

MINUTES

For the January 27, 2025 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
Sumner Nichols Debra Smith

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

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. Smith, with a second by Mr. Nichols, approved the Consent Agenda and Minutes of the December 16, 2024 meeting.
 - i. Mr. Groner introduced new board member Sumner Nichols, who has been appointed by the school board. He was welcomed to the ELB Board.
 - b. Finance Report – Ms. Decker reviewed the Balance Sheet, Profit and Loss, Check Detail and Budget vs. Actual through January 2024. She highlighted a perceived loss due to awaiting delinquent payment from Erie County Landbank, and payout for the Cameron Road project. Mr. Scalise inquired about including memos defining the budget line item history. Ms. Decker noted that with the transition to Blackbaud data access should improve. A motion by Mr. Sumner, with a second by Ms. Smith, 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:

Report by Mr. Snippert:

- The rehabilitation project for 2321 Cameron Road is progressing well.
- Mr. Snippert invited the Board to tour 2321 Cameron Road. Ms. Johnson will coordinate suitable dates and times for all members.
- The sale of the vacant parcel at 1737 West 6th Street fell through. A discussion regarding Board expectations and requirements for future development proposals will take place under Other Business.

D. SOLICITOR'S REPORT

Report by Attorney Sundberg:

- Attorney Sundberg presented his **Memorandum** highlighting:

- Seven parcels that have been sold.
- Updates on **Quiet Title Actions** and overall **tax abatement status**.
- Attorney Sundberg commended **Mr. Mulligan** for his efforts in facilitating the necessary **ejection action** at one of the Board's properties.
- Attorney Sundberg's report is attached and included in these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Erie Land Bank – Election of Officers

	Current	2025
Chair	C. Groner	C Groner
Vice-Chair	D. Smith	D. Smith
Secretary	D. Devlin	C. Scalse
Treasure	P. Gambill	P. Gambill
Asst. Secretary/Treasure	C. Scalise	S. Nichols

A motion by Mr. Scalise and a second by Mr. Nichols unanimously approved the elections for 2025.

2. ELB Signatory – Deed, Contract, Official Documents – RESOLUTION – A motion by Mr. Scalise and a second by Ms. Smith passed the ELB Signatory Resolution. The signed resolution is attached and incorporated into these minutes.
3. ELB Auditor Contract for 2024 Audit – RESOLUTION - A motion by Mr. Scalise and a second by Ms. Smith unanimously approved the Auditor Contract Resolution. The signed resolution is attached and incorporated into these minutes.
4. ELB 2025 Work Plan – Condemnation Acquisition – RESOLUTION – Mr. Mulligan reviewed the history of each property below for condemnation acquisition. A motion by Mr. Scalise and a second by Ms. Smith unanimously passed the Condemnation Acquisition Resolution. The signed resolution is attached and incorporated into these minutes.

a. 1012 West 19 th St	b. 1014 West 19 th St	c. 2656 Cochran
d. 933 E 5 th Street	e. 1123 East 11 th St.	

5. ELB Policies and Procedures – Developer Agreement Amendment - Mr. Snippert reviewed the Erie Land Bank Administrative Policies and Procedures highlighting potential changes.. The proposed upgrades are identified in red in the procedural document that is attached and incorporated into these minutes. Conversation ensued regarding timelines, a hold of deed in escrow, incentivizing, developer monthly fees, capturing of fees, potential refunding of a portion of fees and more. Mr. Snippert will make revisions and send to the board for review prior to next meeting.

F. OTHER BUSINESS:

1. Discussion on Vacant Lots Sales/Development

- Opened by: Mr. Snippert
- Topic: Board expectations for the sale of vacant lots with a requirement for structures to be built.
- Key Points Discussed:
 - Incentives for developers to adhere to construction timelines.
 - Potential incentives considered:
 - Partial refund of the lot cost.
 - 10-year tax abatement.

- Possible financing assistance.
- Action Items:
 - Mr. Snippet to contact previously interested parties to see if they wish to revise their proposals.
 - Mr. Snippet to feature the property and incentives on the ELB website.
 - Ms. Wilson to create property signs.
 - If new proposals are received, Mr. Snippet will forward them to the Board for review.

G. ADJOURNMENT: Mr. Groner adjourned the ELB Board Meeting at 1:59 p.m.

Respectfully submitted,
Erie Land Bank

Secretary

MINUTES

For the **February 17, 2025** 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
- Sumner Nichols
- Debra Smith

Staff:

- Aaron Snippert
- April Decker
- Cynthia Johnson
- Kyle Mulligan
- Corey Reich

Guests:

- Attorney Gene Sundberg

Note: Meetings are recorded to facilitate keeping of minutes.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of the Consent Agenda:

- Approve Agenda:** A motion by **Mr. Nichols**, with a second by **Ms. Smith**, approved the **Consent Agenda** and Minutes of the **January 27, 2025** meeting.
- Finance Report:** Ms. Decker reviewed the Balance Sheet, Profit and Loss, Check Detail, and Budget vs. Actual through January 2025. She confirmed that disbursements from the County have been caught up. 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 Comments:

There were no citizens to be heard.

C. REPORT OF THE EXECUTIVE DIRECTOR:

Report by **Mr. Snippert**:

- The current inventory of properties under the Land Bank's control is **85**, which includes vacant lots and properties with structures on them.
 - **23** have structures:
 - **12** have demolition contracts or are waiting demolition
 - **11** are being evaluated or rehabilitated
 - To date, the **Erie Land Bank** has sold **85 properties**.
 - The Land Bank is working through the **50/50 tax recapture** in which the Erie Land Bank collects **50% of the tax revenue** for **five years post-transfer** of a property. Mr. Snippet will update the Board on how much money that recapture is bringing in for the Land Bank.
 - The Land Bank is also working with the solicitor for an **MOU with the Erie School District** pertaining to the **tax recapture agreement**.
 - Mr. Snippet reported that he is compiling additional data, such as **average sale price** and **demolition specifics**, for the Board. He also noted his collaboration with the **Erie County Land Bank** to ensure that the **Act 152 list of disbursements/properties** is accurate for public review on the **County Website**.
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D. SOLICITOR'S REPORT:

Report by **Attorney Sundberg**:

- Attorney Sundberg presented his **Memorandum**. The report is attached and incorporated into these minutes.
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E. UNFINISHED BUSINESS & NEW BUSINESS:

1. ELB Policies and Procedures – Developer Agreement Amendment:

- Mr. Snippet presented the amended **ELB Policies and Procedures**.
- The **ELB Policies and Procedures document** is attached and incorporated into these minutes. A motion by **Mr. Sumner**, with a second by **Mr. Scalise**, passed the new **Agreement** upon amending the language to "**development fee**" rather than "**developer fee**" of **\$150**. Mr. Snippet will amend the document and send a revised copy to the Board.

2. Increasing Activity on Land Bank Lots:

Key Points Discussed:

- Identifying the right parcels that the marketplace will determine as good candidates for new home construction.
 - Legalities with refundable fees and drafting of a policy.
 - Packaging of incentives.
 - Flexible financing options.
 - Beginning conversations about collaboration with City Officials regarding incentives and financing.
 - Preparing for a formal motion next month to adopt a policy to move this initiative forward.
 - Collaboration with Landbanks across the nation to help establish best practices.
 - The outline for these ideas is attached in the **Discussion Document for Board Meeting**, which is attached and incorporated into these minutes.
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F. OTHER BUSINESS: None

G. ADJOURNMENT:

Mr. Groner adjourned the **ELB Board Meeting** at **1:35 p.m.**

Respectfully submitted,

Erie Land Bank

Secretary, Chuck Scalise

MINUTES

For the **March 17, 2025** 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
- Sumner Nichols
- Debra Smith
- Paul Gambill

Staff:

- Aaron Snippert
- April Decker
- Cynthia Johnson
- Kyle Mulligan
- Corey Reich
- Tracy Davis

Guests:

- Attorney Gene Sundberg
- Tyler Travis
- Bishop Dwayne Brock
- Paul Hamilton
- Patrick Groner
- John Easter

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 Mr. Nichols, with a second by Ms. Smith, approved the Consent Agenda and Minutes of the February 17, 2025 meeting.
 - b. Finance Report: Ms. Decker reviewed the Balance Sheet, Profit and Loss, Check Detail, and Budget vs. Actual through February 2025. A motion by Ms. Smith, with a second by Mr. Gambill, approved the finance report. The finance report is attached and incorporated into these minutes.
 2. **Citizen Comments:** Bishop Dwayne Brock addressed the Board on behalf of the Eastside Renaissance Center asking for quick transfers of properties, stating that with the support of Erie Bank, \$500,000 has been set aside to build homes concentrating on Wallace Street from 12th to 6th Street.
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C. REPORT OF THE EXECUTIVE DIRECTOR:

Report by Mr. Snippert:

1. MOU Between Erie Land Bank and Erie School District

- The Memorandum of Understanding (MOU) between the Erie Land Bank (ELB) and the Erie School District regarding the 50/50, 5-year tax split has been finalized.
- This MOU will be presented for approval at the upcoming April agenda.
- Once the MOU is passed, the Erie Land Bank will be able to invoice the Erie School District for taxes on the properties conveyed that have already paid taxes.

2. Mr. Gambill requested an identification of the properties referred to by the Eastside Renaissance

D. SOLICITOR'S REPORT:

Reported by Mr. Snippet:

- Mr. Snippet presented the Solicitor's Report. The report is attached and incorporated into these minutes.
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E. UNFINISHED BUSINESS & NEW BUSINESS:

1. **ELB Realtor Listing Agreement – Pennington Lines Real Estate**
 - Conversation ensued regarding the advantage of using listing and consulting services for ELB parcels.
 - A motion by Mr. Sumner with a second by Mr. Scalise, and an abstain from Mr. Groner, approved the Pennington Lines Real Estate Agreement
 - The listing agreement is attached and incorporated into these minutes.
 2. **ELB Policies and Procedure – 4.11 Equity Pledge and Refund Policy**
 - A motion by Mr. Sumner, and a second by Ms. Smith approved the 4.11 proposal.
 - A copy of the 4.11 Equity Pledge and Refund Policy is attached and incorporated into these minutes.
 3. **Developer Proposal Discussion – Eastside Renaissance**
 - A motion by Mr. Gambill, and a second by Mr. Sumner approved the Development Proposal with Bishop Dwayne Brock and Matthew L. Harris.
 - The Development Proposal is attached and incorporated into these minutes.
 4. **Increasing Activity on Land Bank Lots:**
 - Mr. Snippet addressed the Board regarding the requirements for developers when submitting a proposal. A discussion followed about developers having contact with Code Enforcement to understand the necessary requirements, as well as the importance of having a banking relationship or an approval letter for financing.
 - Mr. Groner reminded the Board that the parcel should be advertised as a package deal, which would include a 10-year period with no property taxes and the potential for a refund of fees or the lot itself.
 - The Board acknowledged that this process is an ongoing adjustment as policies continue to develop.
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F. OTHER BUSINESS: None

G. ADJOURNMENT:

Mr. Groner adjourned the ELB Board Meeting at 1:51 p.m.

Respectfully submitted,

Erie Land Bank

Secretary, Chuck Scalise

MINUTES

For the **April 21, 2025** 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:

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

Board of Directors present:

- Chuck Scalise
- Sumner Nichols
- Debra Smith
- Paul Gambill

Staff:

- Aaron Snippert
- April Decker
- Cynthia Johnson
- Kyle Mulligan

Guests:

- Attorney Gene Sundberg
- Tyler Travis
- Patrick Groner
- 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 Mr. Gambill, with a second by Mr. Nichols, approved the Consent Agenda and Minutes of the March 17, 2025 meeting.

b. Finance Report: Ms. Decker reviewed the Balance Sheet, Profit and Loss, Check Detail, and Budget vs. Actual through March 2025.

1. **2024 Erie Land Bank Financial Statements** – Ms. Decker reviewed the Audit prepared by MaherDuessel.
2. **Discussion on the auditor's identified deficiency and considerations** – Ms. Decker and Mr. Snippert presented the management letter prepared by MaherDuessel recapping their recommendations including:
 1. segregation of duties within ELB accounting, for which RACE procurement procedures are implemented
 2. the treasurers review of monthly paper bank statements and quarterly review of journal entries.

A motion by Mr. Scalise, with a second by Mr. Gambill, approved the finance report and audit prepared by MaherDuessel. The finance report and audit are attached and incorporated into these minutes.

2. **Citizen Comments:** Dr. Roche' Vermaak, Executive Director of the local chapter of Habitat for Humanity, addressed the board to discuss the organization's interest in submitting a bid for the property located at 221 Locust Street. The board engaged in a discussion that raised zoning, code, and engineering-related questions. It was determined that a response from the City of Erie's Zoning, Code, and Engineering departments would be necessary for those specific questions. Dr. Vermaak's letter of request is attached and incorporated into these minutes.
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C. REPORT OF THE EXECUTIVE DIRECTOR: Mr. Snippert's report will encompass Proposals presented in section E of the agenda.

D. SOLICITOR'S REPORT:

Reported by Attorney Sundberg

- Attorney Sundberg presented the Solicitor's Report. During the presentation, Mr. Gambill inquired about documentation pertaining to ongoing or potential ejectment actions. In response, Attorney Sundberg offered to provide the Board with detailed information regarding correspondence with individuals subject to displacement. The Solicitor's Report is attached and incorporated into these minutes.
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E. UNFINISHED BUSINESS & NEW BUSINESS:

1. **Habitat for Humanity Request:** Mr. Snippert presented a request by Habitat for Humanity for financial assistance to demolish a structure on 2414 Linwood Avenue. Dr. Vermaak's request, along with parcel profile and location map are attached and incorporated into these minutes. The board agreed to consider the request and address the decision at a future meeting.
2. **Erie Land Bank website update**
 - A motion by Mr. Sumner, and a second by Ms. Smith approved the 4.11 proposal.
 - A copy of the 4.11 Equity Pledge and Refund Policy is attached and incorporated into these minutes.
3. **Vacant Side Lot Proposals** – Mr. Snippert presented the following properties
 - **427 Liberty** – A motion by Mr. Nichols, seconded by Mr. Scalise approved the sale of 427 Liberty to Scott Heitzenrater for \$1,600.
 - **519-21 East 25th** – A motion by Mr. Nichols, seconded by Mr. Gamble approved the sale of 519-21 East 25th to Dan Fiore for \$500.
 - **623 East 11th** – A motion by Mr. Gambill, seconded by Mr. Nichols approved the sale of 623 East 11th to Natalie Shaffer for \$500.
 - **102 East 24th** – A motion by Mr. Gamble, seconded by Mr. Nichols approved the sale of 102 East 24th to Suresh Sharma for \$1,000.
 - **715 West 4th** – A motion by Mr. Nichols, seconded by Mr. Gambill approved the sale of 715 West 4th to John Reitingier for \$2,500.

Vacant lot comparison sheet is attached and incorporated into these minutes.

4. **Vacant lot Developer Proposals** – To be discussed in Special Meeting scheduled for 04/24/2025 at 2:30 pm.
 - 1737 West 6th Street
 - 221 Locust Street
5. **Development Proposals** - To be discussed in Special Meeting scheduled for 04/24/2025 at 2:30 pm.
 - 2712 East Ave.

F. OTHER BUSINESS: None

G. ADJOURNMENT:

Ms. Smith adjourned the ELB Board Meeting at 1:51 p.m. reiterating scheduling of a Special Meeting via Zoom, Thursday, 4/24/25 at 2:30 p.m.

Respectfully submitted,

Erie Land Bank

Secretary, Chuck Scalise

MINUTES

For the **April 24, 2025** Special Meeting of the Erie Land Bank, held via Zoom at 2:30 p.m.

A. SIGN IN & ROLL CALL:

Ms. Groner called the meeting to order at 2:32 p.m.

Board of Directors present via Zoom:

- Chris Groner
- Chuck Scalise
- Sumner Nichols
- Debra Smith
- Paul Gambill

Staff present via Zoom:

- Aaron Snippert
- Cynthia Johnson
- Kyle Mulligan

Guests present via Zoom:

- Attorney Gene Sundberg
- Kathy Schaaf

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 Mr. Gambill, with a second by Ms. Smith, approved the Consent Agenda.
 2. **Citizen Comments:** There were no citizens to be heard
-

C. UNFINISHED BUSINESS & NEW BUSINESS:

1. **Vacant lot Developer Proposals:**
 - a. 1737 West 6th Street – A motion by Mr. Groner, seconded by Mr. Gamble approved the sale of 1737 West 6th Street to Steve Lewis in the amount of \$14,900.
 - b. 221 Locust – A motion by Mr. Groner, seconded by Mr. Nichols tabled the 221 Locust Bid Selection. The property will remain listed for sale, and current bidders are to bring forth detailed plans, timeline, financing, intention and potentially attend the next meeting to speak on their behalf.

Vacant Lot proposals are attached and incorporated into these minutes.

2. Development Proposals

- a. 2712 East Ave. – A motion by Mr. Groner, seconded by Mr. Sumner approved the sale of 2712 East Ave. to William Hemphill for \$20,500.

Development Proposals are attached and incorporated into these minutes.

F. OTHER BUSINESS:

G. ADJOURNMENT:

Mr. Groner adjourned the Special Meeting of the ELB Board at 3:37 p.m.

Respectfully submitted,

Erie Land Bank

Secretary, Chuck Scalise

MINUTES

For the **May 19, 2025** Regular Meeting of the Erie Land Bank, held at City Hall, 626 State Street, City Council Chambers, Erie, Pennsylvania, at 1:01 p.m.

A. SIGN IN & ROLL CALL:

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

Board of Directors present:

- Chris Groner
- Chuck Scalise
- Sumner Nichols
- Debra Smith

Staff:

- Aaron Snippert
- April Decker
- Cynthia Johnson
- Tracy Davis
- Kyle Mulligan

Guests:

- Attorney Gene Sundberg
- Tyler Travis
- Patrick Groner
- Roche' Vermaak
- Councilwoman Kathy Schaaf
- Adam Trott

Note: Meetings are recorded to facilitate keeping of minutes.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Citizens' Comments:

- a. Adam Trott of Adam Trott Roth Partnership addressed the Board along with Dan Collins Builders regarding Mr. Collin's interest in 221 Lotus Street as an adjoining neighbor.
- b. Dr. Roche' Vermaak addressed the Board on behalf of Habitat for Humanity in regard to 221 Lotus Street.

2. Approval of the Consent Agenda:

- a. Approve Agenda:
- b. Approve minutes:
 - April 21, 2025 Meeting - A motion by Ms. Smith and a second by Mr. Nichols approved the Agenda and minutes
 - April 24th 2025 Special Meeting - A motion by Mr. Nichols, and a second by Mr. Scalise approved the minutes
- c. Finance Report: Ms. Decker reviewed the Balance Sheet, Profit and Loss, Check Detail, and Budget vs. Actual through April 2025. A motion by Mr. Nichols and a second by Ms. Smith approved the finance report. The finance report is attached and incorporated into these minutes.

C. REPORT OF THE EXECUTIVE DIRECTOR:

1. ELB Property List – Mr. Snippet reviewed the ELB Master Property List which includes owned and sold properties. Additionally, he reviewed the Operational Summary. Both documents are attached and incorporated into these minutes.

D. SOLICITOR’S REPORT:

Attorney Sundberg presented the Solicitor’s Report. The Solicitor’s Report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Habitat for Humanity Request:

- a. Mr. Snippet presented a request by Habitat for Humanity for financial assistance to demolish a structure on 2414 Linwood Avenue. Dr. Vermaak’s request, along with parcel profile and location map are attached and incorporated into these minutes. Conversation ensued and the board agreed they’d be amenable to a \$5,000. reimbursement to Habitat for Humanity upon issuance of a Certificate of Occupancy.
- b. A motion by Mr. Groner, with a second by Mr. Nichols approved option.

2. Erie Land Bank website update

- a. Motion: To approve and authorize staff to move forward with revisions and updates to the Erie Land Bank Website. A motion by Mr. Nichols, seconded by Mr. Scalise approved the updating of the ELB website. Werkbot pamphlet is attached to these minutes.

3. Housing Rehabilitation – 2321 Cameron Road

- a. Motion: To approve change order #2 related to the housing rehabilitation for \$2,950.95 for Brawn Construction
- b. Motion: To approve change order #1 related to the driveway installation for \$250.00 for Empire Snow Management.
A motion by Mr. Sumner, with a second motion by Mr. Scalise approved the change orders. The change orders are attached and incorporated into these minutes.

4. Vacant lot Developer Proposals:

- a. 221 Locust Street - Following deliberation in Executive Session, the Board resolved to proceed with the subdivision of the property located at 221 Locust Street. It was further decided that the resulting two individual lots will be made available for public bidding.

5. Development Proposals:

- a. 320 Plum Street – The Board agreed to suspend further action on this item pending the receipt of additional information. The matter will be revisited once sufficient details become available for review.
-

F. OTHER BUSINESS: None

G. ADJOURNMENT:

Mr. Groner adjourned the ELB Board Meeting at 2:14 p.m.

Respectfully submitted,

Erie Land Bank

Secretary, Chuck Scalise

MINUTES

For the **June 16, 2025** 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 present:

- Chris Groner
- Chuck Scalise
- Sumner Nichols
- Debra Smith
- Paul Gambill (zoom)

Staff:

- Aaron Snippert
- April Decker
- Cynthia Johnson
- Kyle Mulligan

Guests:

- Attorney Gene Sundberg
- Tyler Titus
- Councilwoman Kathy Schaaf
- Patrick Laughlin

Note: Meetings are recorded to facilitate keeping of minutes.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. **Citizens' Comments:** Patrick Laughlin addressed the board about his intentions to purchase 1017 German Street.
 2. **Approval of the Consent Agenda:**
 - a. Approve Agenda:
 - b. Approve minutes:
 - May 19, 2025 Meeting - A motion by Mr. Nichols and a second by Ms. Smith approved the Agenda, and minutes of the May 19th regular meeting.
 - c. Finance Report: Ms. Decker reviewed the Balance Sheet, Profit and Loss, Check Detail, and Budget vs. Actual through May 2025. A motion by Ms. Smith and a second by Mr. Nicoles approved the finance report. The finance report is attached and incorporated into these minutes.
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C. REPORT OF THE EXECUTIVE DIRECTOR:

Mr. Snippert discussed the 2025 PHARE Awards for Land Banks and RDA's. His review is attached and incorporated into these minutes.

D. SOLICITOR'S REPORT:

Mr. Snippert reviewed the Solicitor's Report. The Solicitor's Report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS & NEW BUSINESS:

1. Development Proposals:

- a. 320 Plum Street – Mr. Snippert reviewed the two (2) Development Proposals. A motion by Mr. Nichols with a second by Ms. Smith accepted the bid of Mr. Allen Bargielski for \$35,000. The proposals are attached and incorporated into these minutes.

2. Vacant Lot Proposals:

a. 520 East 5 th Street – Wanda Soto A motion by Mr. Nichols with a second by Ms. Smith accepted the bid of \$1,000 contingent that the property be combined with her Mother's adjoining property at 518 East 5 th .	b. 505 East 22 nd Street – Andrey Gleba A motion by Mr. Nichols with a second by Ms. Smith accepted the bid of \$850. By Andrey Gleba.
c. 715 West 4 th Street – Housing Authority of the City of Erie. A motion by Mr. Scalise with a second by Ms. Smith accepted the bid of \$500. for 715 West 4 th .	d. 1017 German Street – Patrick Laughlin A motion by Ms. Scalise, with a second by Mr. Nichols accepted the bid of \$1,500. from Patrick Laughlin.
e. 443 East 16 th Street – Tabled A motion by Mr. Scalise, with a second by Ms. Smith tabled the bids for 443 East 16 th Street in order to obtain additional information.	A copy of the bids is attached and incorporated into these minutes.

3. Management Policy Review and Approval

- a. IT Policy
- b. Procurement Policy
- c. Bank Statement Oversight Policy
- d. ELB Quarterly Journal Entry Policy

Mr. Snippert reviewed the policies recommended by the auditors. Additionally, the Board requested a presentation from Maher Duessel, as they did not present their findings for the Erie Land Bank in person. A copy of each of the policies is attached and incorporated into these minutes.

4. Development Proposals:

- a. 221 Locust Street – A motion by Mr. Nichols, with a second by Mr. Gambill accepted bids from Ms. Graml, and Mr. Rogers to split the lot at 221 Locust Street contingent on Ms. Graml's confirmation of proposed purchase price. A summary of the bids for 221 Locust Street are attached and incorporated into these minutes.

F. OTHER BUSINESS: None

G. ADJOURNMENT:

Mr. Groner adjourned the ELB Board Meeting at 1:49 p.m.

Respectfully submitted,

Erie Land Bank

Secretary, Chuck Scalise