

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

The meeting of the Warren County Land Bank was called to order by Chair Phil Gilbert, at 8:41 a.m.

**ROLL CALL**

Members Present: Charles Barone, Phil Gilbert, 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 November 19, 2024 Minutes were unanimously approved by motion of Charles Barone and second by Robert Hart. Motion carried.

**FINANCE REPORT**

Pamela Matve reported that there were no changes since last month. Robert Hart made a motion, with a second by Jim Grosch, to approve the Financial Report. A vote was taken and all were in favor; motion carried.

**PRESENTATION**

None.

**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

Following an Executive Session, Charles Barone made a motion, with a second by Robert Hart, to have Attorney Andrea Stapleford proceed with the quiet title action on this property. A vote was taken and all were in favor; motion carried.

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

Pamela Matve reported that she has not gotten anywhere with this property. The lien of \$11,000 must be paid in full before it can be satisfied with the Prothonotary. Ms. Matve sent a certified

letter regarding legal action to the owner in October, but it came back marked “unclaimed, unable to forward”. The first-class mail has not been returned. Following a discussion, Jim Grosch made a motion, with a second by Charles Barone, to remove this item from their Agenda in January following a letter to Pine Grove Township indicating that it would be removed unless a representative or supervisor from Pine Grove attends the January meeting and presents their case. 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

This item was tabled at the November meeting until January 2025. Pamela Matve reported that she talked with Mr. Korbar’s attorney, who said that she would call Mr. Korbar and tell him that he can tear down the barn now and it has nothing to do with the third property going into his name. A motion was made by Charles Barone, with a second by Robert Hart, for Ms. Matve to send a letter to Mr. Korbar indicating that he should have the barn demolished. A vote was taken and all were in favor; motion carried.

4. 887 Route 958, Pittsfield, PA, Freehold Twp., Parcel #YV-432-368600 – Julia Skinner – declared blighted by BPRC on 5-16-24

Pamela Matve reported that she received an email from Ms. Leila Allison, daughter of Julia Skinner, who is asking for a specific list of what she needs to do at the property to get it off the Landbank Agenda. So far, she has hauled garbage and debris off the property, the campers are in the process of being removed, the back part of the house will not be torn down until spring of 2025, she plans on living on the property, but not in the house, she has hauled out two 30-foot dumpsters, burned burnable garbage, cut down trees, and hauled out two 20-foot trailers filled with debris. She is there daily working on the property. Charles Barone made a motion, with a second by Robert Hart, for Pamela Matve to get updated photographs of the property and create a list to send to Ms. Skinner’s daughter. A vote was taken and all were in favor; motion carried.

#### NEW BUSINESS

1. How to address municipalities that do not want to cooperate

The Authority discussed this topic and Joe Whipp suggested that a letter be sent to the municipality to remind them of what they agreed to and informing them that they will be removed from the blighted list if they don’t attend the January Land Bank Authority meeting.

#### GENERAL DISCUSSION

None.

#### ADJOURNMENT

Meeting unanimously adjourned at 9:36 a.m. with a motion by Charles Barone and second by Robert Hart. Motion carried.

NEXT MEETING

Tuesday, January 21, 2025 at 8:30 a.m. in the Commissioners' Conference Room, Warren County Courthouse.

Respectfully submitted,

*Laurie A. Burdick*

Laurie A. Burdick  
Department Secretary  
Warren County Planning & Zoning  
204 Fourth Avenue  
Warren, PA 16365  
814-728-3512  
814-728-3517 (fax)