

2024 MINUTES

JANUARY 8 2024

For the January 8, 2024 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
Ethan Tabakin (zoom)

Kevin Nelson
Jay Aberstadt

Staff: Aaron Snippert
April Decker
Tracy Davis
Jacob Huff

Cynthia Johnson (zoom)
Holly Cook
Kristina Perchka

Guest: Attorney Sundberg
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 3:01 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 December 11, 2023 Regular Meeting Minutes

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

2. Citizen Comments: Mr. Crenshaw addressed the Board regarding the RACE RFP posting that welcomed Proposals for ARPA New Home Production Program. He stated his interest in applying, and questions he will be submitting. Additionally, he wished to notate his experience with Utility Services in Blighted Properties. He stated that often times Blighted Properties have no gas and electric in order to keep the homes less appealing to teens and the homeless. In closing he made a statement regarding 2708 Downing for clarity.

C. FINANCE REPORT:

1. Finance Report - Ms. Decker reviewed the Finance Report including the Statement of Activity, Financial Position and Check Detail. She reiterated flaws in the current program and imminent transition to Blackbaud Financial Software. RACE is currently testing finalities before going live with Blackbaud. A motion by Mr. Nelson with a

second by Mr. Alberstadt approved the Finance Report. The full report is attached and incorporated into these minutes

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Attorney Sundberg reviewed his Status Report. The Memorandum is attached and incorporated into these minutes.
2. General Updates/Information – Mr. Snippert touched on two RFP's posted on the Redevelopment Authority Website: one for Developer Proposals for the ARPA New Home Production Program, and a second for a Landscape Architect for the East Bayfront Greenway Trail Project. He spoke of working with Groundwork Erie and the City Planning department to submit a request for an Artist for the project, utilizing the Grant Awarded by the PA Council of the Arts. He spoke of utilizing the art as a Gateway identifying the beginning of the Trail. Additionally, Mr. Snippert updated the Board on a planned reorganization of the Erie Neighborhood Growth Partnership through a meeting to be held in February.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. 2023 CDBG Funding Requests – RESOLUTION
 - a. A motion by Mr. Nelson with a second by Ms. Carey unanimously passed the Resolution. The signed resolution is attached and incorporated into these minutes.
 - b. Mr. Snippert to update the Board as the CDBG funding proposal evolves to specifics, and prior to submission to the City.
2. RACE 2024 Programs, Goals, Expectations – Mr. Snippert summarized:
 - a. LHRD Grant Benchmarks to be revised and an extension requested through July 2025.
 - b. Healthy Homes Applicants to be processed, commitment letters signed to expend funds through December 2026.
 - c. Blighted Properties to be acquired will be identified to work through funding deadline December 2026.
 - d. Whole Home Repair has met challenges with guidelines changing frequently. Further collaboration with County Municipalities will ensue in order to recruit applicants hesitant, or not equipped for other reasons, to apply.

Mr. Snippert to draft a Memorandum to summarize 2024 Programs, Goals, and Expectations.

F. OTHER BUSINESS

Mr. Snippert reviewed the success of the Homes within Reach Conference, and RACE's presentation.

- G. ADJOURNMENT** A motion by Mr. Nelson and a second by Mr. Alberstadt, adjourned the RACE Monthly Board Meeting to Executive Session at 3:30 p.m.

February 12, 2024

For the February 12, 2024 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	Kevin Nelson Jeremy Toman
Staff:	Aaron Snippert April Decker	Cynthia Johnson Holly Cook
Guest:	Attorney Sundberg 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 3:02 p.m. leading attendees in reciting The Pledge of Allegiance. Mr. Scalise introduced new Board Member Jeremy Toman and bid a respectful farewell to J.W. Alberstadt in gratitude for his tenure.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - c. Approval of the Agenda
 - d. Approval of the January 8, 2024 Regular Meeting Minutes

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

2. Citizen Comments: Mr. Crenshaw distributed documents pertaining to 322/324 East 22nd Street, outlining renovations that he has accomplished. He requested a private meeting with Board Members that would not include Council or Redevelopment Authority Staff. He expressed concerns about the process of blight. Mr. Crenshaw's contributing document is attached and incorporated into these minutes.

C. FINANCE REPORT:

1. Finance Report - Ms. Decker presented the Finance Report including the Statement of Activity, Financial Position and Check Detail. A motion by Mr. Nelson, with a second by Ms. Carey approved the Finance Report. The full report is attached and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Attorney Sundberg reviewed his Status Report. Mr. Toman inquired about 324 East 22nd Street, being that Mr. Crenshaw addressed the Board in this meeting. It was reiterated that the Hearing of Value had been held from the docket in order to determine how to move forward. Attorney Sundberg further reminded the Board that valuation is determined at the initial filing. Attorney Sundberg's Memorandum is attached and incorporated into these minutes.
2. Property Report: August 2023 – January 2024 – RESOLUTION: Mr. Snippert reviewed the Property Activity Report. Mr. Scalise inquired about 612 West 16th as one of the properties that has had a delay in conveyance. Mr. Snippert reassured the Board that since there is now appropriate funding to complete tax exoneration, the properties should be free to be conveyed shortly. A Motion by Mr. Nelson with a Second by Ms. Carey unanimously approved the Resolution approving the Property Report.
3. General Updates/Information –

- a. Mr. Snippert reviewed the visit by Baker Tilly summarizing for the Board their work providing numerous documents, along with working toward a better tracking system in order to track RACE properties more effectively within financial books. Additionally, he noted that the implementation with Blackbaud is held until spring in order to allow Baker Tilly to complete their recommendations.
- b. RACBE – EMTA has decided they need the funding that was originally allocated to the parking garage improvements. Segment 3 and 5 will be combined and retooled with government funding for the buildout of the Parking Garage.
- c. Mr. Snippert announced that the American Planners Association PA Chapter is having their convention at the Bayfront Convention Center October 13-15th. They are calling out for Presenters and Walking tours in which RACE is excited to participate. RACE will meet with the Erie Planning Department to discuss ideas to showcase Erie.
- d. The PARA Annual Conference and Awards will be held in Erie October 27th – 30th at the Bayfront Convention Center. Staff is attending the Spring Conference in Bethlehem and will assist in preparation for the Erie Conference.
- e. Erie Land Bank discussed shortfalls in developer agreements. For the benefit of both ELB and RACE, policies and procedures are being reviewed for continuity between both Organizations.
- f. East Bayfront Greenway Trail RFP for Landscape Architect has been extended to February 22; the Artist RFP attracted 9 proposals.
- g. ENGP Email is included and attached to these minutes
- h. There will be a contract extension to June 30, 2024 for the services RACE provides to CDBG for Inspection, Lead Testing and Project Construction Management.

E. UNFINISHED BUSINESS AND NEW BUSINESS

- 1. RACE ARPA Housing Program Update
 - a. ARPA funds – Mr. Snippert reviewed the Quarterly Report to the City, and his Rehabilitation Report. Both are attached and incorporated into these minutes.
 - b. Loan Programs – the RACE custom Loan Application is being coded to be uploaded into the Mortgage Office. Additionally, Mr. Snippert reported that a letter has been issued to Iron Works Square. Mr. Tabakin to review the application once completed.
- 2. New Housing Production Proposals
 - a. Next steps, interviews, approvals – Six (6) proposals have been received.
 - i. Mr. Snippert will submit a summary to the Board
 - ii. A meeting is to be scheduled with the Board and Individuals who have submitted proposals.

F. OTHER BUSINESS:

- a. The Board discussed appointing Jeremy Toman to Assistant Secretary Treasurer at he next Board Meeting.
- b. Mr. Scalise will informed the Board he will not be present at the March 11 Meeting.

G. ADJOURNMENT

A motion by Mr. Nelson and a second by Mr. Toman adjourned the February RACE Board meeting at 3:40 p.m.

March 11, 2024

For the March 11, 2024 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 (Zoom) Ethan Tabakin	Kevin Nelson Jeremy Toman (Zoom)
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Staff:	Aaron Snippert April Decker Tracy Davis	Cynthia Johnson Holly Cook Kristina Perschka
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Guest:	Attorney Sundberg Donald Crenshaw Anna Frantz Matthew Good	Jeremy Bloeser Heather Casper Daria Devlin Chester Vendetti
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Note: Meetings are recorded to facilitate keeping of minutes

A. PLEDGE OF ALLEGIANCE/CALL TO ORDER:

Mr. Nelson called the meeting to order at 3:02 p.m. leading 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 12, 2024 Regular Meeting Minutes

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

2. Citizen Comments: Mr. Crenshaw addressed the Board requesting to rehabilitate two Blighted Properties. His goal is to create affordable housing.

C. FINANCE REPORT:

1. Finance Report - Ms. Decker presented the Finance Report including the Balance Statement, Profit and Loss, Check Detail and Reconciliation Report. Additionally, a synopsis from Bakertilly was summarized. A motion by Mr. Nelson, with a second by Mr. Tabakin approved the Finance Report. The full report is attached and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

4. Solicitors Report – Attorney Sundberg reviewed his Status Report. He reiterated processes involving clearing the title on donated properties. Attorney Sundberg's Memorandum is attached and incorporated into these minutes.
5. General Updates/Information – Mr. Snippet updated the Board:
 - a. The RACP Grant: EMTA is moving forward with the project.
 - b. Working with other Municipalities of Land Banks and Redevelopment Authorities to create a coalition to discuss experiences, ideas, review best practices, and network.

E. UNFINISHED BUSINESS AND NEW BUSINESS

3. RACE ARPA New Housing Program Proposal
 - a. Applicant Presentation and Board Questions – The following individuals addressed the Board:
 1. Anna Frantz – Executive Director of Our West Bayfront
 2. Matthew Good – Chief Executive Officer of HANDS
 3. Jeremy Bloeser - Bayside Eastside Task Force
 4. Heather Casper - Sisters of St. Joseph Neighborhood Network
 5. Daria Devlin – Director of Social Impact for the Hamot Health Foundation
 6. Chester Vendetti
4. East Bayfront Greenway Trail Landscape Architect (Resolution) – Mr. Snippet presented his recommendation of LSSE Civil Engineers. A motion by Mr. Nelson, with a second by Mr. Tabakin unanimously passed the Resolution. The Resolution is attached and incorporated into these minutes.
5. RACE Property Acquisition
 - a. 3221 Old French – Deed in Lieu of Condemnation; a Motion by Mr. Tabakin, with a second by Mr. Nelson unanimously passed the Resolution. The signed Resolution is attached and incorporated into these minutes.
 - b. 1222 East 19th Street – Deed in Lieu of Condemnation; a Motion by Mr. Tabakin, with a second by Mr. Nelson unanimously passed the Resolution. The signed Resolution is attached and incorporated into these minutes.
6. RACE April 8th Board Meeting Rescheduled to Monday, April 15, 2024 at 3:00 p.m.

F. OTHER BUSINESS:

G. ADJOURNMENT

A motion by Mr. Tabakin and a second by Mr. Nelson adjourned the March RACE Board meeting at 4:09 p.m.

April 15, 2024

For the April 15, 2024 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 Ethan Tabakin	Kevin Nelson
Staff:	Aaron Snippert April Decker Tracy Davis Jacob Huff	Cynthia Johnson Holly Cook Kristina Perschka
Guest:	None	

Note: Meetings are recorded to facilitate keeping of minutes

A. PLEDGE OF ALLEGIANCE/CALL TO ORDER:

Mr. Scalise called the meeting to order at 3:00 p.m. leading 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 March 11, 2024 Regular Meeting Minutes

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

2. Citizen Comments: There were no Citizens to be heard.

C. FINANCE REPORT:

1. Financial Report -Ms. Decker presented the Finance Report including the Balance Statement, Profit and Loss, Check Detail and Reconciliation Report. The Finance Report is attached and incorporated into these minutes.
 - a. Financial Consultant Update: Ms. Decker updated Board Members of progression with Baker Tilly's consulting. She noted that representatives are currently in the RACE office assisting with transition of Financials to Blackbaud Software. Their direction will fine tune processes, removing extensive yet unnecessary reporting and seamlessly individualizing reports. Mr. Scalise shared his desire to receive Financial Reports several days prior to the Board Meeting in order to have ample time to review them.

A motion by Mr. Nelson, with a second by Mr. Tabakin approved the Finance Report

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Mr. Snippert presented Attorney Sundberg's Status Report. The Memorandum is attached and incorporated into these minutes.
2. General Updates/Information – Mr. Snippert updated the Board:
 - a. The RACP Grant: EMTA is moving forward with the project entering into the Bid phase. Mr. Snippert announced July 15th as a tentative date for the buildout of the parking garage to begin.
 - b. In collaboration with the City of Erie and Michael Baker a Senate Appropriation request for the East Greenway Trail Project was submitted with letters of support.
 - c. The City of Erie was awarded a Energy Futures Grant, negotiations to begin.

- d. Various Attendance: Holly- Program Manager School for Lead Grant, Mr. Scalise and Aaron-Legislative update for Infinite Erie, Cornerstone Land Trust, Anchor Project, Aaron-Build CDC Launch
- e. PARA zoom meeting from March 15th was successful with an invitation resulting to organize a Roundtable at the Spring Conference in Bethlehem, along with an additional invitation to attend the Professional Development Meeting that Sunday.
- f. Aaron's 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.
- g. Mr. Scalise commended Erie and RACE for the collaboration with neighborhood groups to utilize funding in neighborhoods under the direction of block by block experts in those neighborhoods.

E. UNFINISHED BUSINESS AND NEW BUSINESS

- 1. Property Report – RESOLUTION – Mr. Snippert reviewed the Property Activity Report encompassing February – March of 2024. The property report is attached and incorporated into these minutes. A motion by Mr. Nelson, with a second by Ms. Carey unanimously approved the Property Report. The Resolution is attached and incorporated into these minutes.
- 2. Housing Program Update – Ms. Cook reviewed the Rehabilitation Report for March 2024. Additionally, she reported on her attendance at Program Manager School for the LHRD grant stating the usefulness of the Grant Oriented detail provided. The Rehabilitation Report is attached and incorporated into these minutes.
- 3. ENGP Update and Next Steps – Ms. Davis spoke to the purpose of the ENGP; making resources available to all neighborhoods. She reported a goal of seating a new Board optimistically by May, and updating by-laws. The ENGP fact sheet is attached and incorporated into these minutes.
- 4. RACE/ENGP Scholarship – Ms. Davis presented Guidelines asking the Board to approve a RACE/ENGP Scholarship for those children who have been denied by the PAHRA scholarship. Mr. Scalise has offered to reach out and share expertise, suggestions and marketing strategy. The Board will revisit this topic again at the May meeting. The information sheet and Guidelines are attached and incorporated into these minutes.
- 5. Executive Director Renewal and Evaluation – RESOLUTION – A motion by Mr. Tabakin with a second by Ms. Carey unanimously approved the Renewal and Evaluation of Mr. Snippert as Executive Director of the Redevelopment Authority of the City of Erie. The Resolutions are attached and incorporated into these minutes.

F. OTHER BUSINESS:

G. ADJOURNMENT

A motion by Mr. Tabakin and a second by Mr. Nelson adjourned the March RACE Board meeting at 4:09 p.m.

May 13, 2024

For the May 13, 2024 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 Ethan Tabakin	Jeremy Tobin (Conference)
Staff:	Aaron Snippert April Decker Tracy Davis	Cynthia Johnson Jacob Huff
Guest:	Attorney Sunberg Ms. Heather Olson Ms. Jacqueline Spry	

Note: Meetings are recorded to facilitate keeping of minutes

A. PLEDGE OF ALLEGIANCE/CALL TO ORDER:

Mr. Scalise called the meeting to order at 3:02 p.m. leading attendees in reciting The Pledge of Allegiance.

Mr. Scalise announced Erin Carey's resignation, and pending Mayor's appointment of her replacement.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - c. Approval of the Agenda
 - d. Approval of the April 15, 2024 Regular Meeting Minutes

A motion by Mr. Tabakin and a second by Mr. Tobin passed the Consent Agenda items.

2. Citizen Comments: There were no Citizens to be heard.

C. FINANCE REPORT:

1. Finance Report -Ms. Decker presented the Finance Report including the Balance Statement, Profit and Loss, Check Detail and Reconciliation Report. The Finance Report is attached and incorporated into these minutes.
 - a. Financial Consultant Update: Ms. Decker updated the relationship with Baker Tilly, referring to Audit and Fiscal Consultants. Historical data will be uploaded to Blackbaud, being translated into a comprehensive format with current and future data itemized to specificity. Additionally, she spoke of Auditors from Felix and Gloekler current work onsite.

A motion by Mr. Tabakin with a second by Mr. Tobin approved the Finance Report. The finance report is attached and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report -Attorney Sundberg reviewed the Status Report. The Memorandum is attached and incorporated into these minutes.

2. General Updates/Information – Mr. Snippert updated the Board:
 - a. The RACP Grant has been submitted to the State for the EMTA build out.
 - b. Mr. Snippert, Ms. Decker and Ms. Applebee-Davis attended the Pennsylvania Association of Housing and Redevelopment Authorities Spring Conference. Mr. Snippert attended the Professional Development Committee Meeting where it was determined RACE would hold three sessions at the October Conference in Erie, coordinate a tour to showcase Erie, along with some evening events. He described how Erie's revitalization efforts are being noticed across the State. Mr. Snippert's recap of the conference is attached and incorporated into these minutes.
 - c. Mr. Snippert reported he accepted a position on the Professional Development Committee of PARA and is proud to represent Erie.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. Housing Program Update – Mr. Snippert reviewed the Rehabilitation Report. The report is attached and incorporated into these minutes.
2. RACE/ENGP Scholarship – The Board was presented with detail regarding the Scholarship Criteria Agreement. The detail is attached and incorporated into these minutes. A motion by Mr. Tabakin, with a second by Mr. Tomin accepted the Agreement pending decision of a name.
3. Blighted Property Acquisition – RESOLUTION – A motion by Mr. Tabakin, with a second by Mr. Tomin unanimously passed the Blighted Property Resolution. The signed Resolution is attached and incorporated into these minutes.
4. UdeMy Business Training – RESOLUTION – A motion by Mr. Tabakin with a second by Mr. Tomin unanimously passed the UdeMy Business Training Resolution. The Resolution is attached and incorporated into these minutes.
5. Housing and Small Business Preservation Grant – REMOVED
 - a. Update from the Historic Review Commission and future grant possibilities – Ms. Spry introduced Ms. Olson as the new Historic Preservation Planner. She discussed updates and status of allocations, along with Grants, and Scholarships that have been applied for and received. Ms. Olson reviewed the current status and current plans for the Historic Grant.
6. Greenways, Trails, and Recreation Program (GTRP) Grant Application – RESOLUTION
 - a. East Bayfront Greenway Trail Project – Mr. Snippert asked for approval to provide detail and apply for GTRP grant. A motion by Mr. Tabakin, and a second by Mr. Tomin unanimously passed the Resolution. The Resolution is attached and incorporated into these minutes.
7. Executive Director Evaluation – RESOLUTION – A motion by Mr. Tabakin, with a second by Mr. Tomin unanimously approved the Executive Director Evaluation Resolution. The Resolution is attached and incorporated into these minutes.

F. OTHER BUSINESS: NONE

G. ADJOURNMENT

A motion by Mr. Tabakin and a second by Mr. Tomin adjourned the March RACE Board meeting at 3:52 p.m.

June 10, 2024

For the June 10, 2024 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 Jeremy Toman	Kevin Nelson
Staff:	Aaron Snippert April Decker	Cynthia Johnson Holly Cook
Guest:	Mayor Schember Attorney Gene Sundberg Attorney Jay Alberstadt Sue Frawley	

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. leading attendees in reciting The Pledge of Allegiance.

Mr. Scalise announced an Amendment to the Agenda to include a Proclamation and Service Award presented to Attorney Jay Alberstadt by Mayor Schember and Mr. Scalise. A copy of the proclamation is attached.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - e. Approval of the Agenda
 - f. Approval of the May 13, 2024 Regular Meeting Minutes

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

2. Citizen Comments: There were no Citizens to be heard.

C. FINANCE REPORT:

1. Financial Report -Ms. Decker presented the Finance Report including the Balance Statement, Profit and Loss, Check Detail and Reconciliation Report. The Finance Report is attached and incorporated into these minutes.
 - a. Financial Consultant Update: Ms. Decker updated Board Members of progression with Baker Tilly's consulting. She noted that the Team is currently working on the breakout of Chart of Accounts for the Blackbaud transition to ensure we are able to extract the reports needed.

A motion by Mr. Nelson, with a second by Mr. Toman approved the Finance Report.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Attorney Sundberg reviewed the Status Report, highlighted item six of the report to be a success story. The Memorandum is attached and incorporated into these minutes.
2. General Updates/Information – Mr. Snippert presented the Board with the following updates:
 - a. Housing Alliances PA. Land Bank Network Summit and Rural Housing Summit – Mr. Snippert and Mr. Huff attended the Summit in Seven Springs. Mr. Snippert presented in cooperation with the Community Relations Manager from West Moreland County. He reported valuable Discussion and Networking.
 - b. Erie Racial Justice Policy Initiative – Mr. Snippert attended the meeting presented through the Erie Chamber of Commerce. Topic of conversation surrounded the offering of opportunity and inclusiveness in the Bidding Process. A copy of the Executive Summary is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. Housing Program Update – Ms. Cook reviewed the Rehabilitation Report for May 2024 highlighting 135 approved Healthy Homes Projects, allocating \$2,293,930.00, with \$206,070.00 remaining. LHRD period of performance extension to 2026, and the gaining of momentum for the Whole Home Repair Grant. The Rehabilitation Report is attached and incorporated into these minutes.
2. Blighted Property Update – Mr. Snippert reviewed the status of current Blight Mitigation. He noted posting of the next grouping of pre-condemnation properties in order to gain access and actively move forward with the process.

F. OTHER BUSINESS: NONE

G. ADJOURNMENT

Mr. Scalise adjourned the June RACE Board meeting at 3:27 p.m. noting the need to fill the empty Board seat.

July 8, 2024

For the July 08, 2024 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 Ethan Tabakin	Kevin Nelson
Staff:	Aaron Snippert April Decker Tracy Davis Corey Reich	Cynthia Johnson Holly Cook Jacob Huff
Guest:	Attorney Sundberg	

Note: Meetings are recorded to facilitate keeping of minutes

A. PLEDGE OF ALLEGIANCE/CALL TO ORDER:

Mr. Scalise called the meeting to order at 3:04 p.m. leading 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 June 10, 2024 Regular Meeting Minutes

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

2. Citizen Comments: None

C. FINANCE REPORT:

1. Finance Report – Ms. Decker presented the Finance Report. A motion by Mr. Nelson seconded by Mr. Tabakin approved the Report. The Finance Report is attached and incorporated into these minutes.
 - a. Financial Consultant Update – Ms. Decker reviewed updates by Baker Tilly, regarding transition to Blackbaud. She spoke of their upcoming visit to work on the transfer of chart of accounts and historical data. Mr. Snippert is to forward a Baker Tilly letter that includes a predicted timeline for the project.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Attorney Sundberg reviewed his Status Report highlighting item three regarding the second attempt at a Board of View. Attorney Sundberg's Memorandum is attached and incorporated into these minutes.
2. General Updates/Information – No additional updates.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. Housing Program Update – Ms. Cook updated the Board on LHRD extension status, along with ARP and Whole Home Repair status. She spoke of staff and contractor's training in Lead Supervisor training. Ms. Cook to acquire current numbers on Lead Poisoned Children.
2. RACE Property Acquisition
 - a. 617 Ash Street – Deed in Lieu of Condemnation – Resolution – A motion by Mr. Tabakin, seconded by Mr. Nelson, unanimously passed the Resolution. The signed Resolution is attached and incorporated into these minutes.
3. RACE Handbook – Ms. Decker presented the revised Employee Handbook. A motion by Mr. Nelson, seconded by Mr. Tabakin, passed the acceptance of the Employee Handbook. The revised handbook is attached and incorporated into these minutes.

F. OTHER BUSINESS:

Mr. Snippert announced the resignation of Jacob Huff and thanked him for his service and dedication to the Redevelopment Authority and Erie Land Bank.

G. ADJOURNMENT

A motion by Mr. Tabakin and a second by Mr. Nelson adjourned the July RACE Board meeting at 3:28 p.m.

August 12, 2024

For the August 12, 2024 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 Jeremy Toman (Zoom)	Kevin Nelson (Zoom)
Staff:	Aaron Snippert Holly Cook Corey Reich	Cynthia Johnson Tracy Davis
Guest:	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 3:14 p.m.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - a. Approval of the Agenda
 - b. Approval of the July 08, 2024 Regular Meeting Minutes

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

2. Citizen Comments: Mr. Crenshaw addressed the Board with a plea of working in cooperation with RACE to resolve issues rather than to involve Council.

C. FINANCE REPORT:

1. Finance Report – Mr. Snippert presented the Finance Report. A motion by Mr. Toman seconded by Mr. Nelson approved the Report. The Finance Report is attached and incorporated into these minutes.
 - a. 2023 RACE Financial Statements – the presentation of Financial Statements has been postponed until the September Board Meeting due to a delay by Felix and Gloekler.
 - b. Financial Consultant Update – Mr. Snippert updated the Board on the Blackbaud conversion with Baker Tilly. A Memo including timelines is attached and incorporated into these minutes. Mr. Snippert highlighted a plan of going live with Blackbaud in October of 2024. Mr. Scalise reiterated the desire for the Budget vs. Actual report to be a regular part of the Financial Reports.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Mr. Snippert presented Attorney Sundberg's Memorandum. The report is attached and incorporated into these minutes.

2. General Updates/Information – Mr. Snippert reported that he and Ms. Decker had attended the Southern Grant Forum in Texas. He s about a session discussing non-profits, goals and staff roles. RACE will organize a Board Summit to be attended in October in order to discuss the Authority’s operations and goal setting for 2025.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. Election of Officers: A motion by Mr. Nelson and a second by Mr. Toman agreed to table the election of officers until the September meeting as recruitment to fill a vacant Board seat concludes.
2. 2025 Meeting Schedule
 - a. The Board agreed to move 2025 RACE Board meetings to 4:00 p.m., possibly at an alternative location.
3. 2024 RACE Organizational Chart – Mr. Snippert presented the current RACE Organizational Chart noting vacant positions to be filled. The Board discussed making the organizational chart available on the RACE website for public reference.
4. 2024 RACE Operational goal review – Mr. Snippert presented a goal summary. Mr. Scalise asked for the format to be adapted to a scrolling chronology. He suggested the goal summary be updated quarterly as a working document. The Goal summary is attached and incorporated into these minutes.
5. RACP – EMTA Project Update – Mr. Snippert reported that the PA office of Budget approved segment 3, which will close out the RACP grant. The reported funds are attached and incorporated into these minutes.
6. RACE Housing Program Update – Ms. Cook reviewed the Rehabilitation Report. The full report is attached and incorporated into these minutes. It was reported that the Lead Worker and Supervisor classes have been well attended. Additionally, she spoke about events and mini-grant opportunities available for in home Day Cares and resources to keep these programs safe for our kids.
7. RACE Property Report – RESOLUTION – Mr. Snippert presented the property report for May-July. A motion by Mr. Nelson with a second by Mr. Toman adopted the Property Report. The report and resolution are attached and incorporated into these minutes.
8. OLHCHH – LHRD Grant Application – RESOLUTION – A motion by Mr. Nelson and a second by Mr. Toman passed the resolution to apply for the grant. The application and signed application is attached and incorporated into these minutes.
9. Uniform Federal Grant Guidance Policies and Procedures – RESOLUTION – A motion by Mr. Nelson and a second by Mr. Toman passed the resolution to adopt the attached revised Uniform Federal Grant Policies and Procedures. The signed resolution is attached and incorporated into these minutes.
 - a. Mr. Scalise noted revision of the by-laws to be addressed at next meeting.
10. Executive Director Mid-Year review – RESOLUTION – A motion by Mr. Nelson and a second by Mr. Toman passed the resolution as written with the understanding of an amendment adding one data point. The signed resolution is attached and incorporated into these minutes. data point as written

F. OTHER BUSINESS:

None

G. ADJOURNMENT

A motion by Mr. Nelson and a second by Mr. Toman adjourned the August RACE Board meeting at 3:56 p.m.

September 9, 2024

For the September 09, 2024 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 Jeremy Toman	Kevin Nelson Ethan Tabakin
Staff:	Aaron Snippert Holly Cook Corey Reich	Cynthia Johnson Tracy Davis
Guest:	Natalie Heberlein of Felix and Gloekler Sherri A. Mason, Ph.D. – Environmental Advisory Council	

A. PLEDGE OF ALLIGIANCE: Mr. Scalise opened the meeting at 3:01 p.m. leading attendees in reciting of the Pledge of Allegiance.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - a. Approval of the Agenda
 - b. Approval of the August 12, 2024 Regular Meeting Minutes

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

C, 1, A – 2023 Financial Statements – The Agenda was rearranged to allow Ms. Heberlein to present 2023 RACE Financial Statements.

A motion by Mr. Nelson with a second by Mr. Tabakin approved the 2023 Financial Statements. The Statements and board letter are attached and incorporated into these minutes.

2. Citizen Comments: Dr. Mason addressed the board to introduce the Environmental Advisory Council as an entity established to research identifiable environmental issues in Erie, and make recommendations on how best to address issues. A current focus is on greenhouse gasses and plastics. She spoke of the importance of connections within the community to illicit change and invited RACE to reach out with any concerns and questions.

C. FINANCE REPORT:

1. Finance Report – Ms. Decker presented the Finance Report including the Statement of Activity, Statement of Financial Position, Reconciliation Report and Check Detail. Discussion ensued to reach out to Ms. Mangine to discuss terms of the loan serviced by RACE. A motion by Mr. Nelson seconded by Mr. Tabakin approved the Report. The Finance Report is attached and incorporated into these minutes.
 - a. 2023 RACE Financial Statements – See above E, 1, A
 - b. Financial Consultant Update – Ms. Decker reviewed the status of Bakertilly's work in the transition to Blackbaud. The Bakertilly processes review memo is attached and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Mr. Sundberg reviewed his Memorandum. The solicitor’s report is attached and incorporated into these minutes.
2. General Updates/Information – none

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. Election of Officers (Tabled from August Meeting): Mr. Scalise opened the voting with an introduction of Andi Fair as a new board member. Ms. Fair will be in attendance at future meetings.
 - a. Chairman – Mr. Chuck Scalise b. Vice-Chairman – Attorney Jeremy Toman
 - c. Secretary – Mr. Kevin Nelson d. Treasurer – Mr. Ethan Tabakin
 - e. Assistant Secretary/Treasurer – Ms. Andi Fair

A motion by Mr. Nelson and a second by Mr. Toman closed the nominations as presented. A motion by Mr. Tabakin and a second by Mr. Nelson passed the nomination of officers.

2. 2025 Meeting Schedule (Tabled from August meeting)
 - a. Tabled to collect additional data on cost and options
3. RACE Housing Rehabilitation Report – Ms. Cook reviewed the Housing Report noting her attendance with Ms. Wilson at the Lead Conference in Georgia and her upcoming Lead Supervisor test. Additionally, she detailed the number of ELB kids to be 21 currently. Her full report is attached and incorporated into these minutes.
4. RACE New Production Program – Build CDC, Property Revision – Mr. Snippert reviewed a request for an Amendment to the awarded Build Grant asking for a motion to approve transfer of the Build funds to the properties listed in the request. The request is attached and incorporated into these minutes. A motion by Mr. Nelson and a second by Mr. Tabakin accepted the proposal.
5. RACE ARPA Program Update – Mr. Snippert presented the ARP Program Report for September along with a Map of the Erie East Bayfront Greenway Trail Project/East 6th Street Park. Discussion ensued touching on lighting and water sources. The report and map is attached and incorporated into these minutes.

F. OTHER BUSINESS:

Conversation ensued regarding a necessary change in the planned Board Summit day.

G. ADJOURNMENT

A motion by Mr. Nelson and a second by Mr. Toman adjourned the September RACE Board meeting at 3:58 p.m.

October 14, 2026

For the October 14, 2024 Regular Meeting of the Redevelopment Authority of the City of Erie, held via Zoom, Erie, Pennsylvania, at 3:00 p.m.

ROLL CALL:

Board of Directors:	Attendees via ZOOM:	Charles Scalise Jeremy Toman	Kevin Nelson Ethan Tabakin
Staff:	Aaron Snippert Holly Cook Kyle Mulligan	April Decker Cynthia Johnson	

Guest:

A. OPENING OF MEETING: Mr. Scalise opened the meeting at 3:01.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - a. Approval of the Agenda
 - b. Approval of the September 9, 2024 Regular Meeting Minutes

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 presented the Finance Report including the Statement of Activity, Statement of Financial Position, Reconciliation Report and Check Detail. Ms. Decker highlighted Net Revenue which demonstrates a loss, yet a pending LHRD requisition has been received which corrects that number. A motion by Mr. Nelson seconded by Mr. Tabakin approved the Report. The Finance Report is attached and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Mr. Snippert reviewed the Memorandum noting the success of recent relinquishment agreements. The solicitor's report is attached and incorporated into these minutes.
2. General Updates/Information – Mr. Snippert reviewed updates such as the National conference in St. Louis, Reclaiming Vacant Properties and the RACE ARPA Program report, which is attached and incorporated into these minutes. +

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. 2025 Meeting Schedule (Tabled from August Meeting)

- a. Conversation ensued for a tentative meeting schedule to be changed to occur the 2nd Monday of every month, and be held at City Hall @ 3:30 p.m. with a Zoom option when necessary. The schedule is to be confirmed prior to next meeting.
2. RACE Housing Rehabilitation Report – Ms. Cook reviewed the Rehabilitation Report. The Rehabilitation Report is attached and incorporated into these minutes. Ms. Cook reported on National Lead Poisoning Prevention week in October, and the various outreach events RACE is participating in. Conversation ensued regarding the Mayor’s Press Conference later this week on October 17th, to address the new Lead Grant. Ms. Cook is to send an invitation to the Board for the Press Conference. Additionally, Ms. Cook spoke of contractor training classes in collaboration with GECAC, and a mini grant specifically for in-home daycare providers.
3. RACE Conduit sales agreement with the Erie Land Bank
 - a. Acquisition of seven (7) blighted properties off the Erie County Judicial tax sale – Conversation ensued regarding clarity of paragraph 1 and 3 and refund of funds for unacquired properties. Tabled pending clarification and revision of language on the agreement.
4. Acquisition of 901 West 4th Street – RESOLUTION – A motion by Mr. Nelson with a second by Mr. Toman unanimously passed the resolution. The signed resolution is attached and incorporated into these minutes.

F. OTHER BUSINESS:

Financial Consultant Update – Ms. Decker reported the status of transition to Blackbaud: Data configuration has been finalized and data base created. Ms. Decker and Mr. Reich have been testing all features to ensure the workings. Bakertilly as request a going live date of January, 2025.

G. ADJOURNMENT

Mr. Scalise adjourned the October 14th RACE Board meeting at 3:40 p.m.

November 11, 2024

For the November 11, 2024 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: Jeremy Toman Kevin Nelson
 Ethan Tabakin Andi Fair (Zoom)

Staff: Aaron Snippert Cynthia Johnson
 Holly Cook Tracy Davis
 Kyle Mulligan

Guest: None

A. OPENING OF MEETING: Mr. Toman opened the meeting at 3:02 leading the attendees in the Pledge of Allegiance.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - a. Approval of the Agenda
 - b. Approval of the October 14, 2024 Regular Meeting Minutes

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

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

C. FINANCE REPORT:

1. Finance Report: The Statement of Activity, Statement of Financial Position, and Check Detail were all included in the Finance Report that Mr. Snippert provided. These minutes have been updated to include the attached Finance Report.
 - a. Blackbaud/financial consultant update: Mr. Snippert stated that testing is now in progress and no problems have been found thus far. The date of going live is set on January 1, 2025. In order to guarantee effective transfer of property transactions, the current project involves integrating Blackbaud with the PPS system.

A motion by Mr. Tabakin with a second by Mr. Nelson approved the Finance Report.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Attorney Sundberg presented the Solicitor’s Report. The full report is attached and incorporated into these minutes.
2. General Updates/Information –In addition to the seminars, Mr. Snippert noted that the PHARA conference was a success and that attendees had a great time seeing the city and Millionaires Row.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. RACP – Segment 3 update –In his presentation to the Board, Mr. Snippert discussed the Union Square Revitalization Project and his proposal to extend the RACP Grant until November 30, 2025. His update is included in these minutes and is appended.
2. Housing Rehabilitation Report – Ms. Cook reviewed the Rehabilitation Report. The Rehabilitation Report is attached and incorporated into these minutes.
3. Deed in Lieu of Condemnation - 2712 East Avenue – RESOLUTION: The Resolution was unanimously passed by a motion by Mr. Tabakin and with a second by Mr. Nelson. The resolution is attached and incorporated into these minutes.
4. Deed in Lieu of Condemnation – 426 East 10th Street – RESOLUTION: The Resolution was unanimously passed by a motion by Mr. Nelson and with a second by Mr. Tabakin. The resolution is attached and incorporated into these minutes.
5. RACE Conduit sales agreement with the Erie Land Bank
 - a. Acquisition of seven (7) blighted properties off the Erie County Judicial tax sale.- A motion by Mr. Nelson, seconded by Mr. Tabakin approved the deposit to acquire the (7) Blighted Properties as part of the Conduit sales agreement for. The agreement is attached and incorporated into these minutes.
 - b. Acquisition of 1602 Parade Street. – Mr. Nelson made a motion approving the deposit to acquire 1602 Parade from the Judicial Tax sale. This property is included in the attached Conduit Sales agreement.
6. New Production Program – Application Modification, 1319 Parade Street (RESOLUTION) –. The Resolution was unanimously passed by a motion made by Mr. Nelson and seconded by Mr. Tabakin. The resolution is included in these minutes and is appended.

F. OTHER BUSINESS: None.

G. ADJOURNMENT

With a motion by Mr. Tabakin, seconded by Mr. Nelson, Mr. Tomin adjourned the November 11, 2024 Redevelopment Authority Board meeting at 3:51 p.m.

December 9, 2024

For the December 9, 2024 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:	Jeremy Toman Ethan Tabakin	Kevin Nelson Andi Fair
Staff:	Aaron Snippert Holly Cook	April Decker Cynthia Johnson
Guest:	Attorney Sundberg Jacqueline Spry Cooper Moore	

A. OPENING OF MEETING: Mr. Toman opened the meeting at 3:00 leading the attendees in the Pledge of Allegiance.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. Approval of Consent Agenda
 - a. Approval of the Agenda – A motion by Ms. Fair with a second by Mr. Nelson approved the Agenda.
 - b. Approval of the November 11, 2024 Regular Meeting Minutes – A motion by Mr. Nelson, with a second by Andi Fair approved the Meeting Minutes from the November 11, 2024 regular meeting.
2. Citizen Comments: Ms. Spry introduced Mr. Cooper Moore as the new Assistant Planner and reviewed his responsibilities. Mr. Cooper addressed the Board outlining his background.

C. FINANCE REPORT:

1. Finance Report: Ms. Decker reviewed the Statement of Activity, Statement of Financial Position, and Check Detail. The Finance Report is included and incorporated into these minutes.
 - a. Financial consultant/Blackbaud update: Ms. Decker reiterated to the Board that the go live date for Blackbaud is to be January 8, 2025, with current testing ongoing. Additionally, Ms. Decker reported that the integration with the PPS system will not be pursued due to lack of tangible value after cost comparison.

A motion by Mr. Nelson with a second by Ms. Fair approved the Finance Report.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitors Report – Attorney Sundberg presented the Solicitor’s Report. The full report is attached and incorporated into these minutes.
2. General Updates/Information –
 - a. Mr. Snippert reported the EMTA RACP Grant is nearing final approval, forecasted for a February finalization of the Grant.

- b. Mr. Snippert reported that the Judicial Tax Sale has been rescheduled until next week due to Closure of the Courts due to inclement weather this past week.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. RACE 2025 Operating Budget – Mr. Snippert presented the 2025 Operating Budget which is outlined with last year’s comparison. A motion by Mr. Tabakin, with a second by Mr. Nelson approved the Proposed 2025 Operating Budget subject to clarification and correction of the typographical error of line item 6018, Life and STD Insurance, to \$6,013.27. The corrected 2025 Operating Budget is attached and incorporated into these minutes.
2. Housing Rehabilitation Report – Ms. Cook reviewed the Rehabilitation Report. The Rehabilitation Report is attached and incorporated into these minutes.

F. OTHER BUSINESS: None.

G. ADJOURNMENT

A motion by Mr. Nelson, seconded by Mr. Tabakin, adjourned the December 9, 2024 Redevelopment Authority Board meeting at 3:39 p.m.