

MINUTES
WARREN COUNTY LAND BANK AUTHORITY
Warren County Courthouse
Commissioners' Conference Room
Tuesday, September 17, 2024
8:30 A.M.

The meeting of the Warren County Land Bank was called to order by Chair Phil Gilbert, at 8:46 a.m.

ROLL CALL

Members Present: Phil Gilbert, Charles Barone, Jim Grosch, Robert Hart, Joe Whipp

Members Absent: Mike Boyd, Jeff Labesky

Staff Present: Pamela Matve, Executive Director of the Warren County Land Bank;
Michael Lyon; Laurie Burdick; Commissioner Dan Glotz

Guests Present: None

APPROVAL OF MINUTES

The August 20, 2024 Minutes were unanimously approved by motion of Jim Grosch and second by Joe Whipp. Motion carried.

FINANCE REPORT

A motion was made by Charles Barone, with a second by Jim Grosch, to approve the Finance Report. A vote was taken and all were in favor; motion carried.

UNFINISHED BUSINESS

1. (#83) – 63 Second Mill St., Sheffield Township, Parcel #SH-354-925800 – Fairhill North 2 – declared blighted by BPRC on 10/20/22

Pamela Matve reported that Attorney Andrea Stapleford has completed the quiet title. Both Fairhill and the new LLC will be served. This is still in process and ready to be filed with the Court. This item will continue to be tabled.

2. (#86) – 106 Cottage Place, Pine Grove Twp., Parcel #WN-281-3174 – Lana Cunningham – declared blighted by BPRC on 2/16/23

Pamela Matve stated that she spoke with Attorney Tim Bevevino regarding Pine Grove Township filing their Nuisance Ordinance and fines against the owners of this property, and he stated that the township would not only have to pay municipal costs to the MDJ, but they would also have to pay attorney's fees. He told them it won't do any good and not to spend anymore money on it because it is a lost cause. Phil Gilbert reported that an agreement for one year has been signed for tax payments, so it is off the tax sale list. Pamela Matve also reported that they are making

payments to the IRS and the balance is down to \$6,000 from approximately \$12,000. Joe Whipp suggested that a letter be sent to the owner indicating that if they don't clean up the property, the Land Bank will pursue Conservatorship. The Land Bank would file a lien against the property to recoup their costs. Pamela Matve will contact Pine Grove Township first to see if they would be in agreement to help the Land Bank clean up this property and then they will discuss sending the letter to the owner next month. Charles Barone made a motion, with a second by Jim Grosch, to contact Pine Grove Township to see if they would collaborate to clean up the property. A vote was taken and all were in favor; motion carried.

3. (#90) – Second St., Sheffield, PA, Sheffield Township, Parcel SH-356-572500 – James Martin Richwalsky – declared blighted 12/21/2023

Pamela Matve reported that she talked with Mr. Korbar, who still is interested in purchasing this property. This is in process, but they are having problems locating the deed for this property. Joe Whipp made a motion, with a second by Phil Gilbert, to table this item until October. A vote was taken and all were in favor; motion carried.

NEW BUSINESS

Pamela Matve reported that Freehold Township has agreed to join the Land Bank. She went to the Township meeting and they signed the Agreement. Charles Barone made a motion, with a second by Jim Grosch, to accept Freehold Township into the Land Bank. A vote was taken and all were in favor; motion carried. Phil Gilbert, will sign the Agreement as Chair of the Warren County Land Bank.

GENERAL DISCUSSION

None.

ADJOURNMENT

Meeting unanimously adjourned at 9:05 a.m. with a motion by Charles Barone and second by Joe Whipp.

NEXT MEETING

Tuesday, October 15, 2024 at 8:30 a.m. in the Commissioners' Conference Room, Warren County Courthouse.

Respectfully submitted,



Laurie A. Burdick
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