in tipping point neighborhoods where increase in Blight has been identified.

The workplans are attached and incorporated into these minutes.

#### **D. SOLICITOR'S REPORT**

Attorney Sundberg summarized his report with a reiteration of problems that can be inherited when properties are acquired. He spoke about being proactive filing Quiet Title Action to expedite conveyance of properties as much as possible. He updated the Board on the status of year to date Real Estate Transactions for The Erie Land Bank and The Redevelopment Authority.

The Solicitor's report is attached and incorporated into these minutes.

#### **E. UNFINISHED BUSINESS & NEW BUSINESS:**

1. 1319 Parade – Stabilization/Asbestos Abatement – Mr. Snippert reviewed the status of the property. HANDS has expressed an interest in the property. Asbestos has been identified in the building, a substantial roof leak has gone unmanaged and caused damage over the years, and brick is falling from the building. Regardless of decisions about the future of the property, Asbestos Abatement will need to occur. Shoring will need done to enable safe Abatement. ELB is waiting an Asbestos Abatement Report from Amark Environmental. Quotes for Abatement and Shoring up are attached and incorporated into these minutes. A motion by Ms. Devlin and a second by Ms. Smith approved stabilization and securing of the Property to be completed by DRS of Erie County, Inc.
2. ELB/RACE Management Agreement – Mr. Snippert reviewed the updated ELB/RACE Management Agreement that is up for five-year renewal. Operational fees have historically been reimbursement based. Mr. Groner requested an estimate and 'not to exceed' budget be included as an attachment to the Management Agreement before the Board reviews it for approval. Mr. Snippert will prepare the figures to be circulated to the Board for review in January.
3. Property Management Software – Ms. Kiehl requested the adopting of Property Management Software. The tool is necessary to organize data for Blighted Properties, Vacant Land, Sales Agreements, Demolitions, Rehabilitation, Communication with Homeowners, tenants, buyers and more. The system would be shared in usage and cost between RACE and ELB. Ms. Kiehl researched several options and recommends the Cuyahoga Property Profile System. Her comparisons are attached and incorporated into these minutes. A motion by Mr. Scalise and a second by Ms. Smith approved the request.
4. Tax Abatement – RESOLUTION
  - a. 952 West 11<sup>th</sup> Street – A motion by Ms. Devlin and a second by Ms. Smith unanimously approved the Resolution to abate property taxes from 2019-2021.
5. Discussion on minimum sales price
  - a. Developer opportunities
  - b. Vacant lots

Ms. Keihl led a discussion regarding setting minimum sales prices on property opportunities based on market analysis. Mr. Snippert and Ms. Keihl offered to draft an amendment to the policies and procedures for Board approval in the next couple months.

**F. OTHER BUSINESS:**

None

**ADJOURNMENT:**

Mr. Groner adjourned the ELB Board Meeting at 1:43 p.m.

Respectfully submitted,

Erie Land Bank

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Ms. Daria Devlin, Secretary