

Minutes
REDEVELOPMENT AUTHORITY OF BRADFORD COUNTY
1 Elizabeth Street, Towanda, PA 18848

January 12, 2026
1:00 pm

Zoom Meeting

<https://us02web.zoom.us/j/86994235869?pwd=bEby8PtFxa4LJKlekSdWFz1szP3Pi4.1>

Meeting ID: 869 9423 5869
Passcode: 127677

- I. **Roll Call and Call to Order:** The following Board Members were in attendance: Chris Kaiden, Kyle Lane, Scott Williams. Matt Allen and Clint Kellar were absent. Staff Members present were Matt Williams and Chris Jones, Esq. There were no members of the public present.

There was a motion by Kyle Lane with a 2nd by Chris Kaiden to add the Reorganization of Officers to the Agenda. The motion carried unanimously.

- II. **Reorganization:** There was a motion by Kyle Lane to retain the officers from the prior year, with a 2nd by Scott Williams. The motion carried unanimously. The officers for 2026 are the following:

Chairman: Chris Kaiden Vice Chairman: Kyle Lane

Treasurer: Matt Allen Secretary: Scott Williams

- III. **Public Comment:** There were no public comments.

- IV. **Minutes –** *There was a motion by Scott Williams to approve the meeting minutes from December 8, 2025, with a 2nd by Kyle Lane. The motion carried unanimously.*

- V. **Finance Report** – Matt Williams presented the financial report and indicated there was a current cash balance of \$2,363.30 as of December 31, 2025. There is currently one unpaid invoice for \$89.33 for the 2026 meeting legal advertisement payable to The Daily Review. This will be processed following the meeting. *A motion was made by Kyle Lane to approve the financial report and invoice with a 2nd by Scott Williams. The motion carried unanimously.*

- VI. **Staff Report** – Staff reports are carried in the business items below.

VII. Unfinished Business

A. Draft Land Bank Ordinance – Solicitor, Chris Jones advised the Board he was finalizing the Land Bank Ordinance to be submitted to the County Commissioners for their consideration. He recommended including funding sources within the ordinance framework for negotiation. This would help establish a funding model and reduce procedural delays that could happen later. The funding sources discussed by the Board included Act 152 and Act 48 programs. The expectation is that the initial draft will be submitted to the County Commissioners prior to the February RDA meeting.

B. Draft Intergovernmental Agreement – Staff advised the ICA was in a holding pattern until the ordinance was finalized with the County.

C. County Land Bank Designation – Dawood Update – Shree Smith advised that Dawood would have the following materials for review prior to the February 9th meeting:

- i. A draft document entitled Frequently Asked Questions which will include common questions and responses regarding a Bradford County RDA/Land Bank; and
- ii. A draft Land Bank case studies document providing examples and stories from other land banks in PA.

D. Outreach

i. **Blighted Property Inventory** – Matt Williams advised he had a preliminary conversation with Duane Naugle from the Planning Office for GIS assistance in developing the inventory. Duane indicated that they would help as needed to develop the intake form and map. The Board also discussed following up with Sayre and Towanda Borough as the pilot communities to see if they had working lists of properties for consideration. Matt Williams said he would follow up with Towanda and Chris Kaiden indicated he had a list for Sayre that he would provide.

E. Budget Development

i. Funding Mechanisms

1. PA Act 48 – Demolition & Rehabilitation Fund – Matt Williams advised that Susquehanna County is currently in the process of adopting an Act 48 program via ordinance. This will establish a

fee of \$250 for any Sheriff Sale or Mortgage Foreclosure. A copy of the draft ordinance was presented to the Board for information purposes.

2. PA Act 152 – County Demolition Fund – Matt Williams provided a list of nearby counties who have adopted Act 152 Programs along with their most recent revenue report. The Board asked staff to follow up with the Register and Recorder’s office to inquire about year end Deed and Mortgage reports to assist in revenue projections for a possible program in Bradford County.
3. PA Act 137 – Affordable Housing Fund – Matt Williams indicated he would inquire with the Register and Recorder’s office about the existing Act 137 Program Fee.

VIII. New Business.

A. 2026 Priority Setting – The Board discussed priorities for the 2026 program year which included the following items:

- i. **Finalizing the Land Bank Ordinance Adoption**
- ii. **Establish the Intergovernmental Agreement with Sayre and Towanda**
- iii. **Develop Blighted Property Inventory and Intake Form**
- iv. **Acquire First Property**

IX. General Discussion

X. Adjournment