

**CITY OF WARREN REDEVELOPMENT AUTHORITY  
REGULAR MEETING  
MARCH 21, 2018**

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The regular meeting of the Redevelopment Authority (RDA) was held on Wednesday, March 21, 2018 in Council Chambers of the Municipal Building with Chairman Tricia Durbin presiding.

**ROLL CALL**

Members present were: Tricia Durbin, Randy Rossey and Marty McQuillan. Michael Boyd and David Cantrell were absent. Also present were Nancy Freenock, City Manager; Terry Williams, Director of Codes, Permits & Recreation Services; Mike Holtz, DPW Director; David Hildebrand, Planner/Development Administrator; Jessica Roudybush, Code Official; Ken Hinton, Code Official, and Ellen Nelson, Secretary.

**VISITORS**

Visitors present were:

- Andrew Morrison, Times Observer

**MINUTES**

Upon motion by Mr. Rossey and second by Mr. McQuillan, the minutes of the February 21, 2018 regular meeting were unanimously approved with corrections.

**CORRESPONDENCE**

None.

**TREASURER'S REPORT**

Mr. McQuillan provided the following totals:

January 2018: The Enterprise Development Fund had a payment of \$3,029.90 from City DCED / Gro-Warren, transfer to General Fund in the amount of \$20,000 and Interest of \$49.24 bringing the balance as of January 31, 2018, to: DCED - \$185,237.87 and Other - \$375,914.89, totaling \$561,152.76.

The checking account had a deposit of \$7,500 from the City of Warren and checks in the amount of \$2,465.00 cleared during the month of January leaving the balance of the checking account as of January 31, 2018 at \$5,586.52.

February, 2018: The Enterprise Development Fund had a payment of \$3,029.90 from City DCED / Gro-Warren, and Interest of \$43.28 bringing the balance as of February 28, 2018, to: DCED - \$188,282.49 and Other - \$375,943.45, totaling \$564,225.94.

The checking account had a deposit of \$20,000 from the Enterprise Development Fund and \$9.75 in interest. Checks in the amount of \$1,629.50 cleared during the month of February. Check number 1176 in the amount of \$1,263.75 and check #1178 in the amount of \$365.75 leaving the balance of the checking account as of February 28, 2018 at \$23,966.77.

Invoice received for March totaled \$909.00 was received from InScale PC in the amount of \$825.00 for Conservatorship Process services, Flick Mowing \$55.00 for snow removal and the City of Warren \$29.00 for demolition permit.

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

Ms. Freenock added that this is the final payment from City DCED / Gro-Warren.

### **OLD BUSINESS**

- **17 Conewango Avenue.** Ms. Williams stated that this property is in the Conservatorship process. The Solicitor and the architect are working behind the scenes and are almost complete. A hearing has been requested.
- **237 Buchanan Street.** The owner, Mr. Holtzer, has until April 30 to meet his first deadline. There has been no evidence of work on this property...
- **908-910 Pennsylvania Avenue E.** RDA owns this property which has been on the market for 6-7 months with no interested buyers. The deck, which had a property maintenance issue, has been demolished. Mr. Holtz estimates roughly \$10,000 to demolish the structure and then DPW could clean it up. Ms. Williams advised the RDA they need to make a decision on how long they want to hang on to this property and what to do next. Ms. Durbin asked if any businesses would be interested in purchasing the parcel if the structure is demolished. Ms. Freenock stated that Lyn Pryor of EOC looked into rehabilitating the property but the estimate was \$100,000 per unit. Mr. McQuillan asked if United Refining Company would be interested. Mr. Holtz will call his contact at United Refining.

### **NEW BUSINESS**

#### **Downtown Façade Program**

Mr. Hildebrand provided information regarding the Downtown façade program. The RDA will review the information and discuss at the April meeting. Mr. McQuillan asked how the Eastside façade program went. Mr. Hildebrand replied that it went well. Seven projects were completed under this program. Projects included sidewalks, painting, tree planting and signage. The Downtown façade program will be a 50/50 match up to \$5,000 per property with a maximum of 10 properties. Mr. Hildebrand is looking to take \$50,000 from the Enterprise Fund for the program.

#### **Blighted Property Certification**

- **511 ½ East Street.** RDA received the deed to the property. DPW will help with the demolition when convenient with their schedule.
- **708 W. Fifth Avenue.** RDA needs to decide what to do with this property. Mr. Hinton reported that this property is in rough shape, has no utilities and is considered uninhabitable.
- **11 ½ Linwood Street.** RDA needs to decide what to do with this property. This is a candidate for conservatorship. This property was abandoned and in pretty bad shape. It is not a large structure.

#### **Providers for Conservatorship Process**

Ms. Williams handed out a sheet with information to compare the entities that submitted a bid to handle the Conservatorship Process on behalf of the RDA. Bids were received from (in no particular order) Doug Hert, InScale PC, Oculus Architecture and Greenman-

Pedersen, Inc. Ms. Durbin commented that the RDA currently has one property in the Conservatorship Process that is being handled by InScale PC.

Mr. Rossey made a motion to take 11 ½ Linwood Street into the Conservatorship Process and use Oculus Architecture on this project. Mr. McQuillan seconded the motion which passed by unanimous vote.

**ADJOURNMENT**

With there being no further business to come before the committee, the meeting was adjourned.

**NEXT MEETING**

The next meeting will be held Wednesday, April 16, 2018 at 4:00 p.m.

Minutes prepared by Ellen Nelson