

MINUTES
WARREN COUNTY LAND BANK AUTHORITY
Warren County Courthouse
Commissioners' Conference Room
Tuesday, October 15, 2024
8:30 A.M.

The meeting of the Warren County Land Bank was called to order by Chair Phil Gilbert, at 8:45 a.m.

ROLL CALL

Members Present: Phil Gilbert, Mike Boyd, Jim Grosch, Robert Hart, Jeff Labesky, Joe Whipp

Members Absent: Charles Barone

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 September 17, 2024 Minutes were unanimously approved by motion of Mike Boyd and second by Robert Hart. Motion carried.

FINANCE REPORT

Pamela Matve reported that they received the funds from deed and mortgage recordings in September; \$2,295 for the County and \$765 for the City of Warren, with a total in the account of \$13,000. Jim Grosch made a motion, with a second by Robert Hart, 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 she received an email from Attorney Andrea Stapleford. Big Bend Four, LLC received a copy of the quiet title. Ms. Matve sent photographs to Attorney Stapleford to forward to Big Bend Four, LLC. The quiet title was filed with the Courts so we are waiting on the next steps.

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 has no updates. She contacted Pine Grove Township to see if they would be willing to collaborate with the County to clean up the property and was told that they do not have the manpower or the equipment. Ms. Matve said the owners are paying down the

IRS lien. Robert Hart made a motion, with a second by Mike Boyd, to have Pamela Matve send a letter to the owner informing her that if they don't clean up the property, the Landbank will pursue Conservatorship. 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 there is a problem with the deed. Robert Hart made a motion, with a second by Joe Whipp, to table this item for another month. A vote was taken and all were in favor; motion carried. Ms. Matve will send a letter to the property owner with a copy to Mr. Korbar and his attorney.

NEW BUSINESS

None.

GENERAL DISCUSSION

None.

ADJOURNMENT

Meeting unanimously adjourned at 8:54 a.m. with a motion by Joe Whipp and second by Robert Hart.

NEXT MEETING

Tuesday, November 19, 2024 at 8:30 a.m. in the Commissioners' Conference Room, Warren County Courthouse.

Respectfully submitted,



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