

RACE

01.13.25

Board Meeting

Cancelled

February 10, 2025

For the **February 10, 2025** Regular Meeting of the Redevelopment Authority of the City of Erie, held via Zoom, at **3:30 p.m**

ROLL CALL:

Board of Directors:

- Chuck Scalise
- Kevin Nelson
- Jeremy Toman
- Andi Fair
- Ethan Tabakin

Staff:

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

Guest:

- Jacqueline Spry
- Cooper Moore
- Drew Whiting
- Emily Fetcko

A. OPENING OF MEETING:

Mr. Scalise opened the meeting at **3:31 p.m.** 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 December 9, 2024 Regular Meeting Minutes

A motion by **Mr. Nelson**, with a second by **Mr. Toman**, approved the Consent Agenda and Minutes from the December 9, 2024 regular meeting.

2. Citizen Comments:

There were no citizens to be heard.

C. FINANCE REPORT:

1. Finance Report:

Ms. Decker reviewed the Statement of Activity, Statement of Financial Position, and Check Detail, reporting that the loss is due to the wrap-up of year-end **2024** financials and the pause in disbursements during that time. The updated Blackbaud reports will be presented at the March 2025 meeting. The Finance Report is included and incorporated into these minutes.

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

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. **Solicitor's Report:**

A conversation ensued highlighting the **711 West 18th Street** and **1129 East 5th Street** properties. A resolution for **Deed in Lieu of Condemnation** for **711 West 18th** will be presented in agenda item **E4**. The solicitor's memorandum is attached and incorporated into these minutes.

2. **General Updates/Information:**

Mr. Snippet spoke to the Board about the budget session for Infinite Erie he attended. He also mentioned his upcoming meeting with the new housing director to discuss the housing needs within the City of Erie, the building of a land trust within the city, and how the Redevelopment Authority and Erie Land Bank can collaborate to assist with these efforts.

He highlighted his participation in a strategic planning session as a board member for the Pennsylvania Association of Housing and Redevelopment Agencies, where discussions focused on visions for 2027, collaboration with practitioners across the state on housing funding, and the upcoming legislative summit aimed at leveraging funding for neighborhood revitalizations.

Additionally, Mr. Snippet and Mr. Scalise touched on the short-term freeze on Federal Funding, the progress made with the budget narrative for LHRD/Healthy Homes funding, and efforts to secure additional funds for the city's initiatives.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. **RACE Historical Preservation Program**

a. **Jackie Spry**, Director of Planning and Neighborhood Resources, presented on the Downtown National Register of Historic Places Nomination. Ms. Spry's presentation and Letters of Support are attached and incorporated into these minutes.

A motion by **Mr. Tabakin**, with a second by **Mr. Nelson**, passed the request to utilize **\$15,000** from the **ARPA funds/Historic Preservation Grant** for this project.

2. **Housing Rehabilitation Report:**

Ms. Cook reviewed the Rehabilitation Report and updated the board on staff certifications for Lead Abatement Supervisor and Risk Assessor. Additionally, she spoke of the CDBG application for match for the Lead Grant, outreach initiatives regarding the new UPMC Community Center, and her participation in the Lead Free Promise Project. The Rehabilitation Report is attached and incorporated into these minutes.

3. **2025 CDBG Funding Requests – RESOLUTION:**

A motion by **Ms. Fair**, with a second by **Mr. Tabakin**, passed the CDBG funding resolution. The signed resolution is attached and incorporated into these minutes.

4. **Deed in Lieu of Condemnation – 711 West 18th Street – RESOLUTION:**

A motion by **Mr. Nelson**, with a second by **Mr. Tabakin**, passed the Deed in Lieu of Condemnation Resolution for 711 West 18th Street that was discussed in **Agenda item D1**. The signed resolution is attached and incorporated into these minutes.

5. **RACE Auditor Contract for 2024 Audit – RESOLUTION:**

A motion by **Mr. Nelson**, with a second by **Mr. Toman**, passed the RACE Auditor Contract for **Zelenkofske Axelrod LLC**. The signed resolution and contracts are attached and incorporated into these minutes.

F. OTHER BUSINESS:

None.

G. ADJOURNMENT:

A motion by **Mr. Nelson**, seconded by **Mr. Toman**, adjourned the **February 10, 2025** Redevelopment Authority Board meeting at **4:19 p.m.**

March 10, 2025

For the March 10, 2025 Regular Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

- Chuck Scalise (zoom)
- Kevin Nelson
- Jeremy Toman
- Andi Fair
- Ethan Tabakin (zoom)

Staff:

- Aaron Snippert
- April Decker
- Holly Cook
- Cynthia Johnson
- Kendra Wilson
- Tracy Davis
- Kyle Mulligan

Guest:

- Attorney Sundberg

A. OPENING OF MEETING:

Mr. Toman opened the meeting at **3:31 p.m.** 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 February 10, 2025 Regular Meeting Minutes

A motion by **Mr. Nelson**, with a second by **Ms. Fair**, approved the Consent Agenda and Minutes from the February 10, 2025 regular meeting.

2. Citizen Comments:

There were no citizens to be heard.

C. FINANCE REPORT:

1. Finance Report:

Ms. Decker reviewed the Statement of Activity, Statement of Financial Position, and Check Detail, reporting that the ARPA, ELB and PA State Lead reimbursements have not been received as of yet. Additionally, she noted the Check Detail includes checks that were held previously to potentially reduce journal entries with transition to new software. The Finance Report is included and incorporated into these minutes.

2. Mr. Snippert addressed the Board with an update of his frustration with Capital Business Solutions and their negligence in implementing necessary modules for the transition to the new software. A letter from Bakertilly, further explaining status, is attached and incorporated into these minutes.

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

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitor's Report:

Attorney Sundberg reviewed his report. Conversation ensued about Memorandum item number one.

Attorney Sundberg agreed to clarify status with the Board. The Solicitor's memorandum is attached and incorporated into these minutes.

2. **General Updates/Information:**

1. **Mr. Snippet** distributed the Annual Report to all Board members. The Annual Report is attached and incorporated into these minutes.
2. **Mr. Snippet** reviewed his Executive Director's Report. His report is attached and incorporated into these minutes.
3. **Mr. Snippet** presented the **ENGP** and Redevelopment Authority Report. The report is attached and incorporated into these minutes.

Mr. Snippet highlighted his participation in a strategic planning session as a board member for the Pennsylvania Association of Housing and Redevelopment Agencies, where discussions focused on visions for 2027, collaboration with practitioners across the state on housing funding, and the upcoming legislative summit aimed at leveraging funding for neighborhood revitalizations. Homes funding, and efforts to secure additional funds for the city's initiatives.

E. UNFINISHED BUSINESS AND NEW BUSINESS

1. **Blighted Property Acquisition – RESOLUTION.** A motion by **Mr. Nelson** with a second by **Ms. Fair** unanimously passed the Blighted Property Resolution. The signed resolution is attached and incorporated into these minutes.
2. **Greenways, Trails, and Recreation Program (GTRP) Grant Application – RESOLUTION-** A motion by **Ms. Fair** and a second by **Mr. Nelson** unanimously passed the Est Bayfront Greenway Trail Project Application Resolution. The signed resolution is attached and incorporated into these minutes.
3. **Housing Rehabilitation Report: Ms. Cook** reviewed the Rehabilitation Report and updated the Board on the following:
 - Period of performance for new lead grant begins March 1
 - Procuring new contractors – a current Lead Contractor Applicant
 - GECAC training class
 - Passed Risk Assessor exam for OhioThe Rehabilitation Report is attached and incorporated into these minutes.
4. **Neighborly Software** – Mr. Snippet reviewed the Proposal for Software Transition to Neighborly. A motion by Mr. Nelson, and a second by Ms. Fair approved the transition to Neighborly. The Neighborly proposal is attached and incorporated into these minutes.
5. **RACE New Production Program**
 - a. **BEST Reallocation** from 560 E. 5th Street to 431 Ash Street – A motion by Ms. Fair, with a second by Ms. Tabakin approved the reallocation.

F. OTHER BUSINESS:

None.

G. ADJOURNMENT:

A motion by **Mr. Nelson**, seconded by **Ms. Fair**, adjourned the **March 10, 2025** Redevelopment Authority Board meeting at **4:25 p.m.**

April 14, 2025

For the April 14, 2025 Regular Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

- Chuck Scalise
- Kevin Nelson
- Jeremy Toman
- Andi Fair

Staff:

- Aaron Snippert
- Holly Cook
- Cynthia Johnson
- Kendra Wilson
- Tracy Davis
- Kyle Mulligan

Guest:

- Attorney Sundberg
- Kathy Schaaf

A. OPENING OF MEETING:

Mr. Scalise opened the meeting at 3:30 p.m. leading the attendees in the Pledge of Allegiance.

B. CONSENT AGENDA & PUBLIC COMMENT:

1. **Approval of Consent Agenda:**
- 2.

a. Approval of the Agenda

b. Approval of the March 10, 2025 Regular Meeting Minutes

A motion by Mr. Nelson, with a second by Ms. Fair, approved the Consent Agenda and Minutes from the March 10, 2025 regular meeting.

3. **Citizen Comments:**

There were no citizens to be heard.

C. FINANCE REPORT:

1. **Finance Report:**

Mr. Snippert reviewed the Statement of Activity, Statement of Financial Position, and Check Detail, The Finance Report is included and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. **Solicitor's Report:**

Attorney Sundberg reviewed the Solicitor's Report. His memorandum is attached and incorporated into these minutes.

2. **General Updates/Information:**

Mr. Snippert presented the Executive Director's Report – April 2025. His full report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS AND NEW BUSINESS:

1. Housing Rehabilitation Report:

Ms. Cook presented the Housing Rehabilitation Report, providing key updates and an overview of ongoing projects. She also briefly discussed her recent trip to Program Manager School with Ms. Decker. While the training was relevant and potentially beneficial to the housing program, she noted the absence of HUD representatives as a limitation.

1. East Greenway Trail Bid Award – Resolution:

A motion was made by Mr. Toman and seconded by Mr. Nelson to approve the resolution accepting the bid from Cronin Enterprises LLC for construction services in the amount of \$575,464 for Phase 1 of the East Bayfront Greenway Trail project. The motion carried unanimously. The signed resolution is attached and incorporated into these minutes.

2. RACE Developer Policies and Procedures:

Mr. Snipper presented updates to RACE's policies and procedures related to the responsibilities associated with developer proposals and the conveyance of properties. The updated document is attached and incorporated into these minutes by reference.

3. Property Developer Proposals

1. 720 Wallace Street – A motion by Mr. Nelson, seconded by Ms. Fair accepted the proposal by Eastside Renaissance to acquire 720 Wallace Street.

F. OTHER BUSINESS:

None.

G. ADJOURNMENT:

Mr. Scalise adjourned the April 14, 2025 meeting of the Redevelopment Authority Board at 4:05 p.m.

May 12, 2025

For the May 12, 2025 Regular Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

- Chuck Scalise
- Ethan Tabakin (Zoom)
- Jeremy Toman
- Andi Fair

Staff:

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

Guest:

- Attorney Sundberg
 - Kathy Schaaf
 - Donald Crenshaw
-

A. OPENING OF MEETING:

Mr. Scalise opened the meeting at 3:33 p.m. leading the attendees in the Pledge of Allegiance.

B. PUBLIC COMMENT & CONSENT AGENDA:

1. Citizens' Comments:

1. Mr. Donald Crenshaw addressed the Board, speaking to the challenges of garbage pickup and trash dumping on properties; specifically related to 2708 Downing.
2. Councilwoman Kathy Schaaf addressed the board inquiring about the intent of property conveyance and pricing. Additionally, she inquired about mowing of properties owned by RACE and ELB.

2. Approval of Consent Agenda:

- a. Approval of the Agenda
- b. Approval of the April 14, 2025 Regular Meeting Minutes

A motion by Mr. Toman, with a second by Ms. Fair, approved the Consent Agenda and Minutes from the April 14, 2025 regular meeting.

C. FINANCE REPORT:

1. **RACE Board By-Law Discussion:** Mr. Scalise requested a special meeting be scheduled for a maintenance evaluation of the RACE by-laws and organizational chart. A meeting will be scheduled prior to the June 9, 2025 RACE Board Meeting.

2. **Finance Report:**

Ms. Decker reviewed the Statement of Activity, Statement of Financial Position, and Check Detail. A motion by Mr. Toman with a second by Ms. Fair accepted the finance report. The Finance Report is included and incorporated into these minutes. Additionally, Mr. Snippert spoke to a going live date of June 1, 2025 for Blackbaud, Financial Edge Ext. with a merging of May 2025 data to be completed mid-June. July will be the first month Blackbaud financials will be prepared for the Board

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. **Solicitor's Report:**

Attorney Sundberg reviewed the Solicitor's Report. He spoke of the property at 9th and Cherry as it pertains to neighbors' wishes to subdivide the property for their shared acquisition. Surveyors are currently being sought. Conversation ensued regarding item #4. Industrial lots. Attorney Sundberg's memorandum is attached and incorporated into these minutes.

2. **General Updates/Information:**

Mr. Snippert presented the Executive Director's Report – May 2025, reminding the board of 2321 Cameron Road's upcoming open house and press conference, the work staff has done to prepare the property, and staff neighborhood volunteering with the Sisters of Saint Joseph. His full report is attached and incorporated into these minutes

E. UNFINISHED BUSINESS AND NEW BUSINESS:

1. Housing Rehabilitation Report:
 - a. Ms. Cook reviewed the Rehabilitation Report. The full report is attached and incorporated into these minutes.
 2. RACE representative to the Erie Land Bank
 - a. Appointment of RACE representative to ELB Board – conversation ensued regarding appointing a new RACE representative to the ELB Board. Mr. Snippert to post our search on social media, requesting resumes.
 3. Erie Neighborhood Growth Partnership
 - a. Appointment of RACE Board Chair Proxy to ENGP Board – A motion by Mr. Toman with a second by Mr. Scalise appointed Ms. Fair to RACE Board Chair Proxy to the ENGP Board.
 4. Property Acquisition
 - a. 629 West 10th Street – Deed in Lieu – RESOLUTION
 - b. 750 East 13th Street – Deed in Lieu – RESOLUTIONA motion by Mr. Toman and a second by Ms. Fair unanimously passed the resolutions of Deed in Lieu for the above properties.
 5. Property Rehabilitation
 - a. Rehabilitation of 1320 Patterson Ave.
A motion by Ms. Fair, and a second by Mr. Toman accepted the proposal to rehabilitate 1320 Patterson Ave.
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F. OTHER BUSINESS: None

G. ADJOURNMENT: A motion by Mr. Toman with a second by Ms. Fair adjourned the RACE regular monthly meeting at 4:37 p.m.

June 9, 2025

For the June 9, 2025 Regular Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

- Chuck Scalise
- Kevin Nelson
- Jeremy Toman
- Andi Fair

Staff:

- Aaron Snippert
- Holly Cook
- Cynthia Johnson
- April Decker
- Kyle Mulligan
- Tracy Applebee Davis

Guest:

- Attorney Sundberg
- George Jarkovic (Zelenkofske Axelrod, LLC)

A. OPENING OF MEETING:

Mr. Scalise opened the meeting at 3:30 p.m. leading the attendees in the Pledge of Allegiance.

B. PUBLIC COMMENT & CONSENT AGENDA:

1. Citizens' Comments - None
2. Approval of Consent Agenda:
 - a. Approval of the Agenda
 - b. Approval of the May 12, 2025 Regular Meeting Minutes

A motion by Mr. Nelson, with a second by Mr. Toman, approved the Consent Agenda and the Minutes from the May 12, 2025 regular meeting.

C. FINANCE REPORT:

1. RACE 2024 Audited Financial Statements – George Jarkovic, of Zelenkofske Axelrod, LLC reviewed the Audited Financial Statements. A motion by Mr. Nelson, with a second by Ms. Fair accepted the single audit and financial statements, pending Mr. Tabakin's review. Mr. Tabakin reviewed the financial statements and responded July 2, 2025 with his approval. The full Audits are attached and incorporated into these minutes.
2. Finance Report:
Ms. Decker reviewed the Statement of Activity, Statement of Financial Position, and Check Detail. A motion by Mr. Nelson with a second by Ms. Fair accepted the finance report. The Finance Report is included and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitor's Report:
Attorney Sundberg reviewed the Solicitor's Report in length. Attorney Sundberg's memorandum is attached and incorporated into these minutes.
2. General Updates/Information:
Mr. Snippert presented the Executive Director's Report - May 2025. His full report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS AND NEW BUSINESS:

1. Housing Rehabilitation Report: Ms. Cook reviewed the Rehabilitation Report. The full report is attached and incorporated into these minutes.
2. ENGP/RACE Scholarship Awards – Ms. Davis presented the Scholarship Applicant Review. The full review is attached and incorporated into these minutes.
3. RACE Committee creation – By-law, Finance/Audit, Business Development – Mr. Scalise formally announced the creation of a Governance Committee and a Finance/Audit Committee. A motion by Mr. Nelson, and a second by Mr. Toman appointed Mr. Toman to lead the committee with intent to potentially on-board additional members in the future.
4. RACE representative to the Erie Land Bank
 - a. Appointment of RACE representative to the ELB Board – Conversation ensued regarding reviewing the submissions of potential candidates at an off-site meeting prior to July 2025.
5. Property Condemnation Acquisition – RESOLUTION – A motion by Mr. Toman, and a second by Ms. Fair unanimously passed the resolution to initiate eminent domain proceedings for 917 Ash Street. The signed resolution is attached and incorporated into these minutes.
6. RACE Real Estate Service – Mr. Snippert reviewed the proposals submitted by Agresti Real Estate and Pennington Lines Real Estate. A motion was made by Mr. Nelson, seconded by Ms. Fair, to approve the proposal from Agresti Real Estate for a one-year real estate service contract, with a six-month check-in to evaluate progress.

F. OTHER BUSINESS: None

G. ADJOURNMENT: A motion by Ms. Fair with a second by Mr. Nelson adjourned the RACE regular monthly meeting at 4:26 p.m.

July 14, 2025

For the July 14, 2025 Regular Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

- Jeremy Toman
- Ethan Tabakin
- Kevin Nelson
- Andi Fair

Staff:

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

Guest:

- Donald Crenshaw
-

A. PLEDGE OF ALLEGIANCE:

Attorney Toman opened the meeting, leading attendees in reciting the Pledge of Allegiance.

B. PUBLIC COMMENT & CONSENT AGENDA:

1. Citizens' Comments – presented below with Other Business
 2. Approval of Consent Agenda:
 - a. Approval of the Agenda – A motion by Ms. Fair, with a second by Mr. Tabakin approved the Agenda.
 - b. Approval of the June 9, 2025 Regular Meeting Minutes – A motion by Mr. Tabakin, with a second by Ms. Fair approved the minutes from the June 9 regular meeting.
 - c. Approval of the Special Meeting Minutes from the June 2, 2025 meeting. A motion by Ms. Fair, with a second by Mr. Tabakin, approved the Minutes from the June 2nd Special meeting.
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C. FINANCE REPORT:

1. Ms. Decker updated the Board on the status of the upload to Blackbaud, reporting that income statements from January to May of this year are matched, and a walk through of bank reconciliations for June and July are pending. Additionally, Ms. Decker reviewed revenue received for June.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitor's Report:

Mr. Snippert reviewed the Solicitor's Report. Attorney Sundberg's memorandum is attached and incorporated into these minutes.
 2. General Updates/Information:

Mr. Snippert shared highlights from his attendance at the Pennsylvania Association of Housing and Redevelopment Agencies (PAHRA) Spring Conference in Gettysburg, held in partnership with the PA Land Bank Network. He reported that the event was highly successful and emphasized the value of the collaboration and networking opportunities it provided.
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E. UNFINISHED BUSINESS AND NEW BUSINESS:

1. Housing Rehabilitation Report: Mr. Snippert reviewed the Housing Rehabilitation Report. The report is attached and incorporated into these minutes.

2. Property Acquisition

- a. 2631 Van Buren Ave – RESOLUTION – a motion by Mr. Nelson, seconded by Ms. Fair unanimously passed the Resolution Authorizing Acquisition, which is attached and incorporated into these minutes.
- b. 3404 Burton Ave – RESOLUTION – a motion by Mr. Tabakin, with a second by Mr. Nelson unanimously passed the Resolution Authorizing Acquisition, which is attached and incorporated into these minutes.

F. OTHER BUSINESS:

1. Citizens Comments - Mr. Crenshaw addressed the Board to express his interest in a collaborative effort with the Redevelopment Authority to promote homeownership opportunities for low- to moderate-income families. The Board reiterated that developers are welcome to purchase vacant land through the Redevelopment Authority and the Erie Land Bank. The standard five-minute time limit for citizen comments was also reiterated.

2. Financial Statement Comments – Mr. Tabakin inquired about some entries in the financial statements including Schedule of Expenditures for Federal Awards, Depreciation, and Outstanding Note Payable. Mr. Tabakin is to email these questions to Ms. Decker.

Subsequent Note for the Record

Following the meeting, Ms. Decker provided written clarification in response to Mr. Tabakin's inquiries regarding the RACE 2024 Audit. Her response addressed:

1. The treatment of ARPA funds on the Schedule of Expenditures for Federal Awards (SEFA), clarifying that ARPA funds received as City levy (revenue replacement) were not included on the 2024 SEFA. Only ARPA funds received under other eligible uses through 2024 were included.
2. The depreciation note on Page 17 of the audit, explaining that the reference to 27.5-year property was a legacy note from prior auditors and should have been removed. She noted the policy describes treatment if equipment were purchased but confirmed no equipment was purchased. A correction will be made in the following year's audit documentation.

Correspondence via email is attached and incorporated into these minutes.

G. ADJOURNMENT: A motion by Mr. Tabakin with a second by Ms. Fair adjourned the RACE regular monthly meeting at 5:06 p.m.

August 11, 2025

For the August 11, 2025 Annual Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

- Chuck Scalise
- Ethan Tabakin
- Kevin Nelson
- Andi Fair

Staff:

- Aaron Snippert
- Cynthia Johnson
- Tracy Davis
- Kyle Mulligan
- Holly Cook

Guest:

- Kathy Schaaf
- Attorney Sundberg

A. PLEDGE OF ALLEGIANCE:

C. Scalise opened the meeting at 3:03 pm, leading attendees in reciting the Pledge of Allegiance.

B. PUBLIC COMMENT & CONSENT AGENDA:

1. Citizens' Comments – Kathy Schaaf wished the Authority a happy 70th Birthday and expressed her gratitude for RACE's community presence and engagement.
2. Approval of Consent Agenda and Minutes from the July 14, 2025 regular meeting:
 - A motion by K. Nelson, with a second by A. Fair approved the Agenda and the minutes from the July 14, 2025 regular meeting.

C. FINANCE REPORT:

1. A. Snippert unveiled the first financial reports prepared in Blackbaud. The Board did not receive the financials prior to the meeting for review thus decided to postpone comment until the next meeting so they have more time to review them. The financial reports are attached and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitor's Report:
Attorney Sundberg reviewed the Solicitor's Report. Attorney Sundberg's memorandum is attached and incorporated into these minutes.
2. General Updates/Information:
Mr. Snippert shared the Executive Director's Report. His report is attached and incorporated into these minutes.
 - Committee Report, added to Agenda and reported by C. Scalise. He summarized upcoming discussion about by-law reviews and changes. Additionally, he urged the Board to complete a financial disclosure that A. Decker has previously sent out, and will resend.

E. UNFINISHED BUSINESS AND NEW BUSINESS:

1. Election of Officers:

a. Chairman	Attorney Jeremy Toman
b. Vice Chairman	Ethan Tabakin
c. Secretary	Kevin Nelson
d. Treasurer	Charles Scalise
e. Assistant Secretary	Andi Fair

1. A motion by A. Fair, and a second by E. Tabakin, unanimously voted Attorney Toman to Chairman.
 2. A motion by E. Tabakin with a second by A. Fair accepted E. Tabakin's nomination for Vice Chairman.
 3. K. Nelson will remain as Secretary, unanimously decided.
 4. A. Fair will remain as Assistant Secretary, and C. Scalise as secretary as a motion by A. Fair and a second by E. Tabakin.
2. **2026 Meeting Schedule:** A. Snippert discussed challenges of off site meeting venues and proposed making no changes to the current regular meeting schedule and venue within City Hall. A motion by K. Nelson, with a second by E. Tabakin passed the decision.
3. **Housing Rehabilitation Report:** H. Cook presented an annual housing rehabilitation report including outlined benchmarks and successes. Her full report is attached and incorporated into these minutes.
4. **RACE representative to the Erie Land Bank - Resolution**
1. A motion by A. Fair, and a second by K. Nelson unanimously passed the resolution appointing **Dana Dickerson** to the Erie Land Bank Board. The signed resolution is attached and incorporated into these minutes.
5. **RACE Property Report – Resolution –** A. Snippert reviewed the Property Report. A motion by E. Tabakin and a second by K. Nelson passed the acceptance of the Property Report. The report and signed resolution are attached and incorporated into these minutes.
6. **Property Acquisition – Resolution**
1. 1012 and 1014 West 19th Street. A motion by K. Nelson, and a second by E. Tabakin passed the resolution. The resolution is attached and incorporated into these minutes.

F. OTHER BUSINESS: A. Snippert announced the retirement of Luanne Martino, RACE's Risk Assessor, and the resignation of Tracy Applebee-Davis, as she pursues other opportunities to progress her career.
He thanked them for service. They will be duly missed.

G. ADJOURNMENT: A motion by E. Tabakin with a second by K. Nelson adjourned the RACE regular monthly meeting at 4:16 p.m. The Board was adjourned to a tour of Iron Works Square.

RACE

09.08.25

Board Meeting

Cancelled

October 13, 2025

For the October 13, 2025 Annual Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

- Jeremy Toman
- Chuck Scalise
- Ethan Tabakin
- Kevin Nelson
- Andi Fair

Staff:

- Aaron Snippert
- Cynthia Johnson
- Anna Chemsak
- Kyle Mulligan
- Holly Cook

Guest:

A. PLEDGE OF ALLEGIANCE:

J. Toman opened the meeting at 3:00 pm, leading attendees in reciting the Pledge of Allegiance.

B. PUBLIC COMMENT & CONSENT AGENDA:

1. Citizens' Comments – None
 2. Approval of the Consent Agenda and Minutes from the August 11, 2025 regular meeting:
 1. A motion by E. Tabakin, with a second by K. Nelson approved the consent agenda
 2. A motion by K. Nelson, with a second by E. Tabakin approved the minutes from the August 11, 2025 meeting.
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C. FINANCE REPORT:

1. A. Decker reviewed the finance report. The financial reports are attached and incorporated into these minutes. Conversation ensued regarding:
 - The possibility of investing some funds in CDs or interest-bearing accounts
 - The possibility of using an external accounting firm for monthly review and validation.
 - Board members agreed to provide specific input regarding the desired format and content of financial reports.

A motion by E. Tabakin, with a second by A. Fair approved the finance report.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitor's Report:

Attorney Sundberg reviewed the Solicitor's Report, highlighting the necessity for properties to be sold generating sufficient revenue to cover the Authority's expenses. Attorney Sundberg's memorandum is attached and incorporated into these minutes.
2. General Updates/Information:

A. Snippert shared the Executive Director's Report, including many updates including:

 - New Authority staff members, Anna Chemsak and Nathan Hale, outlining their roles.
 - The opening of the Playbook, a strategic roadmap with the goal of advancing Erie development, with Infinite Erie.
 - The mayor's appointment to the Erie Land Bank, filling a seat vacated by Chris Groner.
 - Identifying properties listed for the 2025 tax sale.
 - Expressing his gratitude to his staff for their recognition and celebration of Bosses Day in his honor.

The Executive Director's report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS AND NEW BUSINESS:

1. Housing Rehabilitation Report – H. Cook presented the Housing Rehabilitation Report. The discussion also addressed HUD regulations specifically regarding projects denied due to exceeding budget allowances. H. Cook's report is attached and incorporated into these minutes.
2. RACE Financial Management System – A motion by K. Nelson with a second by E. Tabakin approved a non-renewal of Blackbaud Financial Software and a full return to QuickBooks software. The decision was made to utilize all contractual methods of notice of non-renewal for Blackbaud.
3. RACE/EDCEC Loan Modification – Documents have not yet been submitted by EDCEC for review.
4. New Production Program Modification – Our West Bayfront and BUILD CDC:
 - A motion by E. Tabakin, with a second by K. Nelson, and an abstention by C. Scalise approved the shifting of grant funds originally allocated for rehabilitation of 521 West 3rd Street to a mixed-use property at 702 Raspberry Street, subject to board review and approval of the commercial space's marketing strategy. The formal proposal is attached and incorporated into these minutes.
 - A motion by E. Tabakin with a second by A. Fair approved the reallocation of funds to be utilized to continue rehabilitation of 1032 East Ave, subject to the board reviewing the attachment of the breakdown that neglected to be added to the board materials. The proposal is attached and incorporated into these minutes.
5. Intergovernmental Agreement with the Housing Authority of the City of Erie for Lead – A motion by E. Tabakin, with a second by K. Nelson, and an abstention by J. Toman approved the Intergovernmental Agreement with the Housing Authority.
6. Executive Coaching and Leadership Vision & Strategic Planning – A proposal for Vitruvian Leadership is attached and to be discussed at the November board meeting.

F. OTHER BUSINESS: C. Scalise reported he will provide information pertaining to updating of RACE by-laws for J. Toman, and legal review.

G. ADJOURNMENT: A motion by K. Nelson, with a second by A. Fair adjourned the meeting at 4:34 p.m.

November 10, 2025

For the November 10, 2025, Monthly Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

Jeremy Toman
Chuck Scalise
Kevin Nelson
Ethan Tabakin
Andi Fair

Staff:

Aaron Snippert
Anna Chemsak
Kyle Mulligan
Holly Cook

Guest:

Attorney Sundberg
Terri Darby
Councilman M. Witherspoon

A. PLEDGE OF ALLEGIANCE:

J. Toman opened the meeting at 3:00 pm, leading attendees in reciting the Pledge of Allegiance.

B. PUBLIC COMMENT & CONSENT AGENDA:

1. Citizens' Comments – Terri Darby addressed the RACE Board regarding an unsatisfactory experience with the contractor on her grant-funded project. Her complaint encompassed her roof that is still leaking after the work had been done, unprofessionalism by the contractor, and unfinished work. A. Snippert agreed to schedule a follow-up with Ms. Darby and RACE inspectors to assess the roof leak and discuss steps for resolution.
2. Approval of the Consent Agenda and Minutes from the October 13, 2025 regular meeting:
 - a. A motion by E. Tabakin, with a second by K. Nelson approved the consent agenda
 - b. A motion by C. Scalise, with a second by A. Fair approved the minutes from the October 13, 2025 meeting.

C. FINANCE REPORT:

1. A. Decker reviewed the finance report.
 - The Board provided direction to move toward a more concise Profit and Loss report format with less detail, yet including years comparisons.
 - A study session was recommended to review the 2026 budget prior to the December meeting.

A motion by K. Nelson, with a second by C. Scalise, approved the finance report.

The financial report is attached and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitor's Report: Attorney Sundberg reviewed the Solicitor's Report, reiterating policies and protocol necessary for moving through rehabilitation processes, and keeping them on track. Attorney Sundberg's memorandum is attached and incorporated into these minutes.

2. General Updates/Information:

A. Snippet shared the Executive Director's Report, highlighting:

- The Lead Hazard Grant closeout
- Collaboration with T. Hardy of Altair, and EMTA on the RACP grant extension.
- Erie Land Bank's 2026 Budget and ELB Board engagement.

The Executive Director's full report is attached and incorporated into these minutes.

E. UNFINISHED BUSINESS AND NEW BUSINESS:

1. Housing Rehabilitation Report - H. Cook presented the Housing Rehabilitation Report, highlighting new grants that are live. The full report is attached and incorporated into these minutes.
2. RACE/EDCED Loan Modification - Documents have not yet been submitted by EDCEC for review.
3. Pennsylvania Department of Community and Economic Development (DCED) for the Local Share Account (LSA), Statewide program. RESOLUTION.

A motion by E. Tabakin, with a second by A. Fair unanimously passed the resolution.

4. Executive Director Evaluation - The Board is working to schedule an executive session to review the Executive Director's self-evaluation, potentially November 21st. J. Toman is to coordinate.

F. OTHER BUSINESS: NONE

G. ADJOURNMENT: A motion by A. Fair, with a second by E. Tabakin adjourned the meeting at 4:34 p.m.

December 8, 2025

For the December 8, 2025, Monthly Meeting of the Redevelopment Authority of the City of Erie, held at City Hall, 626 State Street, Council Chambers, Erie, Pennsylvania, at 3:30 p.m.

ROLL CALL:

Board of Directors:

Chuck Scalise
Kevin Nelson
Ethan Tabakin
Andi Fair

Staff:

Aaron Snippert
April Decker
Holly Cook
Cynthia Johnson

Guest:

Attorney Sundberg

A. PLEDGE OF ALLEGIANCE:

E. Tabakin opened the meeting at 3:30 pm, leading attendees in reciting the Pledge of Allegiance.

B. PUBLIC COMMENT & CONSENT AGENDA:

1. Citizens' Comments – none
2. Approval of the Consent Agenda and Minutes from the November 10, 2025 regular meeting:
 - a. A motion by K. Nelson, with a second by A. Fair approved the consent agenda
 - b. A motion by K. Nelson, with a second by A. Fair approved the minutes from the November 10, 2025 meeting.

C. FINANCE REPORT:

1. A. Decker reviewed the finance report.
 - Payments for the new production programs were confirmed and discussion ensued regarding close out procedures for these projects, including final pictures, permit checks, adherence to city code and satisfying the mortgage.

The financial report is attached and incorporated into these minutes.

D. REPORT OF THE EXECUTIVE DIRECTOR:

1. Solicitor's Report: Attorney Sundberg reviewed the Solicitor's Report, reiterating policies and protocol necessary for moving through rehabilitation processes, and keeping them on track. Attorney Sundberg's memorandum is attached and incorporated into these minutes.
2. General Updates/Information:
 - A. Snippert presented the Executive Director's Report, highlighting:

- Erie Land Bank's approval of the 2026 Budget.
- The judicial tax sale is moved to the second week of January 2026.
- Homes within Reach Conference:
 - a. A. Snippert serving on the PA Land Bank's steering committee and their securing of a Hillman Foundation and MAP grant
 - b. Steering Committee session held at Homes within Reach to discuss a strategic plan addressing what Land Banks across the region need.
 - c. A. Snippert presentation of 'Tools to Mitigate Blight', specifically eminent domain under urban redevelopment law and the use of blighted property review committee.

E. UNFINISHED BUSINESS AND NEW BUSINESS:

1. Housing Rehabilitation Report - H. Cook presented the Housing Rehabilitation Report, highlighting charted progress to date and two new contractors scheduled to take their Lead Supervisor course. The full report is attached and incorporated into these minutes.
2. RACE/EDCED Loan Modification – A proposal has been submitted with discussion to ensue later in the week.
3. Development Proposal –
 - a. 26 East 26th Street -
 - b. 2314-16 French Street
 - i. Waive escrow requirement

Discussion ensued regarding terms, traffic flow/cut through, lighting, waiving of right of reverter, the enforcement mortgage, and escrow. The board agreed to further discussion at a Special Board Meeting to be held later this month.

4. RACE 2026 Operating Budget – A. Snippert reviewed the 2026 operating budget in length, explaining that the land bank's \$760,000 budget contributes about \$170,000 dollars toward the Authority's administrative and salary costs, with the remainder tracked separately. The Board discussed grant balances and deadlines (including ARPA, Erie County, HUD lead hazard control, PHARE, and CDBG), noting that most remaining funds are restricted to program delivery, with limited dollars available for administration and that the Authority is roughly 99 percent grant funded. In response to questions about long term sustainability, A. Snippert referenced prior analysis on the "cost of blight," efforts to secure stronger City support, and potential use of loan funds, and confirmed that all 2026 revenues shown are already awarded or under contract, with financial reporting now more detailed and transparent. Additionally, A. Snippert noted that keeping millions of Authority dollars loaned out long-term at low interest harms the Authority's finances, and he is actively exploring a stronger, higher-yield revolving loan approach to mitigate that disadvantage. He further emphasized that the team's effective use of 15 million dollars in ARPA and other funds, and Erie's recognition in blight mitigation and land banking, demonstrate staff's value and should support future City investment in the Authority's operations. The Board discussed holding an additional budget work session, confirmed it must be publicly advertised as a work session, and agreed that staff will poll member availability and propose dates. With time expiring in the room, the Board chose to defer remaining budget items to the next meeting and then adjourned.
5. Executive Director Evaluation – For future discussion.

F. OTHER BUSINESS: NONE

G. ADJOURNMENT: A motion by K. Nelson, with a second by A. Fair adjourned the meeting at 4:30 p.m.