ERIE CRIZ AUTHORITY

MINUTES

05/20/26 Meeting

Attendees: Matthew Wachter, Matthew Good, Roger Richards, Daria Devlin, Cathryn Morris-Easterling, Michael Raftis, and Brian Polito

via Teams Katrina Vincent and Carla Higgins

Also attending: Brian Cressman, Esq., James Walczak, Esq., Kathy Kelly, Katie Nagle from Senator Dan Laughlin's Office and Ed Kissell

1. Call to Order: Meeting was called to order by Matthew Wachter at 3:02 p.m.

2. Public Comment: Ed Kissell asked about vacation and sick time policy listed as an agenda item.

3. Review of Minutes: A motion to approve the Minutes from the March 18, 2026 meeting was made by Daria Devlin and seconded by Matthew Good. The minutes were approved unanimously.

4. Financial Reports – Monthly financial reports were sent to the Board. Mr. Polito briefly commented before moving into the first annual Audit Report.

5. 2025 Audit Report – Dustin Starr and Alex Christy from Maher Duessel, joined the meeting via Teams video conference to present the 2025 Audit report. They reviewed the three parts of the Audit Report, being the Communication Letter, Audited Financial Statements and Management Letter. They also provided a copy of the full audit summary that was submitted to the State, which is a mandatory annual report.

   There was a brief discussion of possible deficiencies, improvement suggestions and internal policies, which they assisted in drafting with Mr. Polito.

   After their presentation, there was a brief discussion regarding the report and current practices regarding oversight and segregating duties to provide oversight in the future after the Authority has more employees. It was agreed that Matthew Good will continue to review financial disbursements and bank statements.

   A motion to adopt the audit report was made by Daria Devlin and seconded by Matthew Good and was unanimously approved by the Board.

The Audit will be posted on the CRIZ website as well as published in the local newspaper.

6. Recommendations to Adopt Board Policies

   a. Invoice Approval Policy - The proposed policy was forwarded via email to the Board prior to the meeting. A brief discussion was had regarding same.

      A motion to approve the Invoice Approval Policy was made by Matthew Good, seconded by Michael Raftis and approved unanimously by the Board.

   b. Check Signing Policy - The proposed policy was forwarded via email to the Board prior to the meeting. A brief discussion was had repeating that Matthew Good will continue oversight of any payments made as well as two signatures will remain necessary for any checks issued.

      A motion to approve the Check Signing Policy was made by Daria Devlin and seconded by Cathryn Morris-Easterling. The Check Signing Policy was unanimously approved.

   c. Vacation and Sick Policy - - The proposed policy was forwarded via email to the Board prior to the meeting. A discussion was had with regard to Brian Polito being the only current employee and what has been done to date.

      Questions were raised concerning the Board's ability to override the written policy, lack of flexibility/leeway and their trust in Mr. Polito's discretion.

      The Board opted to table the policy as written as there is no immediate need at the present time. It was suggested that Mr. Polito and the Board work on revisions to the proposed policy. It was also suggested that once the Authority adds additional employees that the Vacation and Sick Policy could most likely be the responsibility of the Executive Director as opposed to a Board issue.

7. State Update - Brian Polito reported that answers from the State are beginning to come in slowly, but that there has been some movement, including the Trust Hotel property being transferred into the Zone. The State has rejected three projects, citing the need for additional information. They have furthermore refused to rule on other projects until the Authority has a chance to implement the updates that the State has requested on the previously rejected projects.

   Mr. Polito met with Senator Laughlin earlier in the week, who in turn had a meeting with Harrisburg the day of this meeting and is expecting news regarding same.

Mr. Polito is maintaining contact with the current project sponsors that are awaiting approval from the State and the Authority is currently on hold in accepting new applications until the State is more responsive and the process has been streamlined.

There was some discussion about the State imposing requirements based on their perceived worth of a project as compared to the statutory requirements, which the submitted projects have all complied with.

8. Administrative Update – None

9. Committee Reports –

    a. Development Committee – Development Committee had nothing new that was not already addressed in this meeting; however, committee members were urged to be ready in case the State is ready to move forward.

10. Old Business: None

11. New Business: Daria Devlin raised the issue of Community Benefit Agreements for sponsors receiving CRIZ funding as a way to demonstrate additional benefits to the community and general public.

12. Adjournment: The Motion to adjourn was made by Matthew Good and seconded by Michael Raftis. The meeting was adjourned at 3:58 PM.