CORRY REDEVELOPMENT AUTHORITY BOARD MEETING
MINUTES OF PUBLIC MEETING
October 21, 2025

BOARD MEMBERS PRESENT:
Kristy Elchynski, Bob Grice, Dave Dearborn, David Knapp**,** Brad Allen

BOARD MEMBERS ABSENT:
None

OTHERS PRESENT:
Bob Williams, Krista Arnold, Shellie Zaczkiewicz, Nicole Lambert, Paul Bressan, (Focus CFO),

CALL TO ORDER:
Chair Kristy Elchynski called the regular meeting to order at 10:57 AM.

ANNOUNCEMENTS:
The announcement that the meeting was being recorded was made by Kristy Elchynski.

The Regular Meeting was adjourned to an Executive Session at 10:57 AM for the purpose of property and loans.

The Regular Meeting resumed at 11:33 AM.

PUBLIC COMMENT:
There were no public comments.

FACILITIES' REPORT
Mike Christensen gave the report on the RDA facilities.
*The doors at 1 Plastics have been painted and the weather stripping replaced.
*EnTech's wood door has been scraped and painted
*The east driveway has been patched with millings from Enterprise Place.
*The infrared scan repairs have been made.
*1465 Sciota has been cleaned up and the utilities turned off.
*McCarls have been in to take a look at the HVAC units to give the life expectancy and quote on PM's for our buildings.
*The trees around 1 Plastics have been trimmed and some removed. There are a few more to go.
*There is a broken urinal at 1524 Enterprise Road that is being replaced.
*The maintenance team has taken down all the military banners for the season.
*Mike stated that Jeremy is working out well. He is a hard worker and is a good team member.

APPROVAL OF MINUTES:
The minutes of the September 9, 2025 regular meeting and addendum from **September 30, 2025** were presented for Board approval. Kristy Elchynski asked for comments or corrections. **On a motion** by Dave Dearborn and seconded by Bob Grice, the minutes were unanimously approved as presented.

The Regular Meeting was adjourned once again at 11:39 AM for the purpose of property and loans.

The Regular meeting resumed at 12:40 PM.

FINANCIAL REPORT
Shellie Zaczkiewicz provided the financial standing report to the Board.

Balance Sheet
Checking/Savings = $2,510,001.05
Total Assets = $12,198,208.77
Total Current Liabilities = $196,427.97
Total Equity = $12,001,780.80
Total Liabilities & Equity = $12,198,208.77

Profits & Loss
Total Income Year to Date = $950,080.68
Total Expenses Year to Date = $907,839.94
Net Ordinary Income = $43,040.74

Loan Funds – based on $500,000 in the account
RDA EZ Loan Fund holds $1,268,644.61 with 35% to loan out.
UC UZ Loan Fund holds $657,159.35 with 31% to loan out.

Investments

Restricted Fund	$2,546,618.32
Unrestricted Fund	$202,366.41
Monthly Interest Earned	$3426.48
Interest Earned to Date	$48,984.73

Because a client is several months behind in their loan payment, it was suggested that she be required to pay by ACH payments moving forward. Bob Williams will call her to discuss a new payment method.

After all questions regarding the financial report were answered, Kristy Elchynski announced the financial report was received and filed into the minutes.

HOUSING DIRECTOR'S REPORT
Housing Director Krista Arnold provided the following updates:
*There are eight (8) open WHRP projects, 12 completed, two (2) going out for bid, and 22 anticipated projects remain.
*Municipal Grant – McKean Borough was awarded $20,000 for an LED light project.
*Act 137 –there are 39 applicants, 19 of which are in Corry
*In-Home Childcare Rehabilitation Program – the one applicant has had an inspection, and the scope of work has been created and sent to the county.
*HOME – One applicant has withdrawn and a part of the WHR program. One has been determined ineligible, and one remains awaiting review by the county.

EXECUTIVE DIRECTOR'S REPORT
Bob updated the Board on operational matters:
*Bob has finalized a major partnership with Erie Bank and ECRDA totaling $1.69M. The RDA's portion would be $480,000 (28%) of the loan.
*Bob has pursued an acquisition and renovation grant from the county totaling $500,000 for the training center at the LTT building. He has secured multiple letters of support from government officials, manufacturers, and education entities.
*The RACP grant for the City's safety building has been submitted and he expects to hear something by the end of the year.
*The LSA grants from last year are on hold due to the state budget impasse. The next window is expected to open in November. Bob stated that Krista is doing a great job managing deadlines and coordinating submissions.
*The PNC building and ATM remain operational and continue to generate public attention.
*CAIDC has officially adopted the new cost-sharing structure which improves our operational and administrative budgets and restores the collaborative framework between CAIDC and the RDA.
*Bob will be attending the PEDA Annual Conference from October 22-24th. He has scheduled meetings with DCED officials to explore funding partnerships.
*An MOU was presented for review between CIBA and the RDA for collaboration on projects.

UNFINISHED BUSINESS

LTT Update
In his Director's Report, Bob Williams reported on the LTT building, PNC and CFCU's ATM, the RCAP, and LSA grants.

NEW BUSINESS

Property Acquisition
In Executive Session Bob Williams discussed the details of a potential city property acquisition as a loan to CIBA. In the Regular Session, Dave Dearborn **made a motion** to acquire this

property for $280,000 plus closing costs. Kristy Elchynski seconded the motion which was unanimously approved.

Board Member Seat
Bob Williams informed the Board that Dave Dearborn has been approved to remain on the Board for another five (5) years.

ACH/Bill Pay
Shellie explained that when Rick Clayton brought the finished audits for CIBA and CAIDC he suggested that the Boards be provided with a report or bank statement showing the ACH payments and Bill Pays for the month, for transparency purposes. Moving forward, these will be provided to the Board along with the financials for the month. **On a motion** by Bob Grice and seconded by Dave Dearborn, this method of providing online payments was unanimously approved.

Health Insurance
The health insurance is set to renew December 1st. Our rep was in to discuss the options for next year. If we stay with the current plan, premiums will increase by 7%. Bob Williams suggested maybe we move to a plan where the coverage would stay the same, but the deductible would increase. He suggested that maybe the RDA could foot the additional $500 if an employee were to meet their deductible for the year. In the end, **a motion was made** by Brad Allen to stay with the same plan with the 7% increase. The motion was seconded by David Knapp and unanimously approved.

Nomination of Officers
In preparation for next month's annual meeting, Kristy Elchynski called for nominations for officers for the new year.

The current slate of officers is as follows:
Chair – Kristy Elchynski
Vice Chair – Dave Dearborn
Secretary/Treasurer – David Knapp

There were no nominations. Dave Dearborn **made a motion** to keep the same slate of officers for 2026. The motion was seconded by Bob Grice and unanimously voted in favor by the Board.

Adjournment
On a motion by Dave Dearborn and seconded by David Knapp the meeting was adjourned at 1:03 PM.