

MINUTES

For the January 23, 2023 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 Debra Smith	Paul Gambill (zoom) Chuck Scalise
Staff:	Aaron Snippert April Decker Holly Cook	Mindy Kiehl Cynthia Johnson
Visitors:	Attorney Sundberg	

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

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

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. A motion by Ms. Smith and second by Mr. Scalise approved the Agenda for today's meeting.
 - b. A motion by Mr. Scalise with a second by Ms. Smith approved Minutes of the December 19, 2022 Regular Meeting.
 - c. Finance Report – Ms. Decker reviewed the Year End Balance Sheet and Profit and Loss. She noted the P&L shows a negative net income resulting from November's reimbursement not being received and deposited until January 2023. A motion by Mr. Scalise with a second by Ms. Smith approved the financials. The financials are attached and incorporated into these minutes.
2. Citizen's Comments – There were no Citizens to be heard

C. REPORT OF THE EXECUTIVE DIRECTOR:

1. Work Plan Updates
 - a. 2021 Work Plan – The work plan is attached and incorporated into these minutes with an update that 2708 Downing has been returned from the Commonwealth Court and the next step will be a hearing of value. Ms. Kiehl continues to work toward conveying and finalizing the properties from the 2021 work plan.
 - b. 2022 Work Plan – A hearing has been held to set the value of 24 of the 25 properties in which condemnation was filed in June. Ms. Kiehl will be working on Demolition and Developer Agreements on pertinent properties. The full 2023 workplan outline is attached and incorporated into these minutes.
 - c. 2023 Work Plan – Properties acquired during the tax sale and for which ELB has equitable rights of ownership are attached and incorporated into these minutes. After the six-month waiting period plans will proceed in regard to these properties.

D. SOLICITOR'S REPORT

Attorney Sundberg reviewed his Memorandum summarizing status of properties acquired at the 2022 tax sale. He reminded the Board that there is a six-month waiting period allowing for any objections from anyone claiming those properties. During this time his staff is creating files, preparing title searches and preparing for Quiet Title Action as necessary. Additionally, Attorney Sundberg's detailed list of transactions to date are attached with his Memorandum and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. ELB/RACE Management Agreement – Mr. Snippert presented the amended Management Agreement between Erie Land Bank and Redevelopment Authority of the City of Erie. Section 4a is amended to include Exhibit A, Fee Schedule, and Section 4b outlining other office expenses and supplies as such, not to exceed the prior approved budget. The Management Agreement and Exhibit A are included and incorporated into these minutes. Conversation ensued with questions from Ms. Smith regarding yearly updates of Exhibit A for which Mr. Snippert verified to be the protocol. A motion by Mr. Scalise and a second by Mr. Gambill approved the ELB/RACE Management Agreement.
2. Vacant Lot Proposal
 - a. 1436 East 7th Street – A motion by Mr. Scalise and a second by Ms. Smith approved the purchase by Mr. Madura for a cost of \$500.
3. Property Disposition
 - a. 743 East 18th Street – A motion by Ms. Smith and a second by Mr. Scalise approved the sale of 743 East 18th Street to Pol's Real Estate for \$1,000 with the contract stipulation that POL demolish the structure hereon the property. Pol's proposal is attached and incorporated into these minutes.
4. Side Lot Disposition Policy – Mr. Snippert reviewed Section 6 of the current Erie Land Bank Policies and Procedures – Side Lot Disposition Program whereas ELB implements a five-year waiting period upon which the buyer is unable to develop the parcel in any way. An excerpt from that policy is attached and incorporated into these minutes. Additionally, collection of taxes from each individual parcel is administratively costly for the Erie Land Bank with specific and independent protocol needing to be developed to accurately bill for these parcels. Mr. Snippert and Ms. Kiehl recommended that sold side lots be combined with the existing parcel creating one new parcel. This would provide immediate ownership with standard regulations for development and payment of taxes. The purchaser would incur approximately \$350-\$500 in additional fees at closing in order to combine the deed. A motion by Ms. Smith and a second by Mr. Scalise approved amending the policies and procedures in regard to side lots for board approval next meeting.

F. OTHER BUSINESS:

Mr. Snippert updated the Board on progress with The Community Land Trust. The Business Plan has been developed and they are bringing the concept to other local groups asking for financial support. Additionally, they're still waiting on the Keystone Communities Grant which was applied for last year hoping to begin operations and begin identifying and acquiring properties with potential. An inclusive meeting is being planned so an overview of the Community Land Trust can be presented.

G. ADJOURNMENT:

Mr. Groner adjourned the ELB Board Meeting at 1:38 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the February 20, 2023 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 Debra Smith	Daria Devlin Chuck Scalise
Staff:	Aaron Snippert April Decker Holly Cook Jacob Huff	Mindy Kiehl Cynthia Johnson Tracy Davis
Visitors:	None	

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

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

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. A motion by Ms. Smith and second by Mr. Scalise approved the Agenda for today's meeting, and minutes of the January 23, 2023 regular meeting.
 - b. Finance Report – Ms. Decker reviewed the Balance Sheet and Profit and Loss. She noted the P&L reflects a \$25,000 expense for the stabilization and tarping of 1319 Parade Street. Additionally, she presented a Budget Modification Transferring \$1,000 to cover the continued cost of mileage. A motion by Mr. Scalise and a second by Ms. Devlin approved the financial. The reports are attached and incorporated into these minutes.
2. Citizen's Comments – There were no Citizens to be heard

C. REPORT OF THE EXECUTIVE DIRECTOR:

1. Work Plan Updates
 - a. 2022 and 2023 Work Plan Updates – The 2022 Work Plan, which includes status and disposition, is attached and incorporated into these minutes. Nothing has changed for the 2023 workplan. The only properties currently slated for the 2023 workplan are those acquired from the judicial tax sale.

D. SOLICITOR'S REPORT

Mr. Snippert reviewed Attorney Sundberg's ELB Status Report Memorandum. Additionally, he reviewed the upcoming visit of the Board of Viewers to 221 Locust Street on March 6. A determination of whether our condemnation action was warranted will be provided after that visit. Attorney Sundberg's detailed report is attached with his Memorandum and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Demolition Bids – Ms. Kiehl reported on the 11 demolition bids that are attached and incorporated into these minutes. A motion by Ms. Devlin and a second by Ms. Smith approved all of the demolition bids.
2. 2023 Work Plan Properties – Ms. Kiehl reviewed details of properties ELB is requesting RACE take by Eminent Domain in order to request condemnation action. She reviewed the properties one by one. A motion by Ms. Devlin and second by Ms. Smith approved the request. The Work Plan 2023 Blight Acquisition List and map are attached and incorporated into these minutes.
3. Vacant Lot Proposal
 - a. 1027 East 3rd Street – A motion by Mr. Scalise and a second by Ms. Smith approved the purchase by neighboring Ronald Vargo for \$1,000. The proposal is attached and incorporated into these minutes.
4. ELB Policies and Procedures
 - a. Side Lot Disposition Policy change – Mr. Snippert reviewed the Amendment to ELB Policies and Procedures, page 7, Section 6 – 6.5, (a). A motion by Ms. Devlin and a second by Ms. Smith accepted the amended February 20, 2023 Side Lot Disposition Policies and Procedures as the most current. A copy of ELB Policies and Procedures are attached and incorporated into these minutes.

F. OTHER BUSINESS: None

- G. ADJOURNMENT:** Mr. Scalise added a congratulations to Mr. Groner for his appointment to the Federal Reserve Bank of Cleveland.

Mr. Groner adjourned the ELB Board Meeting at 1:28 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the February 13, 2023 Regular Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:00 p.m.

ROLL CALL:

Board of Directors:	Charles Scalise Erin Carey Jay Aberstadt (Zoom)	Ethan Tabakin Jeff Nelson
Staff:	Aaron Snippert Mindy Kiehl April Decker	Cynthia Johnson Holly Cook Tracy Davis
Guest:	Attorney Gene Sundberg Abby Texter Heather Magennis Donald Crenshaw	

Note: Meetings are recorded to facilitate keeping of minutes

A. PLEDGE OF ALLEGIANCE/CALL TO ORDER:

Mr. Scalise called the meeting to order at 3:05 p.m. and lead attendees in reciting The Pledge of Allegiance.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - a. Approval of the Agenda
 - b. Approval of the February 13, 2023 Regular Meeting

A motion by Mr. Tabakin and a second by Mr. Nelson approved the Consent Agenda items.

2. Citizen Comments – There were no citizens to be heard

C. FINANCE REPORT:

1. Finance Report – Ms. Decker reviewed the Finance Report noting:
 - a. The \$500,000 disbursement from the East Bayfront Trail Project which equates to one-third of the grant.
 - b. The newly added check disbursement detail.
 - c. The cumulative draw down and available balance report.

Additionally, she updated the Board on the Budget vs. Actual Report she and Ms. Davis are working toward, and is hopeful to have a format ready next month. The full report is attached and incorporated into these minutes. A motion by Mr. Nelson and second by Ms. Carey approved the Finance Report.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitor's Report – Attorney Sundberg reviewed his Memorandum in detail. He highlighted concern that often times his office, nor the Redevelopment Authority, are being served with responses filed by homeowners in objection to Declaration. As a precaution Attorney Sundberg's office will review the docket regularly in order to catch oversights. His thorough report is attached and incorporated into these minutes.
2. General Updates/Information – Mr. Snippert touched on the following topics
 - a. The 24 Erie Land Bank condemnations completed in January: Ms. Kiehl is working on demolition bids and to ready for developer proposals.
 - b. Ms. Kiehl is preparing a Grant Application for a \$25,000 Grant Opportunity through the National Land Bank Network for Innovative Approach.
 - c. Housing Programs: The State awarded the Whole Home Repair Grant to the Erie County Department of Planning. Mr. Snippert will meet with staff to discuss the funding along with other programs RACE administers for them. The retirement of Joe Berdis, CDBG Grant Administrator, leaves a gap and Mr. Snippert would like to discuss opportunities for RACE to assist the County with CDBG and additional funding.
 - d. Hamot Health Foundation – Mr. Snippert and Ms. Cook are working in collaboration with RACE Healthy Homes Program to obtain data from our clients that the Hamot Health Foundation may utilize to follow-up with those families.
 - e. Health Department – Ms. Cook presented to the Erie County Health Department in order to open lines of communication after Lead Funding was pulled from them years ago. Ms. Cook and Mr. Snippert plan to provide training opportunities for at home nurses and staff so they know what lead-based paint hazards to look for when their doing site visits for their other programs. Additionally, they are hoping to organized outreach events together and work toward being certain all concerns about Lead Based exposure is being reported to RACE.
 - f. Ms. Cook is working on the National Healthy Homes Grant Opportunity, and the Appropriation Request due to be submitted to Fetterman's office.
 - g. Infinite Erie – Mr. Snippert, along with the Construction Trades and Infrastructure Delivery Team, toured the Plumbers and Steam Fitters Training Center and scheduled a tour of the Construction Trades School at Erie High to see how those bodies can feed into the plan to offer training programs locally. Mr. Snippert's goal is to make training and certifications attainable, affordable and within reach for tradesmen within our neighborhoods. He continues to work to offer local Lead and Asbestos Abatement training through Erie Community College.
 - h. Housing Delivery Team – Mr. Snippert spoke about meeting with representatives from GECAC, HANDS, The Housing Authority, Sisters of Mercy and Our West Bayfront BEST to continue to drive the housing discussion across the City of Erie. He spoke of continued collaboration with this group as a progressive step in RACE's mission.
 - i. Cornerstone Community Land Trust – Mr. Snippert reminded the Board of the Friday, March 17th Information Session. He shared information about a meeting held with the Erie Community Foundation Trustees to make them aware of the benefits and 5-year goals of the implementation team.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. Blighted Property Acquisitions – RESOLUTION - ARP Blight Mitigation within a QCT. A motion by Mr. Tabakin and a second by Ms. Carey unanimously approved the resolution. The resolution is attached and incorporated into these minutes.
2. Blighted Property Acquisitions – ELB 2023 WP – RESOLUTION – A motion by Mr. Nelson and a second by Mr. Tabakin unanimously approved the Resolution. The resolution is attached and incorporated into these minutes.
3. ARP Housing Programs –
 - a. New Production Program - Mr. Snippert presented preliminary information about the New Housing Production Program. He reviewed the goals of the program to leverage other funds and GAP funding. He requested guidance from the Board with discussion and questions pertaining to cap to put into each project, sources and uses. Neighborhood Organizations have expressed an interest in beginning to apply for this opportunity. Mr. Snippert will prepare policy framework, guidelines and qualifications for Board review and asked to Board to provide feedback and questions as he shares this information through email communication as well as Board Meetings. The information sheet is attached and incorporated into these minutes.
 - b. Quarterly board updates (starting April) – Mr. Snippert will provide a quarterly update, as provided to the City, on ARP programs, initiatives, budget and forecast.
4. ARP East Bayfront Greenway Trail – A motion by Ms. Carey with a second by Mr. Tabakin approved an extension of Michael Baker International’s Contract by six months to September 30, 2023.
5. RACE Loan Program – Study Session (TBD)
 - a. New Production
 - b. Contractor Line of Credit
 - c. Rental Investment Loan Program

Mr. Snippert asked the Board to allow scheduling of a Study Session to discuss the above points a-c. Tentatively the Board agreed to gather March 29th at 3:00 p.m. Mr. Snippert will confirm later this week and provide more detail on the subject matter.

F. OTHER BUSINESS

None

G. ADJOURNMENT

Mr. Scalise adjourned the meeting to Executive Session at 3:49 p.m.

Respectfully submitted,

Redevelopment Authority of the City of Erie

Mr. Kevin Nelson, Secretary

MINUTES

For the April 17, 2023 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: Debra Smith Chuck Scalise
 Paul Gambill (Zoom)

Staff: Aaron Snippert Mindy Kiehl
 Jacob Huff

Visitors: Mr. Jeremy Bloeser
 Ms. Michelle Snyder

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

Ms. Smith called the meeting to order at 1:00 p.m.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda - A motion by Mr. Gambill and second by Mr. Scalise approved the Agenda for today's meeting.
 - b. Approve Minutes of March 20, 2023 Meeting – A motion by Mr. Scalise and a second by Mr. Gambill approved the Minutes of the March Meeting.
 - c. Finance Report – Mr. Snippert detailed the Balance Sheet and Profit and Loss for period ending March 31, 2023. A motion by Mr. Scalise and a second by Mr. Gambill approved the financial report. The Finance reports are attached and incorporated into these minutes.
2. Citizen's Comments – Mr. Jeremy Bloeser of the Bayfront Eastside Task Force addressed the Board.
 - a. Mr. Bloeser voiced his support for Michelle Snyder who submitted a proposal for 354 East 3rd. He presented her to be a long time resident of the neighborhood.
 - b. Mr. Blazer drew attention to 614 ½ East 5th Street and 445 East 5th Street which BEST purchased 1/2021 and Quiet Title Action is being awaited.

C. REPORT OF THE EXECUTIVE DIRECTOR:

1. General Updates – Mr. Snippert asked The Board to review Audit Communication from Felix and Gloekler and respond with any comments or questions. The report is attached and incorporated into these minutes and was sent to the Board via Email.

D. SOLICITOR'S REPORT

Attorney Sundberg addressed the Board with an update of Quiet Title Action for BEST Properties. He spoke with Attorney Laura Mott last week for expediting the process in order to transfer the properties as soon as possible.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Developer Proposal
 - a. 333 E. 13th Street – Ms. Kiehl reviewed the developer proposal for 333 E 13th. A motion by Mr. Scalise and a second by Mr. Gambill approved the proposal of Extend Realty, LLC in the amount of \$2,501. The proposal is attached and incorporated into these minutes.
2. Vacant Lot Proposals –
 - a. 354 E. 3rd Street - Mr. Gambill noted praise to Mr. Bloeser for his work with BEST and neighborhood improvements. A motion by Mr. Scalise with a second by Mr. Gambill approved the proposal of Michael and Michelle Snyder in the amount of \$500. The Vacant Lot proposal is attached and incorporated into these minutes.

F. OTHER BUSINESS: In closing Mr. Snippert announced several hearings being held next week to resolve properties status ELB has been waiting on.

G. ADJOURNMENT: With no further business to discuss Ms. Smith adjourned the ELB Board Meeting at 1:17 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the May 15, 2023 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 Paul Gambill	Debra Smith Daria Devlin	Chuck Scalise
Staff:	Aaron Snippert Mindy Kiehl	April Decker Jacob Huff	Tracy Davis Cynthia Johnson
Visitors:	Mr. Gary Kanonczyk		

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

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

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda
 - b. Approve Minutes of the April 17, 2023 Meeting – A motion by Mr. Gambill and a second by Ms. Devlin approved the Minutes of the April 17, 2023 meeting.
 - c. Finance Report – Ms. Decker reviewed the financial report. She spoke about Felix and Gloekler wrapping up the ELB Audit, and remarked that Property Management Software is being reviewed to more accurately integrate properties acquired and sold into Quickbooks for accurate reporting. A motion by Ms. Smith and a second by Mr. Gambill approved the financial report. The Finance reports are attached and incorporated into these minutes.
2. Citizen's Comments – Mr. Gary Kanonczyk addressed the Board inquiring about the process of selection for awarded properties. Ms. Kiehl responded that the process is not primarily the price offered. She spoke about developer skill, consistency, intention and reputation all being considered. Additionally, Mr. Kanonczyk spoke about his interest in the house in the 1700 block of West 6th and his desire to obtain access to view the property.

C. REPORT OF THE EXECUTIVE DIRECTOR:

1. General Updates – Mr. Snippert gave a summary on the 2022 and 2023 work plans. The detailed workplans are attached and incorporated into these minutes. Mr. Snippert noted waiting on appraisals for a few of the properties under condemnation action before the Solicitor can file declaration of taking on those commercial properties. Additionally, Mr. Snippert remarked that condemnation action against

1737 West 6th Street, which will be more thoroughly discussed later in this agenda, was part of the proceedings from November of 2022 and was finalized the end of April.

D. SOLICITOR'S REPORT

Attorney Sundberg updated the Board that title searches for the properties purchased as part of the tax sale are back allowing for clearing of those titles on June 6, 2023.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Vacant Lot Proposals: Full proposals are attached and incorporated into these minutes.
 - a. 212 East 30th - A motion by Ms. Devlin with a second by Mr. Scalise approved the sale to Takyia Williams.
 - b. 506 East 28th - A motion by Mr. Scalise with a second by Mr. Gambill approved the sale to Chad and Betsy Zaczyk contingent that the buyers are aware of ordinances if they plan on paving for parking.
 - c. 1014 West 20th - A motion by Ms. Smith with a second by Mr. Gambill approved the sale to Stephen Lakari.
 - d. 2426 State Street – Decision Tabled: Conversation ensued regarding future development plans for this location. The Board does not feel that a community garden may be the best use of this property, however they are requiring more information on bidder intent from all bidders before making a decision, including information on the other business owned by bidders on State Street. A motion by Mr. Scalise with a second by Ms. Smith tabled this decision until further information is gathered.
 - e. 502 Dunn Blvd – A motion by Ms. Devlin with a second by Mr. Scalise approved the sale to Javier Perez.
2. Property Disposition Plan
 - A. 1737 West 6th Street – An information sheet on the property is attached and incorporated into these minutes. A slide presentation was presented by Ms. Kiehl detailing the extensive damage water has done to the inside of the home. Mr. Snippert reported that the mold, stench and buckling of wood conditions of the home sadly is the worst he's seen despite the hopeful promise the Authority had at acquisition. Conversation ensued about perspective plans for the property after demolition and what sort of stipulations could be placed on the property to ensure it conforms to the integrity of the neighborhood. The Board agreed that design requirements would need to be included in the developer agreement requiring the buyer to submit proposed building plans for Board review and approval.

F. OTHER BUSINESS: None

G. ADJOURNMENT: With no further business to discuss Mr. Groner adjourned the ELB Board Meeting at 1:33 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the July 17, 2023 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 Daria Devlin Debra Smith	Chuck Scalise (zoom) Paul Gambill	
Staff:	Mindy Kiehl Holly Cook	April Decker Jacob Huff	Tracy Davis Cynthia Johnson
Visitors:	Attorney Gene Sundberg		

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

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

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda
 - b. Approve Minutes of the June 19, 2023 Meeting – A motion by Ms. Devlin and a second by Ms. Smith approved the Minutes of the June 19, 2023 meeting.
 - c. Finance Report – Ms. Decker reviewed the financial report. A motion by Mr. Gambill and a second by Ms. Smith approved the financials. The complete Finance Report is attached and incorporated into these minutes.
2. Citizen's Comments – There were no Citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

Ms. Kiehl updated the Board that 1736 West 6th has been demolished and bids will begin being accepted in September. The lot is buildable and the criteria will be stringent in order to assure the structure conforms to the integrity of the neighborhood.

D. SOLICITOR'S REPORT

Attorney Sundberg reviewed his report and spoke of a successful lunch meeting with Solicitors from the Tax Claim Bureau and the Assessment office in order to establish protocol whereas taxes and liens can be release in a timely manner so properties may be conveyed without delay. Attorney Sundberg's Memorandum is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Demolition Bids – Ms. Kiehl presented the winning bid tabulation for five properties up for demolition. The bids are attached and incorporated into these minutes, and also available on ErieLandBank.org. A motion by Ms. Devlin with a second by Ms. Smith approved the demolitions.
2. Demolition Authorization – RESOLUTION – Tabled last month, the Demolition Authorization Resolution was presented to the Board for discussion. Ms. Kiehl reviewed the pretense behind the Demolition Authorization and conversation ensued. Agreeing that the Board does not want to hold up the demolition process, the Board agreed to an amendment of the agreement adding a cap of \$15,000. A motion by Mr. Gambill with a second by Ms. Smith unanimously approved the Resolution. The resolution is attached and incorporated into these minutes with an updated version presented to the Board 7/19/2023.
3. Policies and Procedures – Deed Revision – RESOLUTION – Ms. Kiehl presented the need to include a Special Warranty Deed as Deed options to convey properties for sale. The necessity of the option pertains predominantly to properties acquired from the Tax Sale for which the Tax cCaim Bureau is particularly cautious of. A motion by Ms. Devlin, with a second by Mr. Gambill unanimously approved the resolution. The signed resolution is attached and incorporated into these minutes.
4. Vacant Lot Proposals
 - a. 2426 State Street – A motion by Mr. Gambill with a second by Ms. Devlin, and an abstain by Mr. Groner, approved the sale to Anthony and Jennie Talarico. The proposal is attached and incorporated into these minutes.
 - b. 430-432 Cascade – Upon Board Conversation the Board unanimously opposed the Bid for the sale of this property for the use of a community garden. The property will be placed up for bid again.
5. Property Update
 - a. 1737 West 6th Street – Previously discussed.

F. OTHER BUSINESS: Mr. Groner presented for future conversation a potential relationship with MLS, or Board of Realtors or other organizations for the intent of marketing properties. Ms. Devlin suggested the potential of small developers honing in on capacity and ability and Mr. Scalise spoke to the possibility of a News Article highlighting property potential and availability.

G. ADJOURNMENT: With no further business to discuss Mr. Groner adjourned the ELB Board Meeting at 1:38 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the August 21, 2023 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	Chuck Scalise (zoom)
	Paul Gambill	Debra Smith

Staff:	April Decker	Aaron Snippert
	Tracy Davis	Jacob Huff
	Holly Cook	Cynthia Johnson

Guests: Attorney Gene Sundberg

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

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

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda
 - b. Approve Minutes of the July 17, 2023 Meeting – A motion by Mr. Gambill and a second by Ms. Smith approved the Minutes of the July 17, 2023 meeting.
 - c. Finance Report – Ms. Decker reviewed the finance report making special note of the Work Plan 2022 and 2023 Budget Modifications. A motion by Mr. Gambill and a second by Ms. Smith approved the financials. The complete Finance Report along with Budget Modifications are attached and incorporated into these minutes.
2. Citizen's Comments – There were no Citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert spoke of:

- Registration for the National Lank Bank Summit in Cleveland
- Workplan updates including processing demolitions from properties acquired from the 2023 judicial tax sale.

D. SOLICITOR'S REPORT

Attorney Sundberg reviewed his report. He reiterated working with the Solicitors of Row Offices to propose the order in which properties are released of liens and back taxes through court order, and in a timely manner, after condemnation action so properties may be conveyed without delay. His office is currently working to clear past properties in order to convey them to a third party. Attorney Sundberg's Memorandum is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS

1. 2023 Judicial Tax Sale
 - a. Review side list and set properties for sale – Mr. Snippert presented the 2023 Judicial Tax Sale list noting some properties have been removed and the list hasn't been updated since early July. Further investigation will ensue this month determining what properties meet the criteria for sale and will be presented at the September ELB Board Meeting. Mr. Snippert invited the Board to make recommendations regarding properties proposed for acquisition. Mr. Groner reiterated focus regarding acquiring properties within a target area as opposed to scattered throughout the City. The most current 2023 Judicial Tax Sale list is attached and incorporated into these minutes.
2. 2024 Work Plan Proposal
 - a. Review proposed work plan for 2024 – Mr. Snippert presented the Proposed 2024 Erie Land Bank Work Plan and reviewed the breakdown of funding. Mr. Gambill voiced concern about properties not being maintained once conveyed. Mr. Snippert spoke of the Memorandum to Maintain agreement which is filed for conveyed properties in the event it is not maintained. Conversation ensued regarding pricing of properties being sold as a side lot. Current pricing doesn't cover the cost of clearing titles and conveyance however incentive of cost to neighboring homeowners is a consideration. The Plan is attached and incorporated into these minutes.

F. OTHER BUSINESS: NONE

G. ADJOURNMENT: With no further business to discuss Mr. Groner adjourned the ELB Board Meeting at 1:34 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the June 19, 2023 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 Daria Devlin	Chuck Scalise (zoom)	
Staff:	Aaron Snippert Mindy Kiehl Holly Cook	April Decker Jacob Huff	Tracy Davis Cynthia Johnson
Visitors:	Attorney Sundberg		

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

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

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda
 - b. Approve Minutes of the May 15, 2023 Meeting – A motion by Ms. Devlin and a second by Mr. Scalise approved the Minutes of the May 15, 2023 meeting.
 - c. Finance Report – Ms. Decker reviewed the financial report. A motion by Ms. Devlin and a second by Mr. Scalise approved the financial report. The Finance reports are attached and incorporated into these minutes.
2. Citizen's Comments – There were no Citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

1. General Updates – Mr. Snippert reported the Declaration of Taking was filed June 1, 2023 for the properties associated with the 2023 work plan. The Solicitor will continue to update the Board on status.

D. SOLICITOR'S REPORT

Attorney Sundberg reported quiet title actions have been, or will be filed this week for properties acquired at the most recent Tax Sale. Additionally, he spoke of an upcoming lunch meeting plan with Solicitors from the Tax Claim Bureau and the County in order to establish protocol whereas taxes and liens can be release in a timely manner so properties may be conveyed without delay.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Demolition Bids – Mr. Snippert presented the winning bid tabulation for seven properties up for demolition. The bids are attached and incorporated into these minutes, and also available on ErieLandBank.org. A motion by Ms. Devlin with a second by Mr. Scalise approved the demolitions.
2. Demolition Authorization – RESOLUTION – The Board tabled the demolition authorization resolution until all Board members are in attendance at a future meeting. Mr. Groner expressed interest in some thought and discussion regarding the issue and presented the possibility of a cap as an amendment to the Resolution. Ms. Devlin inquired about the standing of current policies and procedures and Mr. Snippert and Ms. Kiehl reviewed the procedure. The resolution is attached and incorporated into these minutes.
3. Developer Proposals –
 - a. 2716 Van Buren Ave. – Ms. Kiehl reviewed the proposal from Unified Properties. A motion by Ms. Devlin with a second by Mr. Scalise approved the sale. The Bid and supporting documents are attached and incorporated into these minutes.
4. Vacant Lot Proposals
 - a. 2426 State Street
 - b. 430-432 Cascade

A motion by Ms. Devlin with a second by Mr. Scalise tabled the Vacant Lot Proposals until all Board Members could be in attendance for discussion. The Proposals are attached and incorporated into these minutes.

F. OTHER BUSINESS: Mr. Scalise reported he will not be available for next month's meeting and in preempt will make his comments available regarding business to discuss.

G. ADJOURNMENT: With no further business to discuss Mr. Groner adjourned the ELB Board Meeting at 1:20 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the September 18, 2023 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	Chuck Scalise	
	Paul Gambill	Debra Smith	
Staff:	Aaron Snippert	Mindy Kiehl	
	Jacob Huff	Holly Cook	Cynthia Johnson

Guests: None

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

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

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda
 - b. Approve Minutes of the August 21, 2023 Meeting – A motion by Ms. Smith and a second by Mr. Gambill approved the Minutes of the August 21, 2023 meeting.
 - c. Finance Report – Mr. Snippert reviewed the finance report and check detail ending August 31, 2023. Mr. Scalise noted the Redevelopment Authority's purchase of Blackbaud Financial Edge NXT financial software that will also be utilized by the Erie Land Bank. The complete Finance Report is attached and incorporated into these minutes.
2. Citizen's Comments – There were no Citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

- a. Work Plan Updates
 - i. 2022 – Mr. Snippert touched on updates:
 1. Deed settled on 221 Locust Street,
 2. 623 East 11th St - preparing for Court because of a failed relinquishment agreement with the owner
 3. 1017 German St – Did not receive any contractor bids. Evaluating whether to manage the property through the ELB, or put it up for developer proposals. Conversation ensued regarding options for the property with Ms. Kiehl mentioning a challenge was with necessary payment of Prevailing Wage.
 - ii. 2023 –
 1. Working through condemnations with 4 owners filing preliminary objections. Court dates and Hearing of Value to be scheduled.

D. SOLICITOR'S REPORT

Mr. Snippert reviewed Attorney Sundberg's Memorandum in his absence. The Solicitor's Report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS

1. Vacant lot proposals
 - a. 217/19 East 24th Street – Mr. Snippert reviewed the proposal. A motion by Mr. Scalise with a second by Mr. Gambill approved the vacant lot proposal. The proposal is attached and incorporated into these minutes.
2. Property updates
 - a. Developer Agreements
 - i. 616 Payne – a final inspection was done at that property, the job is completed and escrow funds have been returned. A Certificate of Completion will be prepared and awarded to the homeowners.
 - ii. 2624 Woodlawn – 50% of escrow has been returned to the owners and they are diligently working to complete the project.
 - iii. Working through additional agreements, with Fairmont showing no progress.
 - iv. Conversation ensued regarding developers who fail to meet terms of the Developer Agreement, and the option of Deed in Escrow, and Land Contract.
 - b. Properties available
 - i. 1737 West 6th Street – vacant lot. Mr. Snippert reported that due to lack of complete developer proposals that serve specific neighborhood criteria he recommends holding onto the property through the fall and winter rather than be urgent to sell the property. Ms. Kiehl surmised a recommendation to not compromise high expectations of the Authority in order to preserve the integrity of the neighborhood and highest and best use of the property.
 - ii. 221 Locust Street- Historic Lot. Mr. Snippert reported the Deed has been resolved and the Land Bank is free to demolish the structure and clean up the property. He reviewed that the property has a potential of being sub-divided into two lots and that there is neighbor interest to purchase as a side lot. Conversation ensued regarding a preference to offer the property for Developer Proposal to preserve highest and best use.

F. OTHER BUSINESS: In closing, Mr. Snippert bid a farewell, well wishes and a thank you to Ms. Kiehl for her dedicated work within the Authority remarking that she has been a great asset to the Authority over the last 18 months. She is moving on to other ventures and the board wishes her well.

G. ADJOURNMENT: With no further business to discuss Mr. Groner adjourned the ELB Board Meeting at 1:23 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

Cancelled October 16, 2023 Regular Meeting of the Erie Land Bank.

The October meeting was cancelled due to several members of the Board and ELB being unable to attend due to conferences and the like.

MINUTES

For the November 20, 2023 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:	Debra Smith Paul Gambill	Chuck Scalise Daria Devlin
Staff:	Aaron Snippert Tracy Davis Kristina Perschka	April Decker Jacob Huff Cynthia Johnson
Guests:	Attorney Sundberg	

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

Ms. Smith called the meeting to order at 1:01 p.m.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda - – A motion by Mr. Gambill and a second by Mr. Scalise approved the Consent Agenda.
 - b. Approve Minutes of the September 18, 2023 Meeting - A motion by Ms. Devlin with a second by Mr. Gambill approved the Minutes of the September meeting.
 - c. Finance Report – Ms. Decker reviewed the finance report and check detail. After correction of negative asset carry over, the Finance Report will be emailed to Board Members. The Finance Report is attached and incorporated into these minutes.
2. Citizen's Comments – There were no Citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

- a. Work Plan Updates – Mr. Snippert reviewed the 2022 and 2023 Work Plans. The Work Plan spreadsheets are attached and incorporated into these minutes.

D. SOLICITOR'S REPORT

Attorney Sundberg reviewed his Memorandum outlining protocol and procedures, assuring homeowners have been given two and three opportunities for resolution before ownership title interest is extinguished by Court Order. Additionally, he spoke of the process of quiet title action, in addition to tax sale extinguishment, that is required by Title Insurance Agencies. He noted the finality of clearing the title before transferring to a third party and also noted that these show up as judgements. The Solicitor's Report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS

1. Vacant lot proposals -
 - i. 936 East 9th Street
 - ii. 307 Reed Street
 - iii. 238 East 31st Street

A motion by Ms. Devlin with a second by Mr. Scalise approved the purchase of the above properties to side lot owners. The list of buyers is attached and incorporated into these minutes.

2. 2024 Meeting Schedule
 - a. A motion by Mr. Gambill with a second by Ms. Devlin approved the 2024 ELB meeting schedule that will remain on the 3rd Monday of each month at 1:00 p.m., with the exception of January which will be held January 22. Meetings will continue to convene in Council Chambers within City Hall.
3. 2024 ELB Work Plan – Mr. Snippert reviewed the Proposed 2024 Erie Land Bank Work Plan along with the Overview of Erie County Land Bank Projects and available funds. Conversation ensued with Mr. Scalise requesting the ability to review outcomes from each year’s plan. Additionally, Mr. Gambill and Ms. Devlin discussed snow removal as it pertains to children designated safe walks (route) to school. A motion by Ms. Devlin with a second by Mr. Scalise approved the proposed work plan as presented, contingent on a Study Session to be conducted with ELB Board to further discuss. The proposals are attached and incorporated into these minutes.
4. 2023 Judicial Tax Sale Options – Mr. Snippert reviewed the Judicial Tax Sale Option list for Board approval adding 1316 Buffalo Road. He noted properties will be removed from the list if taxes are paid prior to the sale date. Additionally, he outlined properties to be acquired for the East Bayfront Trail Project. A motion by Mr. Gambill with a second by Mr. Scalise approved a check to be presented to McDonald Illig for Judicial Tax Sale purchases. The Judicial Tax Sale Option List is attached and incorporated into these minutes.

F. OTHER BUSINESS: Mr. Snippert welcomed Kristina Perschka to the Authority as Blighted Property Assistant.

G. ADJOURNMENT: With no further business to discuss Ms. Smith adjourned the ELB Board Meeting at 1:51 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the December 18, 2023 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 Chuck Scalise	Debra Smith Daria Devlin
Staff:	Aaron Snippert Jacob Huff Kristina Perschka	April Decker Cynthia Johnson
Guests:	None	

Note: Meetings are recorded to facilitate keeping of minutes

A. CALL TO ORDER:

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

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda – A motion by Ms. Devlin, and a second by Ms. Smith approved the Consent Agenda.
 - b. Approve Minutes of the November 20, 2023 Meeting - A motion by Ms. Devlin with a second by Ms. Smith approved the Minutes of the November meeting.
 - c. Finance Report – Ms. Decker reviewed the finance report and check detail. A motion by Ms. Devlin with a second by Ms. Smith approved the Finance Report. The finance report is attached and incorporated into these minutes.
2. Citizen's Comments – There were no Citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

- a. Work Plan Updates – Mr. Snippert spoke to 17 properties, combine between RACE and ELB, for acquisition, and 13 properties up for demolition. Mr. Snippert will gather and compile one document grouping current properties in the ELB Portfolio and their statuses.

D. SOLICITOR'S REPORT:

Mr. Snippert reviewed Attorney Sundberg's Memorandum highlighting action necessary to acquire possession of 519-21 East 25th Street. He reiterated the resources and opportunities previously presented numerously to help resolve the situation. Attorney Sundberg's report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. 2024 ELB Operating Budget - A motion by Ms. Devlin with a second by Ms. Smith approved the Budget. The 2024 ELB Operating Budget is attached and incorporated into these minutes.
2. ELB Property Tax Abatement – RESOLUTION: Mr. Snippert presented a Resolution for the Exoneration of taxes and other municipal charges by the City of Erie while the property is held by the ELB, thus to be passed to the City of Erie School District in order to accomplish the same.
A motion by Mr. Scalise and a second by Ms. Smith unanimously passed the Resolution. A signed copy of the Resolution is attached and incorporated into these minutes.
3. 2023 Judicial Tax Sale Update – Mr. Snippert reviewed the Notice of Equitable Interest document prepared by MacDonald Illig for properties acquired from the 2023 Tax Sale. He reiterated initial processes of action that can be taken during the six-month waiting period. Additionally, he noted the properties listed with an asterisk defined Blighted Properties. The Equitable Interest document is attached and incorporated into these minutes.

F. OTHER BUSINESS: Conversation ensued regarding the value of conducting Study Sessions allowing further discussion on specific topics. Mr. Snippert suggested a January Study Session to discuss Developer Agreements. Ms. Devlin inquired about the inclusion of 'Case Studies' reflecting previous experiences. Additionally, Mr. Snippert will compile numbers that reflect Properties transferred from ELB to private owners and how many have been demolished.

G. ADJOURNMENT: In closing Chairman Chris Groner expressed appreciation for the Team's efforts throughout the year. With no further business to discuss Mr. Groner adjourned the ELB Board Meeting at 1:20 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary