

**MINUTES**  
**WARREN COUNTY REDEVELOPMENT AUTHORITY**  
**Warren County Courthouse**  
**Commissioners' Conference Room**  
**January 18, 2022**  
**8:30 A.M.**

The meeting of the Warren County Redevelopment Authority was called to order by Chairman Phil Gilbert, at 8:30 a.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Members Present: Charles Barone, Phil Gilbert, Pamela Matve, Joe Whipp  
Members Absent: Robert Hart  
Staff Present: Dan Glotz, Laurie Burdick  
Guests Present: None

**REORGANIZATION/ELECTION OF OFFICERS**

Pamela Matve made a motion, with a second by Joe Whipp, to nominate Phil Gilbert as Chair. A vote was taken and all were in favor; motion carried. Pamela Matve made a motion, with a second by Joe Whipp, to nominate Charles Barone as Vice-Chair and Robert Hart as Secretary. A vote was taken and all were in favor. Motion carried.

**APPROVAL OF MINUTES:**

The December 21, 2021 Minutes were unanimously approved with a motion by Charles Barone and second by Joe Whipp. Motion carried.

**NEW BUSINESS:**

None.

**UNFINISHED BUSINESS:**

1. 61 2<sup>nd</sup> Mill St., Sheffield Township, Parcel #SH-354-929500 – John Hilyer - declared blighted by BPRC on 6-17-21 (Tracking No. 71)

Dan Glotz and Laurie Burdick stated that this is still under investigation by the State Police. This property was recently purchased at tax sale by Jesse Parsons. It will eventually be demolished, along with property at 59 2<sup>nd</sup> Mill Street (Item #3).

2. 58 Bush Lane, Tidioute, Limestone Township, Parcel #TD-199-3714 – Rachel Watson (previously Berenbrok et al.) - declared blighted by BPRC on 12/20/18

Dan Glotz and Laurie Burdick reported that the owner was notified by regular and certified mail to repair broken wallboard and some holes in the wall near the foundation. The owner did not complete the work as of Friday, January

14<sup>th</sup> (at which time staff visited the property and took photos.) Dan Glotz presented the photos that were taken on Friday, January 14<sup>th</sup>. The requested work was not done. Because the owner has not responded, Pamela Matve made a motion, with a second by Charles Barone, to send the owner another letter with copies of photos of the items that need to be repaired and include with the letter a timeline of dates that letters were sent to the owner, and stating that if the items requested by the RDA to be repaired are not completed by February 15<sup>th</sup>, the RDA will pursue legal avenues to address the blighted conditions. A vote was taken and all were in favor; motion carried. Laurie Burdick will send a letter to the owner.

3. 59 2<sup>nd</sup> Mill St., Sheffield Twp., Parcel #SH-354-9374 – Victor D. & Tamara L. Earle – declared blighted by BPRC on 11/21/19

This property was previously purchased by Jesse Parsons and will be demolished, along with 61 2<sup>nd</sup> Mill St. (Item #1).

4. 1465 Route 62, Irvine, PA, Pleasant Township, Parcel #YV-932-9463 – Bradley Mason - (previously owned by Lawrence Nuhfer & Stephen Smith) – declared blighted by BPRC on 2/18/21 (Tracking No. 64)

Dan Glotz and Laurie Burdick reported that another letter (regular mail and certified mail) was sent to Bradley Mason. At the August 17, 2021 meeting, the RDA had requested that the shed be removed, and Mr. Mason was given until November of 2021 to accomplish this, but he has not done so. Mr. Mason has not responded to the letters, nor has he communicated with the RDA or staff. Joe Whipp asked if the property taxes had been paid, and Phil Gilbert will look into the taxes. Joe Whipp made a motion, with a second by Pamela Matve, to send another letter to Mr. Mason indicating that if this work is not completed by February 15<sup>th</sup>, the RDA will pursue legal avenues to address the blighted conditions. A vote was taken and all were in favor; motion carried. Laurie Burdick will send a letter to Mr. Mason.

5. 6 Railroad St., Clarendon Borough, Parcel #WN-868-9436 – (previously owned by Treva Carlson) – declared blighted by BPRC on 2/18/21 (Tracking No. 69)

Pamela Matve reported that she has not received any correspondence from HUD as to what their plans are. Dan Glotz visited the property recently and shared photos with the board. Mr. Glotz stated that the house is secure, there is a mattress on the porch covered in plastic and the doors are closed. Following a discussion, Joe Whipp made a motion, with a second by Pamela Matve, to remove this item from the RDA's Agenda. A vote was taken and all were in favor. Motion carried. Pamela Matve stated that there is a 24-hour telephone number posted on the door that the Borough can call if they have any reports to make. Laurie Burdick will send a letter to the Borough explaining that the RDA feels that the structure is secure and the property is not blighted, so it does not meet the criteria of a blighted property, and they can call the 24-hour number if they have any issues.

6. Appeal of Determination of Blight – Thomas Moore property located at 25 Center St., Clarendon, Clarendon Borough, Parcel #WN-868-585900 (Tracking No. 70)

Dan Glotz presented recent photos of the property. Jesse Copley cleaned up the pile of debris that the RDA had requested him to remove. He is working

on the property by renovating the inside and he has all of the shingles to cover the roof. Because Mr. Copley completed what the RDA requested of him, Joe Whipp made a motion, with a second by Charles Barone, to remove this item from their agenda. A vote was taken and all were in favor. Motion carried. Laurie Burdick will send a letter to the owner indicating that this item has been removed from the RDA's Agenda with a copy to the Borough.

OTHER BUSINESS:

Pamela Matve brought up the matter of needing Error & Omissions Insurance for the RDA, which would also include holding harmless the RDA for any demolitions that contractors perform. A contract template will be prepared that can be used in the future for demolitions. Ms. Matve expects the cost to be around \$1,200 – \$1,500. She stated that the RDA also needs a Missions Statement. She will email the board a copy of the contract template to approve. Therefore, Charles Barone made a motion, with a second by Pamela Matve, to approve email balloting. A vote was taken and all were in favor; motion carried. Pamela Matve expects to have a Missions Statement and a couple of quotes for the E & O Insurance by next month.

ADJOURNMENT:

Meeting unanimously adjourned at 9:00 a.m. with a motion by Charles Barone and second by Phil Gilbert. Motion carried.

NEXT MEETING:

Tuesday, February 15, 2022, at 8:30 a.m., in the Commissioners' Conference Room, Warren County Courthouse.

Respectfully submitted,



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