



## Governance Committee Meeting Minutes

Erie County Land Bank

Feb 8, 2023 at 9:00 AM EST to Feb 8, 2023 at 10:30 AM EST

### Meeting Details:

<https://us02web.zoom.us/j/8144401269?pwd=Z1FFaENxcTUvWVc0MVFMIVBNksyZz09>, +1 646 558 8656

Meeting ID: 814 440 1269

Passcode: ECLB2023

## Agenda

Zoom Meeting ID: 870 2192 0410 Passcode: ECLB2023

### I. Call to Order & Attendance

Committee: James Cardman, Brian McGrath, Jack Lee, Christine Rush

Also: Jennifer Hirneisen, Christie Mahany, Krista Arnold

### II. Previous Meeting Minutes

Motion: Approve previous meeting minutes by J. Lee, seconded by J. Cardman. All approved.

III. Solicitor Update – working through the property list to get pending properties transferred.

### IV. Unfinished & New Business

#### A. Property Updates

23-25 S Main Street, Union City: Zoning permit complete. Waiting on actual demo permit now. The date is still up in the air, but we will know a schedule very soon.

**B. Millcreek Township General Authority Workplan Agreement** – C. Mahany will respond to J. Horan-Kunco's request for more information. Solicitor Hirneisen will send the signature page of the agreement to B. McGrath for his signature.

**C. Additional Bank Signer** J. Cardman made a motion to add Christine Rush to the list of approved signers for the ECLB checking account, without removal of any current signers. J. Lee seconded the motion and all who voted approved (C. Rush abstained).

#### D. Board and Secure procedure

We can no longer rely on the county maintenance department - suggested companies? C. Mahany will compile a list of options and quotes and bring it to the next Governance Committee Meeting.

**E. New staff discussion** – C. Mahany will compile a job description for a new hire, and will work with J. Lee and C. Rush to solidify the description and pay range who will then bring it to the rest of the Governance Committee for approval. C. Rush and J. Lee will also participate in the interview process.

Description

Salary

Benefits

Interview committee

**F. Upcoming meetings in person/virtual?**

Summit Conference Room/Lunch room availability.

Additional locations could include MIJB. Meetings will be held virtually until April 26.

**V. Adjournment**

Motion: Adjourn by J. Lee with a second from J. Cardman.

**Upcoming meetings: February 22 (Board) & March 8 (Governance)**