



CITY OF WARREN  
REDEVELOPMENT AUTHORITY  
REGULAR MEETING  
JANUARY 27, 2021

The regular meeting of the Redevelopment Authority (RDA) was held on January 27, 2021 at 1:00 pm. Due to the COVID-19 pandemic, the meeting was conducted using the Zoom virtual meeting platform.

**ROLL CALL**

Chair Michael Boyd called the meeting to order. Members present were Michael Boyd, Marty McQuillan, Mindy Saunders, and Wendy McCain. Also present were Nancy Freenock, City Manager, Andrea Stapleford, City Solicitor, Jessica Roudybush, Code Official and Ellen Nelson, Recording Secretary.

**ELECTION OF OFFICERS**

Mr. Boyd made a motion to nominate the present slate of officers: Michael Boyd, Chair; Wendy McCain, Vice-Chair and Marty McQuillan, Secretary/Treasurer. Mindy Saunders seconded the motion that passed by unanimous vote.

**MINUTES**

Upon motion by Ms. Saunders and second by Ms. McCain, the minutes of the December 16, 2020 meeting were unanimously approved by those present.

**VISITORS**

Visitors present were:

- Josh Cotton, Times Observer
- Mark Phillips
- Steve Blume
- Bruce Swanson
- Doug Hearn
- Jane Dunshie
- Andy Close
- Karen David
- Piper VanOrd
- Bonnie Miller

**WELCOME**

Ms. Freenock provided a background on Mr. Vincent DeJoy, new Director of Zoning, Codes & Economic Development who was unable to attend the meeting today due to a scheduling conflict.

**CORRESPONDENCE**

Donna Risinger, City Finance Officer, provided the Annual Report for the RDA. Ms. McCain made a motion to accept the annual report. The motion, seconded by Mr. McQuillan, passed by unanimous vote.

Ms. Dunshie asked if the report is posted on the website. Ms. Freenock replied that she will have it posted to the RDA section of the City website.

**TREASURER'S REPORT** - Mr. McQuillan provided the following for December 2020:

The checking account beginning balance on December 1 was \$38,964.43. Check #1200 for \$132.12 and #1202 for \$7,369.00 cleared in December and interest earned was \$1.57 leaving a balance on December 31, 2020 of \$31,464.88.

The Enterprise Development Fund earned \$5.48 in interest and \$5,000 was paid out as a reimbursement for the Downtown Façade Grant Program bringing the balance to DCED portion \$332,456.44; Revolving Loan \$311,040.76 for a total balance at \$643,497.20.

Two bills were received: Times Observer for meeting advertisement \$140.66, USLI for liability insurance \$1,277.00.

Upon motion by Ms. Saunders and second by Mr. McQuillan, the treasurer's report and invoice payments was unanimously approved.

**OLD BUSINESS**

- **602 Conewango avenue**

Ms. Roudybush provided an update on this property. This blighted property, certified by the Planning Commission, was purchased by Preferred Enterprises, a local contractor. Owner, Ryan Phillips, informed her that his situation changed, and it is in his best interest to sell. Ms. Roudybush has spoken to the prospective buyer and made them aware of the blight status and that they will need to work with the City and the RDA to find out what they will need from the new buyer.

Mr. McQuillan asked if the buyer had a written plan to renovate. Ms. Freenock asked for a timeline. Ms. McCain requested that the new owner be invited to the next RDA meeting to speak to the members. Also, to provide a written plan in advance for review prior to the meeting. Ms. Roudybush replied that she can request all of these items and invite them to attend the next meeting.

- **511 ½ East Street**

Ms. Freenock stated that Mr. Hannah has agreed to still purchase the parcel for \$500.00. Ms. Nelson added that Mr. Hannah is not willing to pay all of the closing costs. It was decided at the December meeting to bring the property back to the RDA for discussion if the RDA was to be responsible for part of the closing costs.

Mr. McQuillan made a motion to accept the bid of \$500.00 for the sale of 511 ½ East Street. Ms. Saunders seconded the motion. The motion passed by a vote of 3 to 1. Ms. McCain was opposed to the sale. Ms. Freenock asked Ms. Stapleford to prepare the deed.

- **111 Pioneer Street and 103 Sixth Avenue**

Ms. Freenock stated that both properties were accepted by the RDA from the City. Ms. Stapleford added that 111 Pioneer has a sewer debt to PAMS, property taxes and Sherriff's costs in amount of \$17,968.50. There will be additional costs, such as advertising and legal fees, when the property is sold, so the amount to make the City whole would be close to \$20,000. This is a decent house in a very nice neighborhood. Ms. Stapleford stated that sealed bids should include a 10% deposit.

After discussion on auction versus sealed bid process Mr. McQuillan made a motion to sell 111 Pioneer Street using an auction format and to sell 103 Sixth Avenue with sealed bids. Ms. Saunders seconded the motion that passed by unanimous vote.

Ms. Stapleford will contact local auction companies and obtain their fees.

- **Downtown Façade Program**

Ms. Nelson provided a status update on the following projects. Documents had been provided to Authority members prior to the meeting for review.

**319 Pennsylvania Avenue W. (New York Style Pizza).** This project is still open, and a building permit has been acquired. The owner submitted the Grant Funding Agreement.

Ms. McCain made a motion to approve the Grant Funding Agreement for 319 Pennsylvania Avenue W. The motion, seconded by Mr. McQuillan, passed by unanimous vote.

**218 Liberty Street (McKissock).** This project is completed. The owner has submitted both the Grant Funding Agreement and Request for Reimbursement.

Ms. McCain made a motion to approve the Grant Funding Agreement for 218 Liberty Street. The motion, seconded by Mr. McQuillan, passed by unanimous vote.

Ms. McCain made a motion to approve the \$5,000.00 request for reimbursement for 218 Liberty Street. The motion, seconded by Mr. McQuillan, passed by unanimous vote.

- **Agreement with Bob Yoder**

Ms. Freenock informed the Authority members that the donation agreement with Bob Yoder, to accept the parcel of land for the hotel development, expired December 31, 2020 with no action being taken.

Ms. Miller asked what will happen now that the time has expired. Ms. Freenock replied that she did not know.

## **NEW BUSINESS**

- **423 Rankin Street**

Ms. Stapleford said this property is a little more involved as it is still occupied. Sewer debt goes back to 2013. Ms. Freenock stated that the City acquired this property due to a delinquent sewer balance and asked if the RDA would accept the property from the City. She added that the RDA can work with the occupant to find a way so she can stay in her home. Ms. McCain asked if she was over 65. Ms. Freenock and Ms. Stapleford both said they did not know the answer. Ms. Saunders asked if the RDA could end up being defacto landlords. Mr. McQuillan asked if she owned the property or if she had a mortgage.

Mr. Boyd suggested tabling discussion to allow time to obtain more details on the situation. Ms. Freenock suggested that Ms. Stapleford and members of the RDA meet with the occupant to discuss the situation and see how the RDA can help her. Both Ms. McCain and Mr. Boyd offered to be on the group to meet with her. Ms. Stapleford will check with the owner and set up a meeting.

- **WCCBI Task Force – Trestle to Trestle**

Ms. McCain is on this task force and offered to speak on this issue. WCCBI will oversee the program and help co-ordinate efforts. The area they are focusing on is bordered on the east by Oak Street, the south by Crescent Park, the north by Pennsylvania Avenue and the west by the railroad trestle bridge. Their goal is to help determine how this area can be developed or better utilized.

- **Comprehensive Plan**

Ms. Freenock stated that the City has not updated their Comprehensive Plan in 20 years. They are in the process of doing this and rewriting the Zoning Ordinance. There is no role in the planning process for the RDA but there will be once it is set up. The project should begin in 2-3 months and will take about a year to finish. This Plan will be for the entire City and not just the riverfront.

Ms. Dunshie asked if there would be public meetings concerning the Comprehensive Plan. Mr. Freenock replied that 2 public meetings are required. Ms. Dunshie then asked if more could be added. Ms. Freenock said it depends on the cost of adding additional public meetings.

## **ADJOURNMENT**

With there being no further business to come before the Authority, the meeting was adjourned by Chair Michael Boyd. The Authority moved into Executive Session to discuss the sale of properties and amendments to the By-Laws.

## **NEXT MEETING**

The next meeting will be held on February 24, 2021 at 1:00 pm.

Minutes prepared by Ellen Nelson.