

**CITY OF WARREN REDEVELOPMENT AUTHORITY  
REGULAR MEETING  
JANUARY 16, 2019**

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The regular meeting of the Redevelopment Authority (RDA) was held on Wednesday, January 16, 2019 in Council Chambers of the Municipal Building with Vice-Chair Randy Rossey presiding.

**ROLL CALL**

Members present were: Randy Rossey, David Cantrell and Michael Boyd. Also present were Nancy Freenock, City Manager, Terry Williams, Director of Codes, Permits & Recreation services; Michael Holtz, DPW Director; David Hildebrand, Planner/Development Administrator; Jessica Roudybush, Code Official, Ken Hinton, Code Official and Ellen Nelson, Secretary/Clerk.

**VISITORS**

Visitors present were:

- Josh Cotton, Times Observer
- Jessica Haibach, re: 103 Jefferson Street

**MINUTES**

Upon motion by Mr. Boyd and second by Mr. Rossey, the minutes of the October 17, 2018 regular meeting were unanimously approved as presented.

**ELECTION OF OFFICERS**

Ms. Williams stated that Mr. McQuillan would most likely be willing to accept the position of Secretary/Treasurer. Mr. Boyd nominated Randy Rossey as Chairperson. The nomination was seconded by Mr. Cantrell. Mr. Cantrell offered to fill the role of Vice Chair. Mr. McQuillan was not in attendance so Ms. Nelson will contact him to confirm his acceptance of the above office. The slate of officers passed by unanimous vote, pending approval from Mr. McQuillan. Email was received January 21, 2019 from Mr. McQuillan who accepted the nomination of Secretary/Treasurer.

**CORRESPONDENCE**

Certificate of Completion was received from the City Building Codes Department for the demolition of 908 Pennsylvania Avenue E.

**TREASURER'S REPORT** - Mr. Rossey provided the following totals for the months of October, November & December:

The checking account beginning balance was \$10,424.51. Check #1186, #1187 & #1189 in the amounts of \$2,285.00, 1,755.96 & 1,040.75 respectively cleared during the months of October & November. Interest earned was \$4.10 in October, \$4.47 in November and \$6.59 in December. \$5,000.00 was received from Ekker Kuster McCall & Epstein for PA Senior Housing and \$40,000.00 from RDA allocation. Ending balance as of December 30, 2018 is \$50,357.96.

The Enterprise Development Fund received interest in the amount of \$120.21 in October, \$116.35 in November and \$117.85 in December bringing the balance to DCED \$331,628.38 and Other Revolving Loan \$336,345.61.

Bills for October, November & December totaled \$10,305.48. Invoices were received from Nationwide for liability insurance \$500.00, Oneida Lumber for demo costs \$36.88, Times

Observer for advertising \$67.26 and Stapleford & Byham for legal fees \$9,701.34.

Upon motion by Mr. Cantrell and second by Mr. Boyd, the Treasurer's Report and the invoices to be paid were unanimously accepted as presented.

### **OLD BUSINESS**

- **103 Jefferson Street** – Jessica Haibach, caretaker for 103 Jefferson Street, reported that the porch project is completed and passed inspection and no other projects are scheduled until spring. She respectfully requests that this property be removed from the blighted property list. Ms. Williams asked what additional projects they were planning. Ms. Haibach replied that they are putting a back porch on – the back door is not secured and cannot be opened, and the garage needs painted. Ms. Roudybush added that they now have a tenant living in the house and all property maintenance issues have been resolved.

Mr. Boyd made a motion to remove 103 Jefferson Street from the blighted property list. Mr. Cantrell seconded the motion that passed by unanimous vote.

- **Downtown Façade Program**

Mr. Hildebrand stated that he has application to cover the initial \$50,000 grant money and has 2 more businesses interested in funds are available. Paperwork from the original applicants is due in February so he will have a better idea of how much of the money will be spoken for. Mr. Hildebrand asked if it would be possible to add additional money to the program and increase the total to \$60,000.00. He has received inquiries from 329 Hair Studio and a party interested in the old Valone Shoe Store location.

- **17 Conewango Ave** – Ms. Williams stated there are two options. Pursue a private developer and then accept sealed bids. The bid packet will contain contingencies.

Mr. Boyd made a motion to have the City look for a developer. If that does not happen, then allow sealed bid process with minimum bid which allows the public to bid on the property. Mr. Cantrell seconded the motion that passed by unanimous vote.

- **11 ½ Linwood Street** – This property is in the Conservatorship process. Attempts to work with four developers has found no success. Ms. Williams and the City Solicitor are preparing information to put the property up for sealed public bids for costs incurred and hope to have a hearing date next week.

Mr. Boyd asked what the stumbling blocks were for the developers. Ms. Williams replied that it was the location, condition of property and amount of money required to do the rehabilitation.

- **714 W. Fifth Avenue / 511 ½ East Street** – The RDA purchased this property out of the Repository Sale. These blighted properties were both demolished by the City's Department of Public Works. Mr. Holtz reported that some earth work still needs to be done at the W. Fifth property in the spring.

## **NEW BUSINESS**

- None

## **MISCELLANEOUS**

- Tricia Durbin, who resigned her position as of December 31, 2018, was not able to attend the meeting as anticipated. She was thanked for her many years of service to the City of Warren Redevelopment Authority. She has served for over fifteen years and has chaired the Authority many times. Mr. Rossey added that she was a great addition to the committee and will be missed.

## **ADJOURNMENT**

With there being no further business to come before the committee, the meeting was adjourned.

## **NEXT MEETING**

The next meeting will be held Wednesday, February 20, 2018 at 11:30 AM

Minutes prepared by Ellen Nelson.