

Minutes
REDEVELOPMENT AUTHORITY OF BRADFORD COUNTY

1 Elizabeth Street, Towanda, PA 18848

October 14, 2025

12:00 pm

Zoom Link

<https://us02web.zoom.us/j/81174889138?pwd=5QDiZGVot9zbbgO5iCmQ8koZubVJkO.1>

Meeting ID: 811 7488 9138

Passcode: 891469

- I. **Roll Call and Call to Order** – Chris Kaiden called the meeting to order at 12:00 pm. Board Members present were Chris Kaiden, Kyle Lane and Scott Williams (via Zoom). Board Members Absent were Matt Allen and Clint Kellar. Also in attendance were Matt Williams (CBPA), Shree Smith (Woolpert Engineering), Winnie Branton (Branton Strategies), Chistopher Jones, Esq. and Kevin Baker (Daily Review)
- II. **Public Comment** – There were no public comments.
- III. **Minutes** – *A motion was made by Kyle Lane with a 2nd by Scott Williams to approve the minutes of the July 14, 2025 meeting. The motion carried unanimously.*
- IV. **Finance Report** – Matt Williams advised that an initial funding request of \$5,000 has been approved by the County Commissioners. These funds will be deposited into the newly established bank account at FCCB which is being finalized. Matt also advised that the unclaimed property request filed with the Commonwealth Treasury is still being processed. There may be delays associated with the Budget Impasse.
- V. **Staff Report** – Staff Report is contained within the various agenda items below.
- VI. **Unfinished Business**
 - A. **Public Officer’s Liability Insurance** – *A motion was made by Kyle Lane with a 2nd by Scott Williams to approve a quote for Public Officer’s Liability Insurance provided by Henry Dunn, Inc. The motion carried unanimously.*
 - B. **Legal Services RFP** – *A motion was made by Kyle Lane with a 2nd by Scott Williams to approve and RFP Response provided by Griffin, Dawsey, DePaola & Jones, PC for legals services. The motion carried unanimously.*

- C. Draft Bylaws** – Winnie provided an overview of key requirements, including the need to keep finances separate and ensure community representation when board vacancies occur. Chris Jones was tasked with reviewing the bylaws, particularly the indemnity language, while Winnie offered to answer any questions after the review. The group confirmed that their current civic representative, the Rotary president, meets the community representation requirement.
- D. County Land Bank Designation – Dawood Update** – Updates are noted in other agenda items including: Draft Bylaws, Outreach Items, Funding Mechanisms and Draft Ordinances/Agreements.
- E. Administrative Items – Bank Account** – Matt Allen and Chris Kaiden advised they had stopped and signed documents at FCCB. Matt Williams will verify that all items have been received and the account has been finalized.
- F. Outreach** – Shree Smith discussed outreach strategies for the land bank initiative, with Winnie suggesting storytelling approaches to demonstrate the impact of land banks in other communities. They agreed to review case studies of different land bank stages and implementations, from initial pilot programs to more advanced operations. Matt Williams mentioned plans for a blended property inventory, which will be developed in coordination with the county and municipalities to identify and address blight issues.

G. Budget Development

- i. Funding Mechanisms** – Matt and Winnie discussed the current legislative acts that can be used to support RDA/Land Bank organizations.
 - 1. PA Act 48 – (Demolition & Rehabilitation Fund)** - allows counties to use a surcharge on real estate transfers to create a demolition fund to help spur redevelopment. Under the bill, the governing body of a county may, by ordinance, impose a fee of no more than \$250 for the sale of any property being sold or an action for mortgage foreclosure or tax delinquency. In addition to the purchase price, the bureau conducting the sale of the property or the sheriff in a mortgage foreclosure will collect the fee. The demolition fund created can be used by the county, any not-for-profit or for-profit corporation that has a contract with the county or a taxing district, redevelopment authority, land bank or other government entity, for the demolition or rehabilitation of blighted property located in the county. Funds can be used for administrative purposes - Most Flexible.

2. PA Act 152 – (County Demolition Fund) - allows the governing body of any county to adopt a resolution or an ordinance that authorizes the recorder of deeds to charge and collect an additional fee not to exceed \$15 for each deed and mortgage recorded. The fee must be deposited in a county demolition fund and used exclusively for the demolition of blighted property in the county. 10% can be used to administer the fund/program.
3. PA Act 137 – (Affordable Housing Fund) - provides the authorization of counties to establish affordable housing trusts. The funds are collected as an increase to the county recording fee for deeds and mortgages and are specifically dedicated for the sole purpose of supporting affordable housing efforts in the county. These funds can be used to match National Affordable Housing Act 1990 HOME program funds, assist or support housing efforts funding by the PA Housing Finance Agency as well as other similar financing programs. Bradford County has this in place already. 15% can be used for administrative purposes, however they are limited to affordable housing efforts.

VII. New Business

- A. **Review Draft Land Bank Ordinance** – Winnie provided a summary of the draft ordinance previously provided. The ordinance outlines the RDA's powers, community representation, staffing, property acquisition, and disposal procedures, among other details. The group discussed the process of reviewing the ordinance with Chris, the county solicitor, before presenting it to the county commissioners for adoption. They also touched on the state's funding model for land banks, which includes revenue sharing with taxing bodies for properties returned to productive use.
- B. **Review Draft Intergovernmental Cooperation Agreement** - Winnie emphasized the importance of collaboration among stakeholders, including municipalities and school districts, for the land bank's successful operation. The draft agreement will be sent to Chris for review.

VIII. General Discussion

- IX. **Adjournment** – The meeting was adjourned at 12:40 pm.

Next meeting is scheduled for November 10, 2025 at 1:00 pm