



CITY OF WARREN
REDEVELOPMENT AUTHORITY
REGULAR MEETING
OCTOBER 27, 2021

The regular meeting of the Redevelopment Authority (RDA) was held on October 2021, at 1:00 PM in Council Chambers of the Municipal Building, 318 W. Third Avenue.

ROLL CALL

Chair Michael Boyd called the meeting to order. Members present were Chair Michael Boyd, Vice-Chair Wendy McCain, Mindy Saunders, and Holly LeMeur. Also present were Mike Holtz, DPW Director; Andrea Stapleford, City Solicitor; Kelly Conti, Recording Secretary, and Teena Leary, Executive Secretary.

MINUTES

Mr. Boyd requested the September 22, 2021, be amended to have the Executive Session statement removed as that statement was a carryover from the July 28, 2021, meeting minutes. Ms. LeMeur made a motion to strike this statement from the September minutes, Ms. McCain seconded the motion. The motion carried unanimously.

Ms. McCain made a motion to have the statement regarding the discussion and determination of the invoice approval between Mr. Boyd and Mr. DeJoy removed from the September 22 minutes. Ms. LeMeur seconded the motion. The motion carried unanimously.

Ms. McCain made a motion to add last September's discussion regarding having Solicitor Stapleford present at future meetings, added to the November agenda for further discussion regarding the costs incurred to proceed. Mr. Boyd and Mr. Holtz explained that this would only be for potential hot topic items where guidance from the solicitor would be helpful. Ms. LeMeur seconded the motion to bring this back for further discussion. The motion carried unanimously.

Ms. McCain made a motion to accept the September 22, 2021, minutes as amended. Ms. LeMeur seconded the motion. The motion carried unanimously.

VISITORS

- Josh Cotton - reporter for the Times Observer via Zoom.
- Peter Ferris – representing 202 Pennsylvania Avenue W.

CORRESPONDENCE

Mr. Boyd announced the resignation of Marty McQuillan and requested a thank you note be sent to him to acknowledge his length of service on the RDA Committee. Per Ms. Leary it is standard procedure for the City of Warren to send a commemorative gift thanking board members for their service. Ms. LeMeur made a motion to accept the resignation of Marty McQuillan with a second from Ms. McCain. The motion carried unanimously. Mr. Boyd asked what measure the City of Warren would be taking to fill the vacated position on the committee. Per Mr. Holtz we will put a notice in the newspaper.

TREASURER'S REPORT

Chair Michael Boyd provided the following.

The checking account beginning balance on September 1, 2021, was \$63,466.56 Interest earned was \$2.61 leaving a balance on September 30, 2021, of \$63,469.17.

The Enterprise Development Fund - the DCED portion is \$332,481.31 and the Revolving Loan portion is \$301,063.41 for a total balance of \$633,544.72

Ms. McCain made a motion to approve the September Bank Statement, Ms. LeMeur seconded the motion. The motion carried unanimously.

Two invoices for Stapleford & Byham Legal fees, #1782 for \$80.25 and #6860 for \$118.80 and one invoice from Quick Solutions for \$43.23 for the purchase of Façade Grant cards to hand out to local businesses were brought forth for approval. The total approved for a reimbursement check to the City of Warren was \$242.28. Ms. McCain made a motion to pay these invoices, with a second motion from Ms. LeMeur. The motion carried unanimously.

OLD BUSINESS

- **229 Liberty Street**

Mr. Holtz brought forth the request for reimbursement for this property under the Façade Grant program. Per Mr. Holtz, this façade agreement was approved by the City of Warren about 1 ½ years ago, but due to progress delays caused by Covid-19, they have just finished the project and are requesting reimbursement of \$5,000. The property owner provided invoices and copies of paid checks for almost \$14,000 to show the costs they incurred. Mr. Holtz recommends the reimbursement. Ms. LeMeur made a motion to grant the reimbursement of \$5,000, Ms. McCain seconded the motion. The motion carried unanimously.

- **Comprehensive Plan**

Per Mr. Holtz there will be a public meeting held Tuesday November 9, 2021, at 5:30 P.M. The meeting will be advertised in the paper and flyers are being made to be dispersed around the city. This will be announced on the city's website as well as on their facebook page.

NEW BUSINESS

The Role and Mission of the RDA – Mr. Boyd requested this topic be tabled for a future meeting due to staffing changes in the Codes & Planning Department. Ms. McCain requested to have this added to the November meeting. She would like the RDA Authority to set forth parameters and learn about the Landbank. She also asked if Phil Gilbert or someone from the county could be asked to attend the November RDA meeting to discuss details of a landbank. Ms. LeMeur provided a definition of a landbank. Ms. Leary suggested holding off on putting this on the November agenda to allow the new Director time to acclimate to the new position and allow time to provide the committee with a good comprehensive look at what the city's objectives are and what that department is going to look like. All members agreed. This will be brought back at a future date.

PUBLIC COMMENT

- Mr. Ferris was in attendance to discuss the property at 202 PA Avenue – Per Mr. Ferris, he is in the process of purchasing this property through tax sale. As of today, no one has objected to the sale, and he is hoping to have the deed within the next two months. Once he is in possession of the deed, he will assess the interior and determine his plans for the building. He is open to feed back from the City of Warren regarding what the city would like to see done with the property. Mr. Boyd complimented Mr. Ferris on the work he has already done clearing up the outside of the property. Mr. Holtz informed Mr. Ferris of the RDA's Façade Grant program and provided him with contact information if he chooses to pursue that avenue.

OTHER BUSINESS

There was no other business to be brought forth to the Authority.

ADJOURNMENT

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

NEXT MEETING

Due to the upcoming staffing changes the committee unanimously decided to cancel the November meeting. The next meeting will be held on Wednesday, December 22, 2021, at 1:00 PM.

Minutes prepared by Kelly Conti.