Minutes

REDEVELOPMENT AUTHORITY OF BRADFORD COUNTY

1 Elizabeth Street, Towanda, PA 18848

July 14, 2025
1:00 pm

Zoom Link

https://us02web.zoom.us/j/82414347274?pwd=O6E1emaylZkabtbahC0TL4b1MsiLaZ.1

Meeting ID: 824 1434 7274
Passcode: 832805

I. **Roll Call and Call to Order:** The meeting was called to order at 1:04 with the following members in attendance: Kyle Lane, Matt Allen and Scott Williams. Chris Kaiden and Clint Kellar were absent. Also in attendance were Matt Williams (CBPA), Shree Smith (Dawood Engineering) and Winnie Branton (Branton Strategies).

II. **Public Comment** - Brian Koval, Canton Borough Councilman, was in attendance get more information about the program. He advised that Canton would like any assistance they can get at the WIP property in Canton Borough which is currently under notice of violation from the Canton Borough Code Enforcement Agency.

III. **Minutes** – *A motion was by Matt Allen to approve the minutes of the May 12, 2025 meeting with a second by Scott Williams. The Motion carried unanimously.* Matt Williams advised there were no minutes from the June 9, 2025 meeting as there was not a quorum present.

IV. **Finance Report** - Matt Williams indicated there were funds being held by the State Treasurer's Office as unclaimed property in the amount of $2,961.81 from two dormant accounts. There is proposed action to recover those fund in the meeting action items.

V. **Staff Report** – Matt Williams indicated he would provide updates on the business items below as his staff report.

VI. **Unfinished Business**

A. **Draft Bylaws –** Indemnity, Actions by Consent – This item was tabled until the Authority can retain legal services to review the documents.

B. **Public Officer's Liability Insurance –**Quote provided by Henry Dunn Insurance Agency – Matt Williams presented a quote for Director's & Officer's insurance at an annual rate of $948. This item was tabled for consideration pending funding availability.

C. **Legal Services RFP –** There were two RFPs submitted to provide legal services to the Authority. They were provided by GDDJ, Law and Babst Calland. *A motion was made by Matt Allen with a Second by Scott Williams to take the RFPs under consideration for approval at a future meeting. The motion carried unanimously.*

D. **County Land Bank Designation – Dawood Update –** Winnie Branton and Shree Smith provided an update on the County Land Bank Designation and documents for the board to review. This included a draft Land Bank Ordinance and draft Intergovernmental Agreement. There was also discussion about funding mechanisms. The Board took these items under consideration pending legal review.

E. **Administrative Items – Website, Logo, Bank Account –** There was general discussion about opening a bank account to house the funds to be recovered from the State. The Board was comfortable using any local bank with an office in Towanda. The Board directed Matt Williams to work with the County Treasurer to establish a bank account once the funds have been received from the Commonwealth Unclaimed Property Registry.

F. **Preliminary Goals and Objectives –** The updated goals and objectives were provided by Dawood at a prior meeting. There was no further update.

G. **Outreach**

   i. **Municipal Outreach and Survey -** Matt Williams advised the board that data collection was still in process and would be provided for review at a later meeting.

   ii. **Blighted Property Inventory –** Matt Williams advised that the County was currently without any GIS staff which has put this item on hold until a new staff person is retained.

   iii. **School District Outreach –** This task has not yet been started.

H. **Budget Development**

   i. **Information from similar counties –** Matt Williams had reached out to similar sized counties for budget information on their RDA/Land Bank Programs. Warren County provided information that their program receives direct funding support from the County to cover their insurance and legal expenses. All projects are funded through other sources that include grants or blight mitigation/redevelopment funds.

ii. **Funding Mechanisms –** The Board discussed funding mechanisms for long-term sustainability of the organization. The options discussed included funds allowable through PA Acts 48, 137 and 152. The board will evaluate these options and work with the County to determine the best pathway forward. Matt Williams will coordinate with the County to request initial funding to cover insurance and legal expenses for the next 12 months.

VII. New Business

A. Consider approving the Board Chairman and Treasurer as authorized signatories on all Redevelopment Authority bank accounts. A motion was made by Scott Williams with a Second by Matt Allen. The motion carried unanimously.

B. Consider authorizing the Chairman and Treasurer to execute all forms related to recovering Redevelopment Authority funds from the PA Commonwealth Unclaimed Property Registry. A motion was made by Scott Williams with a second by Matt Allen. The motion carried unanimously.

C. **Review Draft Land Bank Ordinance –** A draft land bank ordinance was provided by Dawood Engineering for review. The Board took this under consideration and will offer comments at the next meeting.

VIII. General Discussion

IX. Adjournment

Next meeting is scheduled for August 11, 2025 at 1:00 pm