

**Minutes**  
**REDEVELOPMENT AUTHORITY OF BRADFORD COUNTY**

1 Elizabeth Street, Towanda, PA 18848

**December 8, 2025**

**1:00 pm**

**Zoom Link**

<https://us02web.zoom.us/j/82441308606?pwd=Ga5UVZlhCE1jizOKcHXh0drL2jf0rI.1>

Meeting ID: 824 4130 8606

Passcode: 854960

- I. **Roll Call and Call to Order** – The following board members were in attendance: Chris Kaiden, Matt Allen, Kyle Lane, Scott Williams (Virtually). Clint Kellar was absent. Staff members in attendance included Matt Williams (CBPA) and Solicitor Chris Jones (GDDJ Law).
- II. **Public Comment** – There were no comments from the public.
- III. **Minutes** – *A motion to approve the Meeting Minutes from the October 14, 2025, meeting was made by Matt Allen and seconded by Scott Williams. Motion carried unanimously.*
- IV. **Finance Report** – Matt Williams provided the board a hard copy of the financial report for their review. As of 11/30/2025 there is a current cash balance of \$2,863.30. Expenses accrued for the period are \$2,136.70. These include bills paid for legal services, insurance and legal advertising. A full copy of the report is attached. *A motion was by Kyle Lane and seconded by Matt Allen to approve the report as presented. The motion carried unanimously.*
- V. **Staff Report** – The Staff Report is summarized in the agenda items below.
- VI. **Unfinished Business**
  - A. **Draft Bylaws** – Solicitor Chris Jones advised that he had reviewed and updated the draft bylaws in coordination with Dawood Engineering, Branton Strategies and The Progress Authority. He confirmed that they were consistent with the applicable laws and recommended that the board approve them at their leisure.
  - B. **Draft Land Bank Ordinance** – There was brief discussion related to the Draft Land Bank Ordinance that will need to be adopted by the County. This will be the focus of the RDA early in 2026.

- C. Draft Intergovernmental Agreement** – Dawood has previously supplied a draft agreement for review. This agreement will be adopted by the various taxing bodies once the Land Bank Ordinance has been enacted. The board indicated this will require education and coordination with the various entities to ensure they understand the program.
- D. County Land Bank Designation – Dawood Update** – Dawood provided a written summary of their recent work and remaining items from their contract with Bradford County. The summary includes next steps on the following: Land Bank Ordinance, ICA, Educational/Outreach Materials and Budget Development. The summary is attached.
- E. Outreach** – Matt Williams advised he had spoken to County Planning for assistance in developing a blighted property inventory using GIS. They have been able to restaff to full capacity and indicated they would assist in the new year. Ancillary to this, Dawood is working on educational and outreach materials to be used for engagement with municipalities and school districts. These should be ready for review in early 2026.
- F. Budget Development**
  - i. Funding Mechanisms** – The board had a brief discussion about sustainable funding models moving forward. The County Commissioners have allocated \$10,000 to cover legal and insurance costs in 2026. Additionally, the group discussed other potential revenue streams that included PA Act 48 (Demolition and Rehabilitation Fund), PA Act 137 (Affordable Housing Fund) and PA Act 152 (County Demolition Fund). There are also potential grant programs that may be accessed. Matt Williams indicated he would compile some additional information for the Board about these programs.

## **VII. New Business**

- A.** *Consider approving a bill from The Daily Review for the October Meeting Date Change Advertisement in the amount of \$45.70 – A motion was made by Kyle Lane to reimburse CBPA for the incurred cost, seconded by Matt Allen. Motion carried unanimously.*
- B.** *Consider approving the 2026 Meeting Dates and authorize the Progress Authority to advertise – A motion was made by Scott Williams, seconded by Matt Allen. Motion carried unanimously. A copy of the meeting dates for 2026 is attached.*

## **VIII. General Discussion – There was no general discussion for the record.**

**IX. Adjournment** - *A motion was made by Kyle Lane to adjourn the meeting, seconded by Matt Allen. The meeting was adjourned at 1:39 pm.*

**Next meeting is scheduled for January 12, 2026, at 1:00 pm**