



CITY OF WARREN
REDEVELOPMENT AUTHORITY
REGULAR MEETING
December 27th, 2023

The regular meeting of the Redevelopment Authority (RDA) was held on December 27, 2023, at 1:00 PM in the 1st Floor Admin Conference Room of the Municipal Building, 318 W. Third Avenue.

ROLL CALL

Chair Gary Sawtelle called the meeting to order at 1:00 PM. Additional members present included Secretary/Treasurer Doug Hearn, and Philip Dellamedaglia.. City Staff present included Randy Rossey – Director of Codes & Planning, Scott Taylor-Code Enforcement Officer, Jessica Trumbull-Codes and Recording Secretary. Excused members included Mindy Saunders and Vice Chair Michael Boyd.

VISITORS

Kassie Damcott—Façade Grant updates

AGENDA APPROVAL

A motion to approve the agenda was made by Mr. Dellamedaglia and seconded by Mr. Hearn. All those present were in favor.

AMEND AGENDA & STATEMENT OF PURPOSE FOR AMENDMENT

Nothing at the present time

APPROVAL OF MINUTES

Mr. Dellamedaglia made a motion to approve the November 22nd, 2023, regular meeting minutes, and was followed by a second from Mr. Hearn. The motion carried unanimously.

CORRESPONDENCE

Mr. Rossey reports that there will be a new member joining the Authority. William Champlain's application has been approved by Council and he will be meeting with everyone at the January 2024 meeting.

TREASURER'S REPORT

Mr. Hearn reviewed the November 2023 bank statements and invoices:

Key Bank:

Beginning balance: \$392,790.30. One payment received from DewBoi properties of \$1,500.00. One payout of \$10,000 to Kurt Smith for his façade improvements. Interest earned: \$127.05 Total balance on November 30th, 2023: \$384,417.35.

Northwest Savings Bank:

Beginning balance: \$61,357.21. Check #1228 and check #1230 both cleared for a total of \$6,933.80 Interest earned: \$2.28. Ending balance on November 30th, 2023: \$54,425.69

Mr. Dellamedaglia made a motion to approve the treasurers' report; Mr. Sawtelle seconded the motion. The motion carried unanimously.

Invoices for approval:

There was (1) one invoice for approval this month. Invoice #11920 was for payment to City of Warren for reimbursement to Stapleford and Byham LLC for legal fees of \$43.20. A motion to approve the payment of the invoice was made by Mr. Dellamedaglia and seconded by Mr. Sawtelle. The motion carried unanimously.

OLD BUSINESS

None at this time.

NEW BUSINESS

Façade Grant Reimbursements – Kassie Damcott Mrs. Damcott reports that there are 2 properties requesting reimbursement for their Façade improvements:

344 Pennsylvania Avenue-Twig and Vine. This will be payable to SalsaSki who was on the original letter and the W9. Per Mrs. Damcott she has checked with the DCED and this ok. Full reimbursement of \$5,000 will be paid for the receipts received for the Nanawall installation.

235 Liberty Street & 305 W 3rd Avenue (corner property)- Pam McGarry. Mrs. Damcott reports that Ms. McGarry contracted with Braendel Services to do brickwork, painting, scraping on the front, back and side of the building. Scrape, paint, seal, and recalk (as needed) the fire escape. Remove and replace side entrance door and frame. In the front of the building, new windowsills were installed, painted and trimmed and also brickwork was completed. Ms. McGarry is requesting \$5,000 reimbursement for the work that has been paid for and completed. The awning will be completed in the Spring of 2024 and Ms. McGarry will request payment for the awning at that time.

Mrs. Damcott stated that everything that is needed to complete the reimbursements to the DCED has been received by both property owners and she will submit those as soon as possible. A motion was made by Mr. Dellamedaglia to pay the reimbursements for both businesses with a second by Mr. Hearn. All present were in favor.

Appointing a Solicitor for 2024- Mr. Rossey stated that Stapleford and Byham have the same terms as they agreed to in 2023. Mr. Dellamedaglia made a motion to keep Stapleford and Byham for 2024 with a second by Mr. Hearn. The motion carried unanimously.

NEXT MEETING

The next meeting will be held on Wednesday, January 24th, at 1:00 PM.

ADJOURNMENT

With there being no further business to come before the Authority the meeting was adjourned upon a motion by Mr. Dellamedaglia, and a second from Mr. Hearn. The motion carried unanimously.

Minutes prepared by Jessica Trumbull.