

MINUTES

For the January 22, 2024 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
Staff:	Aaron Snippert Jacob Huff Kristina Perschka	April Decker Cynthia Johnson Holly Cook
Guests:	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. Approve Agenda – A motion by Mr. Scalise, and a second by Ms. Smith approved the Consent Agenda.
 - b. Approve Minutes of the December 18, 2023 Meeting - A motion by Mr. Scalise with a second by Ms. Smith approved the Minutes of the December meeting.
 - c. Finance Report – Ms. Decker reviewed the finance report and check detail, noting a delay in disbursement by the County Landbank due to timing as a result of the Holidays. A motion by Mr. Scalise, 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. Mr. Snippert notated that the City of Erie is no longer providing Zoom links as a standard practice for Public Meetings. Citizens are to attend meetings in person in order to participate unless adaptations are necessary.

C. REPORT OF THE EXECUTIVE DIRECTOR:

- a. Work Plan Updates
 - i. 2022/2023 Workplan – Mr. Snippert reviewed the status of the 2022 and 2023 workplans noting properties in which the outcome has been the most challenging.
 - ii. 2024 Workplan – Mr. Snippert presented a list of properties for which ELB was the successful bidder from the 12/2023 tax sale. He noted the properties acquired for the East Bayfront Trail Project. Additionally, he spoke of collaboration with Our West Bayfront for the purpose of rehabilitating properties.

The 2022-2024 workplans are attached and incorporated into these minutes.

D. SOLICITOR'S REPORT:

Attorney Sundberg Reviewed his Memorandum reiterating the ongoing collaboration between his office and ELB staff in order to exonerate liens of record in order to convey properties in a timely manner. Attorney Sundberg's report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. ELB Property Tax Abatement – RESOLUTION re: 2308 Camphausen Ave.: Mr. Snippert presented a Resolution for the Exoneration of taxes and other municipal charges in order to convey the property to the neighboring homeowner. 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.
2. 2024 Work Plan – Additional Properties
 - a. Blighted properties – Mr. Snippert presented four (4) properties that are outside the QCT, requesting a motion to add to the 2024 Workplan. A motion by Ms. Smith and a second by Mr. Scalise passed the motion.
3. Developer Agreements – Mr. Snippert discussed challenges holding developers accountable for properties they purchase under the Agreement to Develop. Last ditch efforts to hold \$10,000 in escrow has not been wildly successful. Mr. Snippert asked that conversation of solution ensue among the Board in the future Study Session.
4. Vacant Lot Development – Mr. Snippert spoke of difficulty selling the vacant properties ELB has acquired, including to side lot owners. He requested feedback from the Board to entice side lot homeowners to purchase the property and add it to their parcel at a nominal cost.

F. OTHER BUSINESS: None.

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

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

CANCELLED - ELB Board meeting for Monday, February 19, 2024.

MINUTES

For the March 18, 2024 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
Staff:	Aaron Snippert Jacob Huff Tracy Davis	April Decker Cynthia Johnson Holly Cook
Guests:	Mr. Evan Baumann	

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 – A motion by Ms. Smith, and a second by Mr. Scalise, approved the Consent Agenda.
 - b. Approve Minutes of the January 22, 2024 Meeting - A motion by Mr. Scalise with a second by Ms. Smith approved the Minutes of the January meeting.
 - c. Finance Report – Ms. Decker reviewed the finance report and check detail, noting a delay in disbursement by the County Landbank due to cancellation of February's meeting. A motion by Mr. Scalise, with a second by Ms. Smith approved the Finance Report. The finance report is attached and incorporated into these minutes.
2. Citizen's Comments - None

C. REPORT OF THE EXECUTIVE DIRECTOR:

1. Work Plan Updates – Mr. Snippert reviewed the 2022 and 2023 Workplans. The workplans are attached and incorporated into these minutes.

D. SOLICITOR'S REPORT:

Mr. Snippert reviewed Attorney Sundberg's Status Report. The Report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Vacant lot – Development Proposal

- a. 1737 West 6th Street – Mr. Baumann submitted his proposal to the Board. Conversation ensued regarding requirements for fulfillment of the Developer Agreement. The Board Agreed Mr. Baumann will have first option for purchase of the property, yet the property will remain for sale. A motion by Mr. Scalise with a second by Ms. Smith tabled the Proposal for further consult with Council regarding purchase option. Mr. Baumann’s proposal is attached and incorporated into these minutes.
2. Lease Agreement (vacant lot) – 1962 East 20th Street, Erie Land Bank to Urban Erie Community Development Corporation. A motion by Mr. Scalise unanimously approved the lease agreement contingent upon Amendment to include a stipulation for default. This will include a Refundable Deposit to be drawn against the property if default of maintenance ensues. The Lease Agreement is attached and incorporated into these minutes.
3. Property Rehabilitation for Sale:
 - a. 1017 German Street
 - b. 2321 Cameron Road

Mr. Snippert reviewed the Land Bank’s interest in Facilitating the Rehabilitation of the above properties. The Board agreed they are amenable to the idea. Mr. Snippert will provide more detail at the April ELB meeting.

4. ELB Tax Abatement - not up for discussion
5. Vacant Lot Proposals - not up for discussion

F. OTHER BUSINESS: None.

G. ADJOURNMENT: Mr. Groner adjourned the ELB Board Meeting at 1:45 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the April 15, 2024 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
	Chuck Scalise	Paul Gambill (Zoom)

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

Guests: None

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 – A motion by Ms. Smith, and a second by Mr. Scalise, approved the Consent Agenda.
 - b. Approve Minutes of the March 18, 2024 Meeting - A motion by Mr. Scalise with a second by Ms. Smith approved the Minutes of the March meeting.
 - c. Finance Report – Ms. Decker reviewed the finance report, noting a 2-month delay in Erie County Land Bank reimbursement due to meeting scheduling.
 - i. Audit Update – Ms. Decker noted reorganization of the Balance Sheet and Property Reporting upon a recommendation from the Baker Tilly Audit Team.

A motion by Ms. Smith, with a second by Mr. Scalise, approved the Finance Report. The finance report is attached and incorporated into these minutes.

2. Citizen's Comments – None

C. REPORT OF THE EXECUTIVE DIRECTOR:

- a. Mr. Snippert reported current status of the PA. Act 152 Demolition Fund outlining Erie County as the leader, second only to Philadelphia, in utilization of these funds. The Summary is attached and incorporated into these minutes.
- b. Mr. Snippert spoke to his invitation to present at the PA Landbank Summit, June 4, 2024 at the Seven Springs Ski Resort. He will be presenting in collaboration with a representative from West Moreland County in the session: Keeping Everyone Engaged, Informed and Involved. He extended an invitation to Board Members for this, and the Rural Housing Summit, to be held the next day. Further information will be emailed to Board Members.

D. SOLICITOR'S REPORT:

Mr. Snippert reviewed Attorney Sundberg' Status Report. The Report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Work Plan Updates – Mr. Snippert reviewed 2022, 2023 and 2024 Work Plans giving updates on each. The full updates are attached and incorporated into these minutes.
2. Vacant lot Purchase – Option Agreement discussion. – Mr. Snippert reviewed the newly drafted RIGHT OF FIRST REFUSAL and OPTION TO PURCHASE AGREEMENT for Board Review. Conversation ensued regarding length of term for that agreement. The Board will review the agreement and plan to vote at next month's Board Meeting. The agreement is attached and incorporated into these minutes.
3. Housing Development Discussion - Mr. Snippert discussed options he and Mr. Huff have been researching to facilitate Development of Vacant Lot. Further discussion ensued regarding the difference between Manufactured and Modular Homes. Mr. Snippert is to provide follow up information for the Board when solicited detail is returned from manufacturers.

F. OTHER BUSINESS: None.

G. ADJOURNMENT: Mr. Scalise motioned to adjourn the ELB Board Meeting at 1:34 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the May, 20, 2024 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	Chuck Scalise Daria Devlin
Staff:	Aaron Snippert Jacob Huff Tracy Davis Kris Perschka	April Decker Cynthia Johnson Holly Cook
Guests:	Attorney Sunberg Jeremy Bloeser	

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 – Mr. Snippert asked the Board for removal of Agenda Item E.5. A motion by Ms. Devlin, and a second by Mr. Gambill approved the Amended Consent Agenda.
 - b. Approve Minutes of the April 15, 2024 Meeting - A motion by Ms. Devlin with a second by Mr. Scalise approved the Minutes of the April meeting.
 - c. Finance Report – Ms. Decker reviewed the finance report. A motion by Mr. Gambill with a second by Ms. Devlin approved the finance report. The full report is attached and incorporated into these minutes.
2. Citizen's Comments – Jeremy Bloeser, of BEST, addressed the Board regarding four properties BEST was purchasing from the Land Bank, yet have not closed. Attorney Sunberg agreed to look into the situation for a quick resolution.

C. REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert reminded the Board about the PA. Landbank Network Summit in Seven Springs on June 4th. Mr. Snippert will be presenting and will report to the Board at the June meeting.

D. SOLICITOR'S REPORT:

Attorney Sundberg reviewed the Status Report. The full report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. 2022 Erie Land Bank Audit – TABLED - April asked the Board for approval and acceptance of the 2022 Audit prepared by Felix and Gloekler. Natalie, from Felix and Gloekler will attend the June meeting for an in-person presentation. A motion by Mr. Scalise, with a second by Mr. Gambill Tabled the presentation of the 2022 Audit until the June Meeting.
2. Vacant lot proposals
 - a. 855 East 23rd – A motion by Ms. Devlin with a second by Mr. Scalise approved the Vacant Lot Proposal. The Proposal is attached and incorporated into these minutes.
3. Tax Resolution
 - a. 238 East 31st Street – RESOLUTION – A motion by Mr. Gambill, with a second by Mr. Scalise unanimously passed the tax abatement Resolution. The resolution is attached and incorporated into these minutes.
4. Work Plan Updates – Mr. Huff reviewed the 2023 and 2024 workplans. The workplans are attached and incorporated into these minutes. Additionally, Attorney Sunberg provided detail about the role of the Board of Viewers.
5. Property Sale
 - a. 1737 W. 6th Street – Tabled for an Agreement to be fine tuned.

F. OTHER BUSINESS: None.

G. ADJOURNMENT: Mr. Scalise motioned to adjourn the ELB Board Meeting at 1:35 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the June 17, 2024 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
	Chuck Scalise	Paul Gambill
Staff:	Aaron Snippert	April Decker
	Cynthia Johnson	
Guests:	Natalie Heberlein of Felix and Gloekler	
	Sue Frawley	
	Tim Frawly	

Note: Meetings are recorded to facilitate keeping of minutes

B. CALL TO ORDER:

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

C. CONSENT AGENDA:

1. Approval of the Consent Agenda
 - a. Approve Agenda – A motion by Mr. Gambill, with a second by Ms. Smith, approved the Consent Agenda and Minutes from the May 20, 2024 Meeting.

D. UNFINISHED BUSINESS & NEW BUSINESS:

1. 2023 Audit
 - i. Natalie Heberlein of Felix and Gloekler Certified Public Accountants reviewed the 2023 Erie Land Bank Audit. The Independent Auditor's Report, along with the Audited Financial Statements for year ending December 31, 2023, are attached and incorporated into these minutes.
2. 2022 Audit
 - i. Natalie Heberlein of Felix and Gloekler Certified Public Accountants reviewed the 2022 Erie Land Bank Audit. The Independent Auditor's Report, along with the Audited Financial Statements for year ending December 31, 2022, are attached and incorporated into these minutes.

A motion by Mr. Scalise, with a second by Mr. Gambill, approved the 2022 and 2023 Erie Land Bank Audit.

E. FINANCE REPORT

1. Ms. Decker reviewed the Finance Report including the Balance Sheet, Profit and Loss, and Check Detail. A motion by Mr. Scalise with a second by Ms. Smith approved the Finance Report. The Finance Report is attached and incorporated into these minutes.

F. **PUBLIC COMMENT** – There were no Citizens to be heard.

G. **REPORT OF THE EXECUTIVE DIRECTOR:**

1. Mr. Snippert reported on the attendance of he and Mr. Huff at the PA Land Bank Network Summit in Seven Springs. He spoke of his presentation in cooperation with the Community Relations Manager from West Moreland County. He reported valuable Discussion, Networking, and Recognition.

H. **SOLICITOR'S REPORT:**

1. Attorney Sundberg updated the Board on closing the sale, combining lots, and reviewing tax assessment regarding 212 East 30th. Additionally, he spoke of collaboration with BEST regarding a couple properties neglected during transition of staff, and assured the Board the matter will be resolved.

I. **OTHER BUSINESS:** None.

J. **ADJOURNMENT:** Mr. Groner adjourn the ELB Board Meeting at 1:23 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the July 15, 2024 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
	Debra Smith	Daria Devlin

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

Guests: 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. Approve Agenda
 - b. Approve Minutes of the June 17, 2024 Meeting
 - i. A motion by Ms. Devlin, seconded by Ms. Smith approved the Agenda and Minutes from the June meeting. The signed minutes are incorporated into these minutes.
 - c. Finance Report
 - i. Budget vs. Actual – Ms. Decker reviewed the finance report, now including a Budget vs. Actual Report. A motion by Ms. Smith, seconded by Ms. Devlin, approved the finance report. The full report is attached and incorporated into these minutes.
2. Citizen's Comments – None

C. REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert reported of continued collaboration with County Land Banks out of Ohio to thoroughly update policies and procedures. Additionally, he spoke of his presentation in October at The Pennsylvania Association of Housing & Redevelopment Agencies' annual conference in Erie. He will be presenting in cooperation with the Director of Westmoreland County Landbank.

Mr. Snippert to forward dates of the conference to Board Members.

MINUTES

For the September 16, 2024 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. SIGN IN & ROLL CALL:

Mr. Groner called the meeting to order at 1:06 p.m.

Board of Directors: Chris Groner Debra Smith
 Chuck Scalise

Staff: Aaron Snippert April Decker
 Cynthia Johnson Holly Cook
 Corey Reich

Guests: Howishia McFadden

Note: Meetings are recorded to facilitate keeping of minutes

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda – A motion by Ms. Smith, with a second by Mr. Scalise, approved the Consent Agenda and Minutes of the July 15, 2024 Meeting.
 - b. Finance Report – Ms. Decker reviewed the Profit and Loss, Balance Sheet, Budget vs. Actual and Check Detail. A motion by Mr. Scalise with a second by Ms. Smith approved the report. The finance report is attached and incorporated into these minutes.
2. Citizens' Comments – There were no citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert updated the board on hiring for the Blighted Property Manager position, status of demolitions, forecasting of workplans, preparing for end of year reports, and the upcoming conference in St. Louis titled Claiming Vacant Property

D. SOLICITOR'S REPORT

Mr. Snippert summarized ongoing work with Marsh Law in respect to the sale of properties, and preparation for the judicial tax sale.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. 2025 ELB Proposed Work Plan – Mr. Snippert reviewed the Proposed 2025 Erie Land Bank Work Plan. The work plan is attached and incorporated into these minutes.
2. 2024 Judicial Tax Sale – Mr. Snippert presented a letter to the board requesting utilization of ELB's option agreement to acquire properties on behalf of RACE. The letter is attached and incorporated into these minutes.
3. RACE Blighted property acquisition – Mr. Snippert reviewed the list of properties asking for a motion to allow him to proceed with option agreements on select properties. The property list is attached and incorporated into these minutes.

A motion by Mr. Scalise with a second by Ms. Smith approved the Proposed 2025 ELB Work Plan, 2024 Judicial Tax Sale Intent and Proposed RACE Blighted property acquisition. Property Rehabilitation for Sale

4. Property Rehabilitation for Sale
 - a. 2321 Cameron Road – Mr. Snippert presented the bid package and sources and uses for Cameron Road. Discussion ensued regarding options for end sale of the property. The documents are attached and incorporated into these minutes. A motion by Mr. Scalise and a second by Ms. Smith approved the request to rehabilitate 2321 Cameron Road, utilizing Erie Land Bank work plan funds, and to sell the property for market value.

F. OTHER BUSINESS: None.

G. ADJOURNMENT: Mr. Groner adjourn the ELB Board Meeting at 1:54 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

D. SOLICITOR'S REPORT:

Attorney Sundberg reviewed the Status Report. The full report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS

1. Developer Agreement
 - a. 1737 West 6th Street – Conversation ensued regarding terms of the agreement with Mr. Baumann. A motion by Ms. Devlin, seconded by Ms. Smith, approved the agreement with the stipulation that profit is not to be made by Mr. Baumann in the event of resale. The Developer Agreement is attached and incorporated into these minutes.
2. 2024 Judicial Tax Sale – Mr. Snippert presented the Board with the 2024 Judicial Tax Sale list for review. He noted options for acquisition including Conduit Sales Agreements with neighborhood organizations allowing the Land Bank to assist those organizations. Conversation ensued regarding collaboration with the City Planner prioritizing utilization of properties in community improvement. The Judicial Tax Sale list is attached and incorporated into these minutes.
3. Fire Update
 - a. 1017 German Street – Mr. Snippert presented the report from the Bureau of Fire pertaining to the July 4, 2024 fire on the property. Mr. Snippert reiterated the intention to continue rehabilitation efforts.

F. OTHER BUSINESS: Mr. Snippert announced the resignation of Jacob Huff and thanked him for his service and dedication to the initiative of revitalizing our neighborhood.

G. ADJOURNMENT: Mr. Groner motioned to adjourn the ELB Board Meeting at 1:39 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

OCTOBER 21, 2024 ELB Board Meeting Cancelled

MINUTES

For the November 18, 2024 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. SIGN IN & ROLL CALL:

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

Board of Directors: Chris Groner Chuck Scalise (zoom)
Daria Devlin

Staff: Aaron Snippert April Decker
Cynthia Johnson Kyle Mulligan
Corey Reich

Guests: Attorney Gene Sundberg
Dr. Roche' Vermaak

Note: Meetings are recorded to facilitate keeping of minutes

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda – A motion by Ms. Devlin, with a second by Mr. Scalise, approved the Consent Agenda and Minutes of the September 16, 2024 Meeting.
 - b. Finance Report – Ms. Decker reviewed the Balance Sheet, Profit and Loss, Check Detail and Budget vs. Actual through October 2024. A motion by Ms. Devlin with a second by Mr. Scalise approved the finance report.
2. Citizens Comments
 - a. The Board was addressed by Dr. Roche' Vermaak, Executive Director of Greater Erie Area Habitat for Humanity, who discussed working with the Erie Land Bank on possible acquisitions of vacant land. He emphasized the benefits of property tax revenue, and rehabilitation of homes in the City of Erie Community. The intense construction of four homes in 2025 has sparked discussions regarding internships and student participation.

C. REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert updated the Board on the PAHRA conference presentation and success, along with efforts of continued networking and connecting with various Redevelopment Authorities and Land Banks around the State. Mr. Snippert intends to send a memo to the Board with any additional business.

D. SOLICITOR'S REPORT

Attorney Sundberg presented a summary of active business between ELB and Marsh Law in respect to ejection actions, the sale of properties, and tax exoneration and transfers.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. 2025 ELB Work Plan – Mr. Snippert presented the budgeted 2025 Erie Land Bank Work Plan. He highlighted the substantial request to the Erie County Landbank for 2025 funding, and their desire to continue to fund the successful work of ELB. The work plan budget is attached and incorporated into these minutes.

2. 2025 Erie Land Bank Operating Budget – Mr. Snippert presented the 2025 operating budget in collaboration with the ELB Work Plan. The operating budget is attached and incorporated into these minutes.

A motion by Ms. Devlin, with a second by Mr. Scalise approved the 2025 Work Plan and Operating budget.

3. 2024 Judicial Tax Sale – In light of the approved Conduit Sales Agreement between RACE and ELB, Mr. Snippert presented the 2024 Judicial Tax Sale list with an adjustment to include 1602 Parade Street. The purchases were authorized on a motion made by Mr. Scalise and seconded by Ms. Devlin. These minutes include the Tax Sale list, which is attached.
4. Vacant Lot Sales:

a. 947 East 21 st	b. 1240 East 21 st	c. 335 East 10 th
d. 333 East 24 th	e. 444 East 13 th	f. 662-64 West 4 th
g. 658-60 west 4 th		

A motion by Ms. Devlin with a second by Mr. Scalise approved the vacant loss sales with 444 East 13th being awarded to Mr. Zahra. The Vacant Lot Proposals are attached and incorporated into these minutes.

5. Property Rehabilitation

- a. 2321 Cameron Road – Change Order #1. – The Change Order was approved by a motion made by Ms. Devlin and a second by Mr. Scalise. These minutes include the Change Order, which is attached.

F. OTHER BUSINESS: None.

G. ADJOURNMENT: Mr. Groner adjourned the ELB Board Meeting at 1:47 p.m.

Respectfully submitted,
Erie Land Bank

Ms. Daria Devlin, Secretary

MINUTES

For the December 16, 2024 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. SIGN IN & ROLL CALL:

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

Board of Directors:	Chris Groner	Chuck Scalise (zoom)
	Daria Devlin	Debra Smith
	Paul Gambill	

Staff:	Aaron Snippert	April Decker
	Cynthia Johnson	Kyle Mulligan
	Corey Reich	Holly Cook

Guests: Attorney Gene Sundberg

Note: Meetings are recorded to facilitate keeping of minutes

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda
 - a. Approve Agenda – A motion by Ms. Devlin, with a second by Ms. Smith, approved the Consent Agenda and Minutes of the November 18, 2024 meeting.
 - b. Finance Report – Mr. Snippert reviewed the Balance Sheet, Profit and Loss, Check Detail and Budget vs. Actual through November 2024. Mr. Snippert noted the checks issued to McDonald Illig in pre-empt of the judicial tax sale that is scheduled for tomorrow, 12/17/2024. A motion by Mr. Gambill with a second by Ms. Devlin approved the finance report. The finance report is attached and incorporated into these minutes.
2. Citizens Comments – There were no citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert reminded the Board of the Judicial Tax Sale scheduled for tomorrow. Additionally, he spoke of two properties that have been identified for the 2025 Work Plan. ELB is working with the City of Erie Code Enforcement Office to identify two more properties. The properties will be presented to the ELB Board for approval of acquisition by February of 2025.

The Erie County Land Bank's Executive Director position has been filled. In order to foster a smooth transition in leadership, Mr. Groner and Mr. Snippert discussed coordinating a welcome meeting with the Director to share historical experience.

D. SOLICITOR'S REPORT

Attorney Sundberg presented his Memorandum highlighting the steps taken to secure current Ejectment Action, 2024 Judicial Sale Properties, Tax Exoneration, and Quiet Title Action. The Solicitor's Report is attached and included in these minutes.

Mr. Gambill has expressed interest in obtaining the scheduled time of the January 9, 2025 hearing in front of Judge Piccinini regarding current Quiet Title Action Complaints. Attorney Sundberg offered to provide that detail.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. ELB Tax Exoneration – RESOLUTION – A motion by Ms. Devlin and a second by Mr. Gambill unanimously passed the Tax Exoneration Resolution. The signed resolution is attached and included in these minutes.
 - i. Ms. Devlin suggested Mr. Snippert and Mr. Groner reach out to the Erie School District Board to schedule an informational presentation detailing tax exoneration requests.
2. ELB Accessory Structure Demolition Grant Program Proposal has been tabled with the Board requesting additional information and options for a funding match, possibly with Neighborhood Organizations. The Program Guidelines: Accessory Structure Demolition is attached and incorporated into these minutes, with discussion to continue at the January ELB Board Meeting.

F. OTHER BUSINESS: None.

G. ADJOURNMENT: Mr. Groner adjourned the ELB Board Meeting at 1:34 p.m.

Respectfully submitted,
Erie Land Bank

Secretary