

**CITY OF WARREN REDEVELOPMENT AUTHORITY
REGULAR MEETING
JULY 18, 2018**

The regular meeting of the Redevelopment Authority (RDA) was held on Wednesday, July 18, 2018 in Council Chambers of the Municipal Building with Chairman Tricia Durbin presiding.

ROLL CALL

Members present were: Tricia Durbin, Marty McQuillan, David Cantrell and Michael Boyd via conference call. Also present were Nancy Freenock, City Manager; Andrea Stapleford, City Solicitor; Terry Williams, Director of Codes, Permits & Recreation services; Michael Holtz, DPW Director; David Hildebrand, Planner/Development Administrator; Ken Hinton, Code Official; Jessica Roudybush, Code Official, and Larina Zimmerman, Secretary/Clerk Tax Office (filling in for Ellen Nelson).

VISITORS

Visitors present were:

- Josh Cotton, Times Observer

MINUTES

Upon motion by Mr. Cantrell and second by Mr. McQuillan, the minutes of the April 18, 2018 regular meeting were unanimously approved as presented.

CORRESPONDENCE

None

TREASURER'S REPORT

Mr. McQuillan provided the following totals to cover April, May & June:

The checking account beginning balance in April was \$23,072.87. Check number 1180 in the amount of \$75.00 cleared during the month of April. Interest was earned in April \$9.47, May \$9.77 and June \$9.46. Ending balance as of June 30, 2018 is \$23,026.57.

The Enterprise Development Fund received interest in April \$46.63, May \$48.19 and June \$46.64 bringing the balance as of June 30, 2018 to DCED \$191,376.89 and Other Revolving Loan \$376,068.59.

Invoices received for May totaled \$279.90 were received from City of Warren \$129.00 for demo permit for 511 ½ East Street and \$150.90 from the Solicitor for legal fees.

Invoices received for June totaled \$2,649.90; were received from National Fuel (102 Center Street) \$21.40, Inscale Architects \$202.50 (17 Conewango Avenue), AEGIS \$2,426.00 (908-910 Penna Avenue E).

Invoice received for July in the amount of \$1413.75 from the Solicitor for legal fees.

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

NEW BUSINESS

- **Hudson Group.** Ms. Freenock reported that the transfer of the deed is being delayed. The closing is not until December. Warren Co. Development Authority has asked that trucks be allowed to park in this area during the construction project at the old PNC Bank Building. Also, the Hudson Group wants to wait until the issued with the parking garage have been resolved before they sign an agreement for the property.

OLD BUSINESS

- **Downtown Façade Program**

Mr. Hildebrand requested to appoint someone else from the RDA to the sub-committee because Mr. Rossey has scheduling conflicts. Mr. McQuillan agreed to submit his name.

- **908-910 Pennsylvania Avenue E.** - Ms. Williams stated that there has been no serious interest in this property that the RDA owns. EOC not interest because of safety issues. Mr. Hinton reported that DPW had to remove the back porch as it was hazard. There are a number of maintenance issues, property is vacant, no front steps, no utilities, doors not secure and Police have responded to calls of people being inside. Mr. Holtz stated the cost to Demo is approx. \$5,000 - \$6,000...

Mr. Cantrell made a motion to demolish 908-910 Pennsylvania Avenue E as soon as firm numbers are received from DPW. Mr. Boyd seconded the motion that passed by unanimous vote. Mr. Holtz to have firm bids by next meeting.

- **515 W. Fifth Ave** - Mr. Hinton stated property has a completed electrical permit. Homeowner to pick up permits to rehab. Owner's plan is to rehab one apartment then live in it while rehabbing the second apartment. Mr. Hinton said to keep on list.
- **102 Center Street** – An agreement to sale for \$250.00 was presented. If the RDA accepts the buyer's construction plan to remodel, and the purchaser fails to comply with the conditions of the agreement, the RDA has a period of 1 year after the failure to comply to file a quick claim deed to transfer the property back to the RDA. Ms. Stapleford will prepare the agreement for both parties to sign.
- **17 Conewango Ave** – This property is in conservatorship process. There has been no contact from property owner. Ms. Stapleford stated that the RDA must have control of the property for 90 days before they can file a final plan with the Court. We are about a third of the way there. Mr. Boyd asked who was maintaining the property. Ms. Williams replied that Mr. Shorebird was. Ms. Roudybush reported that the interior is in same condition as it was 2 years ago immediately after the fire. The contents are not salvageable. Inscale Architects reported the structure is sound, but the interior finishing & wiring need a complete over haul.
- **11 ½ Linwood Street** – The approved conservatorship is being processed
- **511 ½ East St** – (was added to list by Mr. Holtz). This structure needs

demolished but access is needed from the adjacent homeowner. We have a verbal okay but need it in writing. Mr. Holtz is to get a written agreement with the neighbor.

PROPERTIES CERTIFIED BLIGHTED BY PLANNING COMMISSION

- **714 W. Fifth Ave** - Mr. Hinton stated this property is vacant, has outstanding maintenance issues, high grass, part torn down, and openings boarded up. It is listed in the Repository sale for \$930.00. Mr. Hinton mentioned some of the neighbors are interested but they don't want to pay the costs. Mr. McQuillan asked Mr. Holtz is to get estimate to demo. The City will cut the grass.
- **103 N. South Street** – Ms. Roudybush passed a picture of the property around. Property certified as blighted, has been vacant 6 years and history of maintenance issues, extensive liens for sewer & lawn care, Multiple citations have been filed to which the owner pled guilty. Owner did not appear at the BPRC meeting; however, his sister attended and said the deed was going to her. The deed has not transferred and the last report from the sister is that she is no longer interested in the property. The building is unsecure; there are bare wires on the porch & clutter in yard. Home owner plead guilty and paid fines. The outside can be rehabbed but not sure of the condition of the inside. The taxes have been paid.

OTHER BUSINESS

- **Membership** – Ms. Williams asked if it could be open for discussion to add additional members as some present members are unable to attend due to scheduling conflicts. She asked if there is anything in the bylaws about removing a member. It was recommended to reach out to absent members to see about a time schedule change to accommodate them. Ms. Durbin offered to contact the absent member and inquire on different meeting days/times. This is to be reviewed next month. Ms. Freenock is looking into possibility of the City working with the County RDA and the two providing funds for one combined staff person to handle the RDA matters.
- **Check received** – Ms. Freenock noted that the check was received & deposited from the Gro-Warren litigation. There are some restrictions on how it is used. Ms. Durbin asked Mr. Hildebrand if the RDA could obtain a written recap so they know what the restrictions are. Mr. Hildebrand will provide that information.

ADJOURNMENT

With there being no further business to come before the committee, the meeting was adjourned at 4:57 pm.

NEXT MEETING

The next meeting will be held Wednesday, August 15, 2018 at 4:00 pm (later amended to 11:00 am).

Minutes prepared by Larina Zimmerman and Ellen Nelson.