

Agenda
REDEVELOPMENT AUTHORITY OF BRADFORD COUNTY

1 Elizabeth Street, Towanda, PA 18848

April 4, 2025

10:00 am

Topic: Bradford County Redevelopment Authority Meeting
Time: April 4, 2025 10:00 AM Eastern Time (US and Canada)
Join Zoom Meeting

<https://us06web.zoom.us/j/81483881691?pwd=itBURxGCAGCA0SL00EEbQMjsBpDOa.1>

Meeting ID: 814 8388 1691

Passcode: 560110

- I. **Roll Call and Call to Order:** Commissioner Zachary Gates called the meeting to order at 10:04 with the following board members in attendance: Chris Kaiden, Kyle Lane, Scott Williams, Matthew Allen (via Zoom). Others in attendance include: Matt Williams (CBPA), Winnie Branton (Branton Strategies), James Lowenstein (Rocket Courier), Shree Smith (Dawood Engineering – via Zoom), and T. Thompson (CBPA – via Zoom). Clint Kellar (Enterprise Center) was absent.
- II. **Election of Officers:** Commissioner Gates presided over the election of officers for members appointed to the Redevelopment Authority Board by a resolution of the County Commissioners dated October 24, 2024. Following the Election of Officers the meeting was turned over to the duly elected Chairman.
 - **Chair – Chris Kaiden** was nominated by Kyle Lane with a 2nd by Scott Williams. He was elected unanimously.
 - **Vice Chair – Kyle Lane** was nominated by Chris Kaiden with a 2nd by Scott Williams. He was elected unanimously.
 - **Secretary – Scott Williams** was nominated by Kyle Lane with a 2nd by Chris Kaiden. He was elected unanimously.
 - **Treasurer – Matthew Allen** was nominated by Chris Kaiden with a 2nd by Kyle Lane. He was elected unanimously.
- III. **Public Comment:** The chairman opened the floor for public comment, there were no comments received from the public.

- IV. **Minutes:** There were no prior minutes for approval as this meeting was for the purpose of reorganization of the Board.
- V. **Finance Report:** There was no financial report presented as this meeting was for the purpose of reorganization of the Board.
- VI. **Staff Report:** There was no staff report.
- VII. **Unfinished Business:** There was no unfinished business.
- VIII. **New Business**
- A. There was a motion by Kyle Lane with a 2nd by Scott Williams to add the following item to the agenda: *Assign the administrative authority of the Redevelopment Authority to the Central Bradford Progress Authority. The motion to add the item to the agenda passed unanimously.*
- There was a motion to approve the delegation of Administrative Authority as specified by Kyle Lane with a 2nd by Scott Williams. The motion was approved unanimously.
- B. Discuss 2025 Board meeting schedule; motion to approve 2025 Board meeting schedule.
- Following discussion regarding the meeting schedule for 2025 there was a motion by Scott Williams to hold meetings on the 2nd Monday of each month at 1:00 pm in the Progress Authority Meeting Room located at 1 Elizabeth Street, Towanda, PA 18848 and authorize CBPA to legally advertise in accordance with the Sunshine Act. Motion was 2nd by Matthew Allen; Motion carried unanimously.
- C. Review draft bylaws; motion to approve bylaws
- A draft of the bylaws was reviewed by the board in conjunction with CBPA and consultant. Substantive comments included amended language regarding *Article V- Section 10 – Actions by Consent* to allow for electronic approval. There were questions raised regarding *Article IX – Indemnification* as to the specifics of whom should carry the insurance. Matt Williams indicated that based upon prior consultation with the Chief Clerk, it was his understanding that the Board would be required to carry their own indemnity insurance policy. Winne Branton further advised that the proposed bylaws should be reviewed by the Authority's legal counsel once they have been retained and prior to approval.
 - There was a motion to table the proposed bylaws by Kyle Lane with a 2nd by Matthew Allen. Motion carried unanimously.

D. Discuss Public Officer's Liability Insurance; motion to approve staff seeking quotes

- **There was a motion by Kyle Lane with a 2nd by Scott Williams directing CBPA to seek quotes for insurance. The motion carried unanimously.**

E. Review Request for Proposal for Legal Services; motion to approve issuing the RFP

- **A motion was made by Kyle Lane with a 2nd by Scott Williams to authorize CBPA to publish and advertise an RFP for legal services. Motion passed unanimously.**

F. Discuss seeking designation to act as the County Land Bank

- Winnie Branton gave an overview of the next steps in standing up the County Land Bank. This includes the development of an ordinance authorizing the creation of a County Land Bank to be adopted by the County Commissioners. Following the adoption of this ordinance, the County will need to pass a resolution authorizing the Redevelopment Authority to act as the Land Bank as allowed under Commonwealth Law. This work is covered under Phase 3 of the consultant services agreement and is on-going.

G. Discuss establishing a website, logo, bank account, accounting system

- The board discussed who should host the web page for the Land Bank. The two options on the table were the County website or the Progress Authority website. The consensus was that it would make the most sense to be on the Progress Authority website since they are the administrative agency. Matt Williams will check on the logistics of having the information added to the CBPA website prior to the next meeting.
- The board discussed the creation of a logo for the organization. There was a suggestion to engage with school districts to have a logo creation contest as a measure to generate interest in the Land Bank Program.
- Matt Williams informed the Board that CBPA had reached out to Griffin, Dawsey, Depaola & Jones, PC who had previously represented the RDA. They were specifically looking for any financial institution information that may be in their files to determine if there were any open accounts. Additionally, Commissioner Gates suggested polling the local banks to see if they had any active or dormant accounts. Ancillary to this, Matt Williams will reach out to Matt Allen and the Dan Thorp (Fiscal Director) to discuss accounting and banking options prior to the next meeting.

H. Distribute Preliminary Mission, Goals and Objectives

- Documents were reviewed and discussed with Winnie Branton and Shree Smith. The board was concerned about duplication between goals and objectives and asked if it would be better to pare down one or the other.

Following clarification and input from the board, it was decided to leave the overarching goals and objectives in place and consolidate them into groups. Shree was going to make adjustments prior to the next education session.

- I. Discuss the PA State Ethics Commission Statement of Financial Interests form
 - Ethics forms were distributed to the Board and are due by May 1st.

IX. General Discussion

- Winnie Branton indicated that she will be hosting a Land Banks 101 presentation for the PA Land Bank Alliance on April 10th. It will be available in a recording later in the month. Matt will share the information.
- Commissioner Gates recommended seeking historical information about the RDA to demonstrate the role that it played in rebuilding the County following the flood of 1972. This would be a good way to show the value of the organization and generate interest in the program moving forward.

- X. Adjournment – *Scott Williams made a motion to adjourn the meeting with a 2nd by Kyle Lane. Motion carried unanimously and the meeting was adjourned at 11:55 am.***

Next meeting is scheduled for May12, 2025 at 1:00 PM in the Progress Authority Meeting Room.