

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

1 Elizabeth Street, Towanda, PA 18848

**March 9, 2026**

**1:00 pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/82876095372?pwd=pjX6JnPnL7WAOxAfthGnkdm1bAsYPg.1>

Meeting ID: 828 7609 5372

Passcode: 722914

- I. **Roll Call and Call to Order:** The meeting was called to order at 1:00 pm with the following members present: Chris Kaiden, Matt Allen, Kyle Lane. Scott Williams and Clint Kellar were absent. The following individuals were also in attendance: Matt Williams (Progress Authority), Zachary Gates (County Commissioner), Duane Naugle (County Planning) and Barry Thrush (Towanda Borough Code).
  
- II. **Public Comment:** There were no public comments.
  
- III. **Minutes:** *A motion was by Kyle Lane to approve the Minutes of the February 9, 2026 meeting with a 2<sup>nd</sup> by Matt Allen. The motion carried unanimously.*
  
- IV. **Finance Report:** Matt Williams provided the financial report to the board indicating a current fund balance of \$6,744.84. There is one outstanding invoice of \$1,500 for legal services which cover the first quarter of 2026. *A motion was made by Kyle Lane, with a 2<sup>nd</sup> by Matt Allen to accept the report. The motion carried unanimously.* The full report is attached for review.
  
- V. **Staff Report:** Matt Williams indicated he would provide staff updates on the new and unfinished business items below.
  
- VI. **Unfinished Business**
  - A. **Draft Land Bank Ordinance – Status:** Matt Williams provided an update from Chris Jones (Solicitor) who indicated he had sent a status request to Chris Gabriel (County Solicitor) which was not returned. Commissioner Gates stated he would follow up with the County Solicitor for an update. The proposed ordinance includes provisions for designating the Redevelopment Authority to operate as a Land Bank. It also included funding mechanisms through Act 152 and Act 48 for consideration by the County Commissioners. The board indicated that they are in a holding pattern until this issue is resolved.

**B. Draft Intergovernmental Agreement:** The Board has previously received a draft agreement for review to standardize for use with the taxing bodies. This draft has been tabled until the Land Bank Ordinance has moved forward.

**C. County Land Bank Designation – Dawood Update:** Dawood currently has two items remaining on their scope of work. They are currently working on outreach materials to be used for dialog with the taxing bodies. These are drafts that will be finalized once the ordinance has passed. Their scope also includes developing an operating budget. This will be finalized once the funding streams have been agreed to and finalized with the County.

**D. Blighted Property Inventory**

**i. Discussion with Planning and GIS Staff:** The Board discussed creating a database and map of vacant and blighted property. County Planning agreed to help compile this information. The Board wants to focus initially on vacant properties. Occupied blighted property would only be tracked if it becomes vacant. There was also discussion conducting some spot checks on properties recently disposed of through upset or judicial sale to verify they have been returned to productive use.

**E. Budget Development – County Recording Data**

**i. Funding Mechanisms**

1. PA Act 48 – Demolition & Rehabilitation Fund: Sent to the Commissioners for consideration under the Land Bank Designation.
2. PA Act 152 – County Demolition Fund: Sent to the Commissioners for consideration under the Land Bank Designation.
3. PA Act 137 – Affordable Housing Fund – Matt Williams provided an overview of the current Act 137 Housing Rehab program to the Board. There was also a discussion about the use of CDBG Program funds and how they are deployed to support housing rehabilitation projects. Matt indicated there is currently a waiting list for Housing Rehab Projects at the County level. Chris Kaiden indicated Sayre Borough is an entitlement community under the CDBG Programs however they have opted to allocate funds to larger projects. This is due to the administrative burden on HR projects under CDBG and general interest in the program.

**VII. New Business.**

**A.** *Kyle Lane made a motion to accept the resignation of Clint Kellar from the Board of Directors with a 2<sup>nd</sup> from Matt Allen. The motion carried unanimously.*

- i.** The Board directed Matt Williams to solicit letters of interest for an individual to vacant board seat. Matt indicated he would run a news release in the local papers. There was general discussion by the Board regarding the ideal candidate to fill the vacant position. This included representation from one of the following fields: Real Estate, Construction/Land Development or School Board.

**VIII. General Discussion:** There were no items for additional discussion.

**IX. Adjournment:** The meeting was adjourned at 1:34 pm.

**Bradford County Development Authority**  
**Balance Sheet**

<b>Category</b>	<b>Current Period</b>		<b>Prior Period</b>	
	1/1/2026 to 3/31/2026		10/1/2025 to 12/31/2025	
<b>Assets</b>				
Current Assets				
Cash	\$	6,744.84	\$	2,363.30
Accounts Receivable	\$	-	\$	2,961.81
<b>Inventory</b>				
Total Current Assets	\$	6,744.84	\$	5,325.11
Fixed Assets	\$	-	\$	-
<b>Accumulated Depreciation</b>	\$	-	\$	-
<b>Net Fixed Assets</b>	\$	6,744.84	\$	5,325.11
<b>Total Assets</b>	\$	-	\$	-
Liabilities and Equity	\$	-	\$	-
Current Liabilities	\$	-	\$	-
Accounts Payable	\$	1,500.00	\$	2,136.70
<b>Accrued Expenses</b>				
Total Liabilities	\$	1,500.00	\$	2,136.70
Owner's Equity	\$	-	\$	-
<b>Retained Earnings</b>	\$	-	\$	-
<b>Total Equity</b>	\$	1,500.00	\$	2,136.70
Total Liabilities + Equity		\$0		\$0

**Bradford County Revelopment Authority**  
**Profit-Loss Statement**

<b>Category</b>	<b>Current Period</b>		<b>Prior Period</b>		<b>Variance</b>
<b>Revenue</b>	1/1/2026 to 3/31/2026		10/1/2025 to 12/31/2025		
Grants	\$	4,470.87	\$	5,000.00	\$ (529.13)
Services Rendered	\$	-	\$	-	\$ -
<b>Total Revenue</b>	\$	4,470.87	\$	5,000.00	\$ (529.13)
Property Sold	\$	-	\$	-	
Materials	\$	-	\$	-	\$ -
Labor	\$	-	\$	-	\$ -
<b>Total COGS</b>	\$	-	\$	-	\$ -
<b>Gross Profit</b>	\$	4,470.87	\$	5,000.00	\$ (529.13)
Operating Expenses	\$	89.33	\$	2,636.70	
Marketing	\$	-	\$	-	\$ -
Salaries	\$	-	\$	-	\$ -
<b>Total Operating Expenses</b>	\$	89.33	\$	2,636.70	\$(2,547.37)
<b>Operating Income</b>	\$	4,381.54	\$	2,363.30	\$ 2,018.24
Other Income / (Expense)					\$ -
<b>Net Income</b>	\$	4,381.54	\$	2,363.30	\$ 2,018.24

**Invoices**

Date	Vendor	Description	Amount	Status
10/8/2025	The Daily Review	Legal Ad - October Meeting Date Change	\$ 45.70	PAID - 12/8
10/14/2025	GDDJ Law	September Retainer	\$ 500.00	PAID - 11/17
10/28/2025	Henry Dunn Insurance	D&O Insurance Premium	\$ 1,091.00	PAID - 11/17
11/1/2025	GDDJ Law	November Retainer	\$ 500.00	PAID - 11/17
12/1/2025	GDDJ Law	December Retainer	\$ 500.00	PAID - 12/8
<b>2025- TOTAL Expenses</b>			<b>\$ 2,636.70</b>	
1/7/2026	The Daily Review	2026 Meeting Advertisements	\$ 89.33	PAID - 1/7
2/6/2026	GDDJ Law	2026 - 1st Quarter Bill - January to March	\$ 1,500.00	
<b>Monthly Totals</b>			<b>\$ 1,589.33</b>	