



CITY OF WARREN  
REDEVELOPMENT AUTHORITY  
REGULAR MEETING  
January 11, 2023

The regular meeting of the Redevelopment Authority (RDA) was held on January 11, 2023, at 1:00 PM in the Council Chambers of the Municipal Building, 318 W. Third Avenue.

**ROLL CALL**

Chair Mike Boyd called the meeting to order at 1:03 PM. Additional members present included Mindy Saunders, Vice-Chair Gary Sawtelle and Doug Hearn. City Staff present included Randy Rossey – Director of Codes & Planning Official, Scott Taylor - Codes Enforcement Officer, Kassie Damcott - Recording Secretary, and Mike Holtz - Acting City Manager/DPW Director.

**AGENDA APPROVAL**

A motion to approve the agenda as presented was made by Mr. Hearn and seconded by Mr. Sawtelle. All those present were in favor.

**APPROVAL OF MINUTES**

Mr. Sawtelle made a motion to approve the November 30, 2022, regular meeting minutes, followed by a second from Mr. Hearn. The motion carried unanimously.

**VISITORS**

- Josh Cotton - Warren Times Observer
- Andrea Stapleford - City Solicitor

**CORRESPONDENCE**

It was brought to the Authority's attention that Mrs. Hollis LeMeur has chosen not to renew her term and step away from the RDA, due to personal obligations. A motion to accept her resignation was made by Mr. Sawtelle, seconded by Mr. Hearn and passed unanimously by those present.

**EXECUTIVE SESSION**

At this time, the Authority entered into executive session to discuss property acquisition with Mrs. Stapleford.

**ELECTION OF OFFICERS**

Mrs. Saunders made a motion to nominate Mr. Sawtelle to Chair the Authority, seconded by Mr. Hearn and passed unanimously by those present.

Mrs. Saunders made a motion to nominate Mr. Boyd to Vice-Chair of the Authority, seconded by Mr. Hearn and passed unanimously by those present.

Mr. Boyd made a motion to nominate Mr. Hearn to Treasurer of the Authority, seconded by Mr. Sawtelle and passed unanimously by those present.

**TREASURER'S REPORT**

Mr. Boyd reviewed the following November and December 2022 bank statements and invoices:

***Key Bank:***

Beginning balance: \$376,365.78 Interest earned: \$103.64. Total balance on November 30, 2022: \$376,469.42

Beginning balance: \$376,469.42. Interest earned \$120.70. Total balance on December 31, 2022: \$376,590.12

***Northwest Savings Bank:***

Beginning balance: \$67,406.40 Interest earned: \$2.66. Check #1218 for \$2,736.50 cashed. Total ending balance on November 30, 2022: \$64,672.56

Mrs. Saunders made a motion to approve the treasurers' report; Mr. Sawtelle seconded the motion. The motion carried unanimously.

***Invoices for approval:***

There was (1) one invoice for approval this month. Invoice # 11742 was for payment to the City of Warren for one (1) Stapleford & Byham legal fee bill. A motion to approve the payment of the invoice was made by Mrs. Saunders and seconded by Mr. Hearn. The motion carried unanimously.

**OLD BUSINESS**

**58 Locust Street:** Mr. Rossey reports this property was up for tax sale in May of this year and the RDA decided at that time to wait and see if it would be purchased by a new owner. The property was purchased by Jamie Young at tax sale and throughout much of the year the property uninhabited and in a state of blight. Mr. Young has abated the property maintenance issues and should be ready to rent out by the end of January. A motion to remove this property from the blight list was made by Mr. Hearn, seconded by Mr. Sawtelle, and passed unanimously.

**602 Conewango Ave:** Mr. Rossey provided an update on this property, to include all issues that have been resolved at this property. He reports Bureau Veritas has examined and passed all renovation permits and required inspections at this property. A motion to remove this property from the blight list was made by Mr. Hearn, seconded by Mrs. Saunders and passed unanimously.

**NEW BUSINESS**

**Condemnation Letter:** Mrs. Stapleford provided information on the proposed condemnation letter document, allowed by law, that will be able to aid the RDA and BPRC, as well as any potential purchasers of blighted properties in the City of Warren. The letter would be posted at the property and filed with the Courthouse to be part of the properties file. This letter would be found if someone performs a title search. The RDA Chair would condemnation letters filed on blighted properties determined to fit the criteria; not every blighted property will be eligible or deserving of the letter. Mr. Rossey reports the cost of the filing will be recouped in costs associated with the sale of the property and if/when all blight issues are resolved the letter will be removed from the property file. This letter can be used as a tool when the City is not gaining any traction with an owner or the property is anticipated to be sold at a future tax sale. A motion to approve moving the condemnation letter onto City Council was made by Mr. Sawtelle, seconded by Mrs. Saunders and passed unanimously by those present.

**Grants Awarded:** Mr. Rossey gave an update on the two grants the City applied for in the Fall - a façade grant and a grant-to-loan development grant, both through DCED. The City received \$50,000 in funding for the façade grant and \$183,025 for DewBoi Properties, LLC's Brickhouse rehabilitation project.

**710 West Fifth Ave:** No action will be taken on this property at this time.

**11 & 13 Madison Ave:** A motion to approve a maximum bid of \$15,000 for a future sale of this property, for the RDA to purchase, was made by Mr. Sawtelle, seconded by Mrs. Saunders and passed unanimously by those present.

**ADJOURNMENT**

With there being no further business to come before the Authority the meeting was adjourned at 1:50 PM, upon a motion by Mrs. Saunders, followed by a second from Mr. Sawtelle. The motion carried unanimously.

**NEXT MEETING**

The next meeting will be held on Wednesday, February 22<sup>nd</sup>, 2023, at 1:00 PM.

Minutes prepared by Kassie Damcott.