

ELK COUNTY REDEVELOPMENT AUTHORITY
Minutes of January 9, 2025

The regular meeting of the Elk County Redevelopment Authority was held on Thursday, January 9, 2025 at the Elk County Courthouse Annex, Conference Room #1. Pat Brennen called the meeting to order at 1:02 PM. The following were present:

Board Members: Pat Brennen and Tracy Gerber
Via Zoom: Joe Haines, Heather Serafini and Jennifer Hibbard
Administrator: Kathy McClelland

APPROVAL OF MINUTES

Heather Serafini made a motion to approve the minutes from October 3, 2024 as presented; seconded by Joe Haines and carried unanimously.

RECORD OF BILLS

None.

OLD BUSINESS

Loan Balances

Kathy McClelland stated that we currently have 4 loans through the RDA. She added that all borrowers' payments are current.

Big Maple Family Farms, LLC – Balance due - \$1,937.14

Vito's Hoagie House – Balance due - \$22,460.84

Anytime, Lunchtime, LLC (2) - Balance due -\$7,903.68

Schatz Services, LLC – Balance due - \$23,353.04

Account Balance – Principle Account \$21,214.68
Interest Account \$20,347.97

RCAP – CAPSEA, Inc. Everything Under One Roof

Tracy Gerber stated that she reached out to Brad at T & W and was told that it hasn't been officially approved through the Office of Budget; they are still working with CAPSEA and their consultant on some paperwork.

Pat Brennen suggested to have a County Commissioner reach out to a senator to maybe get the project going a little quicker.

NEW BUSINESS

Wildwoods Restaurant Loan

Pat Brennen stated that the Wildwoods Restaurant loan was approved by the Board via email.

Jen Hibbard added that she is waiting for some documents from the Calla's. Ms. Hibbard said that she is going to call them regarding the documents that she needs and will hopefully close by the end of January.

Tracy Gerber questioned if there was anything we need to gather for the RDA or will what she is requiring for North Central cross over to the RDA for both loans.

Jen Hibbard answered that the Calla's need to submit their Certificate of Insurance to the RDA; an email was sent stating the documents needed from them. Ms. Hibbard mentioned that the Calla's Attorney is currently Rick Brown; we should check with him to make sure he doesn't have a conflict of interest preparing the loan documents.

Budget

It was discussed to increase the Administration to \$1,000 due to the cost of stamps and the possibility of purchasing insurance for the RCAP grant. Joe Haines mentioned that the date at the bottom of the budget page stated 2023 and should be changed.

Joe Hanes made a motion to approve the 2025 Budget and the date correction; Tracy Gerber seconded the motion and carried unanimously.

Tracy Gerber added that there isn't enough money to disburse the Wildwoods loan in the principal account so money would have to be transferred from the Interest account. Tracy questioned if we can transfer those monies administratively or do we need a motion?

Pat Brennen made a motion to transfer \$5,000 from the Interest account to the principal account to be able to pay Wildwoods accordingly; Joe Haines seconded the motion and carried unanimously.

Election of Officers

Tracy Gerber stated that currently, it is Pat Brennen, Chairperson, Tracy Gerber, Vice Chair and Joe Haines is Secretary/Treasurer.

Heather Serafini made a motion to reappoint the current slate of nominees; Jen Hibbard seconded the motion and carried unanimously.

GOOD OF THE ORDER

SCHEDULING OF NEXT MEETING

The next regularly scheduled meeting of the RDA will be Thursday, April 3, 2025, at 1:00 PM at the Courthouse Annex, Conference Room 1, 300 Center Street, Ridgway. A Zoom link will also be available.

ADJOURNMENT

With no further business at hand, the meeting adjourned at 1:32 p.m. on a motion by Joe Hanes and seconded by Tracy Gerber.