

**CITY OF ERIE REVITALIZATION AND IMPROVEMENT ZONE AUTHORITY  
BOARD OF DIRECTORS MEETING**

September 19, 2024  
230 West 6<sup>th</sup> Street  
Erie, Pennsylvania 16507

Attendees: Matthew Wachter, Esq., Matthew Good, Daria Devlin, Joseph Vendetti, Esq., Carla Higgins, Katrina Vincent, Roger Richards, Esq.

Also attending: James Walczak, Esq., Brian Cressman, Esq., Randy Patterson (via Zoom)

1. Call to Order. Meeting was called to order at 1:02 p.m. by Matthew Wachter.
2. CRIZ Application Status and Projected Timelines. Mr. Richards and Mr. Wachter provided a background of the CRIZ program and the process of Erie getting to the point of organizing the CRIZ Authority. Mr. Wachter discussed the application process and timeline for submitting such application.
3. Public comment. None.
4. Approval of Bylaws. The Board briefly discussed the organizations Bylaws before voting to approve them. A motion to approve the Bylaws was made by Matthew Wachter, seconded by Roger Richards, and approved unanimously.
5. Election of Officers. The Board considered a Resolution to elect Officers of the Authority. A motion was made to elect Matthew Wachter as Chairperson by Daria Devlin, seconded by Carla Higgins, and approved unanimously. A motion was made to elect Matthew Good as Vice-Chairperson by Matthew Wachter, seconded by Carla Higgins, and approved unanimously. A motion was made to elect Roger Richards as Secretary/Treasurer by Matthew Wachter, seconded by Carla Higgins, and approved unanimously.
6. Other Organizing Resolutions.
  - a. A motion was made to appoint a solicitor and retain certain advisors to assist the Authority by Matthew Wachter, seconded by Katrina Vincent, and carried unanimously. James Walczak, Esq. and the firm of MacDonald, Illig, Jones & Britton LLP was appointed solicitor. The Board authorized contracting with Four Score, LLC and RP Consulting Solutions, LLC for assistance in applying for and managing the CRIZ.
  - b. A motion was made to approve a preliminary budget and authorize the Board's Officers to obtain financing for operational funding of the Authority by Matthew Wachter, seconded by Katrina Vincent, and approved unanimously.
  - c. A motion was made to authorize a public hearing on the preliminary CRIZ Map by Matthew Wachter and seconded by Joseph Vendetti. The Board discussed timing of the hearing—October 2<sup>nd</sup>—as well as potential revisions to the Map. The Board voted unanimously to approve moving forward with a Public Hearing on the preliminary map in the form as was presented, subject to reasonable revision.

- d. A motion was made to approve opening of a bank account in the name of the Authority by Daria Devlin, seconded by Matthew Wachter, and approved unanimously.
  - e. A motion was made to establish a meeting schedule for regular monthly meetings of the Board by Matthew Wachter, seconded by Daria Devlin, and approved unanimously. Meetings will be held the third Wednesday of each month at 3:00 p.m. at 100 State Street, Suite 700, Erie, PA 16507.
7. Other Matters. Randy Patterson of RP Consulting Solutions, LLC made a presentation to the Board regarding contours of the CRIZ program, and answering any questions the Board had. The Board also discussed developing financial assistance guidelines and an overview of ethics rules was circulated to the Board.
8. Executive Session—Personnel Matters. The Board held an executive session beginning at 2:20 p.m. to discuss hiring of administrative personnel for the Authority.
9. Meeting Adjourned. Upon leaving executive session, the meeting was adjourned at 2:25 p.m.. The Board's next meeting, a special meeting, will be held on October 9, 2024 at 3:00 p.m. at 100 State Street, Suite 700, Erie, PA 16507.