



## ECLB Board Meeting Minutes

Erie County Land Bank  
Jul 26, 2023 at 9:00 AM EDT

### Agenda

**Zoom Meeting ID: 814 6247 4012 Passcode: ECLB2023**

#### I. Call to Order & Attendance

Board: Brian McGrath, Jack Lee, Christine Rush, Michael Fuhrman, Dave Mitchell, Suzanne Weber

Additional: Jennifer Hirneisen, Christie Mahany, Krista Arnold, Aaron Snippert

Absent: James Cardman

#### II. Review Minutes from Previous Meeting

Motion: Approve minutes from previous meeting by D. Mitchell, with a second by J. Lee and approved by all.

**A. Nominating Committee Report** approved by a motion from D. Mitchell, with a second from M. Fuhrman, and approved by all.

#### III. Financial Report

Motion: Approve financial report by S. Weber with a second by J. Lee. Approved by all.

##### A. Demolition Fund

**B. Banking changeover update** – C. Mahany will reach out to Jennifer Stewart at Northwest Bank to ensure the signing members of the board have a smooth transition.

#### IV. Hearing of the Public - none

#### V. Erie Land Bank

Motion: Approve disbursement to Erie Land Bank in the amount of \$48,878.17 which includes \$29,586.39 for the 2022 Work Plan, and \$19,291.78 for the 2023 Work Plan by S. Weber. D. Mitchell seconded and all approved.

#### VI. Solicitor Updates

##### A. Recent Transfers

3712 Lakeview Avenue to Fairview Township

##### B. 48 Miles

**C. 22 Lincoln** – examining options to acquire. Possibly the upset tax sale.

#### VII. Unfinished & New Business

## A. 2023 Elections

Nominations as follows by D. Mitchell, and seconded by S. Weber and approved by all.

Chair: Brian McGrath

Vice Chair: Christine Rush

Treasurer: Jack Lee

Secretary: Jim Cardman

## B. Property Updates

**1. Current Demolitions/ Renovations** – Discussion was had about possible routes for deconstruction and salvage for future projects. D. Mitchell will provide information and possibly introductions to ECLB staff.

**a. Demolitions to be awarded.** Much discussion was had on the complexity of certain projects, and the quality of work previously provided by certain contractors. The board elected to independently award each property in the best interest of the land bank as follows:

- a. 410 S. 2 Avenue to Safford Services Corp. in the amount of \$7,500. Motion by D. Mitchell with a second by S. Weber. All approved.
- b. 201 Mead Avenue to Siegel Excavating, LLC in the amount of \$20,000. Motion by D. Mitchell with a second by S. Weber. All approved.
- c. 149 Wright Street to HH Rauh Contracting Co. in the amount of \$15,000. Motion by D. Mitchell with a second by S. Weber. All approved.
- d. 74 Snyder Circle to DRS of Erie County in the amount of \$6,400. Motion by D. Mitchell with a second by S. Weber. C. Rush opposed, all others approved. Motion passes.
- e. 318 Worth Street to DRS of Erie County in the amount of \$4,400. Motion by D. Mitchell with a second by S. Weber. All approved.
- f. 535 S 2 Avenue to Siegel Excavating, LLC in the amount of \$16,500. Motion by S. Weber and seconded by D. Mitchell. Approved by all.
- g. 210 5<sup>th</sup> Street to DRS of Erie County in the amount of \$9,500. Motion by D. Mitchell, with a second by S. Weber and approved by all.
- h. 80 E High Street to HH Rauh Contracting Co. in the amount of \$5,000. Motion by S. Weber with a second by D. Mitchell and approved by all.
- i. 64 Market Street was removed from the demolition list and is being listed as a renovation for the time being.
- j. 303 Wayne Street. C. Rush moved to award it to Safford Services Corp in the amount of \$15,200. It does not receive a second so motion died. S. Weber moved to award it to DRS of Erie County in the amount of \$11,000. J. Lee seconded the motion and the majority approved. C. Rush opposed.

**b. 5002 Cherry Street update** - slideshow

Presenter: Krista Arnold

## **2. Renovation Applications**

### **a. 57 & 59-61 W Main Street, North East**

Motion: Approve the transfer of 57, 59-61 W Main Street in North East Borough to Sean Maloney for the development put forth in his submitted plan, in the amount of \$30,000 with a deposit of \$5000, and the closing to occur no later than January of 2024, with the condition that work will not be allowed to begin on the property until it is transferred. Motion was made by C. Rush with a second by J. Lee and all approved.

## **3. Side lot dispositions – discussion was had about marking more of the lots in Corry in tandem with information about the 10 year LERTA.**

### **a. Alison Avenue lot, Millcreek**

Motion: to approve the transfer to Jacob E and Elizabeth M Chalupczynski as a side lot in the amount of \$650.00 by S. Weber with a second by J. Lee. All approved.

### **b. 46 Atlantic Street, Union City**

Motion: Approve the transfer of 46 Atlantic Street in Union City Borough as a side lot to Angela Reichbaum for \$600.00 by D. Mitchell with a second from S. Weber. All approved.

### **c. 424 S Center Street, Corry**

Motion: Approve the transfer of 424 S Center Street in Corry to MAK Homes LLC as a side lot for \$3,300.00 by D. Mitchell with a second from C. Rush. All approved.

### **d. 149 Wright Street, Corry**

Motion: Approve the transfer to Adam Crabtree as a side lot for \$500.00 by D. Mitchell with a second from S. Weber. All approved.

### **e. 127 E High Street, Union City**

Motion: Approve the transfer of 127 E High Street in Union City Borough to the Union City Municipal Authority by C. Rush with a second from D. Mitchell. All approved.

**C. Policy & Procedures Review** – In the essence of time, S. Weber motioned to table the Policies and Procedures until the next meeting, with a solicitor review in the meanwhile. D. Mitchell seconded the motion. D. Mitchell moved to approve the Travel Policy as updated. C. Rush seconded and all approved.

### **1. Side lot pricing on over 100' frontage - changes needed**

12009 Kerr Road - 165'x100.5 (average of \$132.75) with assessed value of \$40,700.

Minimum purchase \$20,350 vs. Sold for \$1,327.50.

40 W Bond - 111' frontage with assessed value of \$19,200. Minimum purchase \$9,600 vs \$1,110.

39 S Washington - 86'x122' (average of 104') with assessed value of \$19,400. Minimum purchase \$9,700 vs. \$1,040.

### **a. Suggested changes**

- See attached PDFs
- Addition of neighborhood lot category at \$25/ linear foot frontage and available to those within 500-1000 feet after 90-180 days
- Outliers, Renovations and Individual properties can be situationally priced by staff

## **2. Neighborhood lot addition**

<https://buildingdetroit.org/land-reuse-programs>

<https://www.albanycountylandbank.org/salgal>

### **D. 457b Retirement Plan**

Discussion about employees being fully vested. The motion was made by C. Rush to set it up using the two points below, and it was seconded by D. Michell. All approved.

- Current employees start date will be based on their first work with the land bank. (C. Mahany 02.19.2019 and K. Arnold 06.12.2023)
- Vestment schedule will be a graduating scale in 20% increments over the first 5 years.

From Erie Land Bank: We have ours set with the employees being eligible from day one of hire and being fully vested from the beginning. It has been hard to retain employees so it is an added benefit.

From Westmoreland County: Our 457b is a lot like a 401K plan except that it is a required employee contribution. The employees have a 6 month waiting period until they are allowed to participate. Once they start to participate, they are required to contribute 6.5% of their salary and the company matches a 100% of that from the beginning. The employee is not fully vested in the company contribution for 5 years. They become vested 20% per year until they are fully vested. Let me know if you have any other questions for me. Thanks,

**Jamie Scherich, CPA**, Finance Manager, Westmoreland County

## **VIII. Notices & Announcements**

**A. Cornerstone Community Land Trust PHARE funds to be received soon.**

**B. National Land Bank Network Summit - Cleveland, OH**

October 16-17, 2023 National conference for land banks.  
Registration and hotel block is now open.

**C. New Property and Demolition signs are out**

**D. Property inspections, board and seal.**

## **IX. Adjournment**

Motion: Adjourn by C. Rush.

**Next Meetings: August 9 (Governance - Zoom) & August 23 (Board at Summit)**