



CITY OF WARREN
REDEVELOPMENT AUTHORITY
REGULAR MEETING
JANUARY 26, 2022

*****Amended**

The regular meeting of the Redevelopment Authority (RDA) was held on January 26, 2022, at 1:00 PM in Council Chambers of the Municipal Building, 318 W. Third Avenue.

ROLL CALL

Mindy Saunders called the meeting to order. Members present; Mindy Saunders, Holly LeMeur, Gary Sawtelle and Doug Hearn. Also present; Randy Rossey – Director of Codes & Planning, Scott Taylor – Zoning Ordinance Enforcement Official, Kelly Conti - Recording Secretary. Members absent: Chair Michael Boyd

MINUTES

Ms. LeMeur made a motion to approve the October 27, 2021, meeting minutes. Ms. Saunders seconded the motion. The motion carried unanimously.

VISITORS

- Josh Cotton - reporter for the Times Observer via Zoom.
- Andy Close – Your Daily Local

CORRESPONDENCE

There was no correspondence to be presented to the committee.

TREASURER'S REPORT

Ms. LeMeur reviewed following:

Bank Statements:

October 2021:

Beginning balance: \$63,469.17. Paid check #1209: \$1,391.25. Deposit: \$500.00. Interest earned: \$2.65. Total balance on October 31, 2021: \$63,580.57

Enterprise Development Fund – DCED: \$332,484.13. Revolving Loan: \$301,065.97.
Total balance: \$633,550.10

November 2021:

Beginning balance: \$62,580.57. Paid check #1208: \$199.05. Interest earned: \$2.56. Total balance on November 30, 2021: \$62,384.08

Enterprise Development Fund – DCED: \$332,486.87. Revolving Loan: \$301,068.44.
Total balance: \$633,555.31

December 2021:

Beginning balance: \$62,384.08. Interest earned: \$2.65; Total balance on December 31, 2021: \$62,386.73

Enterprise Development Fund – DCED: \$332,489.69. Revolving Loan: \$301,071.00.
Total balance: \$633,560.69

Ms. Saunders made a motion to approve the 2021 October, November and December Bank statements, Mr. Hearn seconded the motion. The motion carried unanimously.

Invoices:

#7111 – Stapleford & Byham Legal Fees 10/10/21 - \$224.10
USLI Gen Liability Annual Premium 12/14/21 – 12/14/22 - \$1,402.00
Travelers Annual Premium - \$2,534.00

Ms. Saunders made a motion to approve the invoices. Mr. Hearn seconded the motion. The motion carried unanimously. The total approved for a reimbursement check to the City of Warren: \$4,160.10

OLD BUSINESS

- **Role and mission of the RDA:**

Per Mr. Rossey, the City staff is working on updating the binders for the RDA Authority Committee that will include the Bi-laws and other pertinent information, which will hopefully be available for the February meeting.

Mr. Sawtelle asked Mr. Rossey if he was aware of any training regarding the role of an RDA member, Mr. Rossey will research available options.

Ms. Saunders made a motion to adopt a timeline of reviewing mission statement suggestions at the February meeting and enact a mission statement at the March meeting. Ms. LeMeur seconded the motion. The motion carried unanimously.

- **Land Bank.**

Mr. Rossey's understanding is the Land Bank would be operated on a county level. He will contact Warren County Planner Dan Glotz to discuss where he stands on organizing a Land Bank and the possibility of the City's involvement. Per Ms. LeMeur's request, he will also reach out to Phill Gilbert who is interested in a Land Bank.

NEW BUSINESS

- **Election of Officers:**

Chair - Ms. LeMeur made motion a motion to nominate Michael Boyd as Chair. Mr. Boyd was not able to attend the meeting but had notified Ms. Conti that he would continue to serve as the Chair if nominated. Mr. Sawtelle seconded the motion. The motion carried unanimously.

Vice Chair – Ms. LeMeur made a motion to nominate Mr. Sawtelle as Vice Chair. Mr. Sawtelle accepted the nomination. Mr. Hearn seconded the motion. The motion carried unanimously.

Secretary/Treasurer – Mr. Sawtelle made a motion to nominate Ms. LeMeur as Secretary/Treasurer. Ms. LeMeur accepted the nomination. Mr. Hearn seconded the motion. The motion carried unanimously.

- **New members:**

Gary Sawtelle, IT Director for Northern PA Regional College – Grew up in PA, and spent *** the bulk of his life in **Indiana** until he moved back here on 2018 when he accepted the job with the College. He plans to continue to live here after he retires someday.

Doug Hearn – Enjoys the retired life as a grandfather. He is also going to school for his Clergy degree which he is due to obtain this May. Mr. Hearn previously served on the RDA Committee and is glad to be back serving again.

- **Appointment to BPRC Committee:**

Ms. Saunders made a motion to appoint Doug Hearn to the BPRC Committee. Mr. Hearn accepted the nomination. Ms. LeMeur seconded the motion. The motion carried unanimously.

- **Build Back Better PA Wilds:**

Mr. Rossey asked the committee members if they would be willing to submit a letter of support for the Build Back Better PA Wilds grant application. This grant will help fund the installation of the new boat launch along the river behind Clark Street. Ms. LeMeur elaborated on more items the Trestle-to-Trestle Committee is looking at using the grant funds for, such as the Bike Pump Track, a Walking Trail along the river and all recreational priorities between the two trestles. This grant would also make Warren part of a common user network for PA Wilds and puts us on the national level and help promote more tourism. Ms. Saunders made a motion to provide the letter of support for the grant. Mr. Hearn seconded the motion. The motion carried unanimously.

- **423 Rankin Street:**

Mr. Rossey brought this to the attention of the committee to consider taking ownership of the property. This property was previously brought to the committee but was inhabited at the time, it has since been vacated. Mr. Taylor presented a fact sheet along with some photos of the property. He informed the committee that this city owned property was recently made vacant by the city. There have been discussions with Mr. Holtz, Department of Public Works Director, regarding demolishing this building. If demolished, the city could contact the neighbors on each side to see if there was any interest to expand their property or possibly divide the property in half. Per Mr. Rossey, this property couldn't previously be handed over to the RDA because it was inhabited, now that it is vacant the transfer process can begin. Ms. Saunders asked if the RDA would be responsible to pay any liens against this property. Per Mr. Holtz the liens have already been cleared. Mr. Rossey stated the RDA would be responsible for paying the demolition fees and any property maintenance upkeep of the laws and sidewalk if the committee chooses that route. Mr. Holtz stated in the past they have either paid a contractor to demolish properties or if it is a small enough job, they can handle the demolition in house. Doing the demo in house would be cheaper, now that we have more equipment, the cost to the city would only be for the tipping fee at the scale which depends on the weight of the house. This house is a large house in a tight spot which may require a contractor with the right equipment to come in and demolish the house, then we would take care of cleaning up the debris and hauling it away. The DPW was in this house a few months ago and determined it needs condemned. Mr. Hearn asked if the house is safely sealed. Mr. Taylor did not feel the porch was safe enough to walk on to see if the door was locked. Mr. Holtz said the DPW did put locks on the doors and board up the windows. Ms. Saunders made a motion to have the RDA take ownership of the property at 423 Rankin St. Mr. LeMeur seconded the motion. The motion carried unanimously. Ms. Saunders made a motion to direct the city to demolish the property and approve to pay up to \$5,000 to the city for demolition fees. Ms. LeMeur seconded the motion. The motion carried unanimously. In response to Mr. Saunders's question as to what happens if the fees are more than \$5,000, Mr. Holtz informed the committee that the DPW would return to the RDA and ask for a motion to accept the higher fees prior to commencing with the demolition.

- **58 Locust Street:**

Per Mr. Rossey, this property has undergone a first and second declaration of blight through the Blighted Properties Review Committee and was approved as a blighted property by the Planning Commission. Protocol dictates this now comes to the RDA Committee. Mr. Taylor discussed the longevity of the property maintenance issues with this property and provided the committee with a fact sheet and photos of the property. It has had a lot of property maintenance issues, the exterior is deteriorating, the interior has been gutted down to the studs inside. It is uninhabitable and has been vacant for quite some time. 2019, 2020 and 2021 taxes are in arrears. There is an outstanding sewer balance of almost \$2,400. There hasn't been any movement to address the property issues for a few years. The City could go over and secure the property which will in turn create more expense that is unlikely to be paid by the owner, at which point there would be another lien instated against the property. Mr. Taylor's opinion is this property would be a prime candidate to be demolished. It would be a job that the City could handle in house as a lesser fee. Mr. Rossey's recommendation would be to let the property go up for the scheduled tax sale in May to see if anyone would buy the property. If it isn't bought through tax sale and ends up in the repository for sale, the City could entertain the idea of purchasing the property and have it demolished. Ms. LeMeur made a motion to table this property until the June meeting. Ms. Saunders seconded the motion. The motion carried unanimously.

- **219 Liberty Street:**

Tom Christenson planned to be here today to discuss his plans for the property with the RDA. He was not available to attend today's meeting but asked to be rescheduled to the February meeting.

PUBLIC COMMENT

There was no public comment to be brought before the committee.

ADJOURNMENT

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

NEXT MEETING

The next meeting will be held on Wednesday, February 23, 2022, at 1:00 PM.

Minutes prepared by Kelly Conti.