

MEADVILLE REDEVELOPMENT AUTHORITY
Regular Monthly Meeting
March 13, 2024

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| Call to Order | The monthly meeting of the Board of Directors of the Redevelopment Authority of the City of Meadville was held in-person on Wednesday, March 13, 2024. Present were: Dennis Frampton, Jim Miale, Joe Tompkins, and Jeff Youngs. Absent was Jan VanTuil. Solicitor Jaclyn Millin Bronson, Community Development Director Renna Wrubleski, City Accountant April Smith, and City Planner Peter Grella, and Common Roots Executive Director Julie Wilson, were also present. Mr. Miale called the meeting to order at 8:02 a.m. |
| Public Comment | None. |
| Approval of Agenda | Mr. Youngs moved to approve the March 13, 2024 meeting agenda. Mr. Frampton seconded, and the vote was unanimous. |
| Executive Session Notices | Mr. Miale noted that an executive session was held February 14, 2024 to discuss real estate. |
| Minutes Approved | Mr. Youngs moved to approve the February 14, 2024 minutes. Mr. Tompkins seconded, and the vote was unanimous. |
| Acceptance of Financial Statements February 2024 | Mr. Tompkins moved to approve the February 2024 Financial Statements and check register. Mr. Youngs seconded, and the vote was unanimous. Ms. Smith noted that there was not a lot of activity this past month. Interest continues to accrue on investments made from the general, COVID-19, and blight fund accounts. Invoices for the cinema, 778-780 Water St., maintenance, and insurance came out of the accompanying accounts and are reflected in the check register. Ms. Smith reminded the board that she is exploring how to combine some of the fund accounts together. |
| Enterprise Zone Loan Fund and Revolving Loan Fund Reports | All active loans are up to date. |
| Staff Report Community Revitalization Corporation Public Meeting Crawford County Blight Revitalization Program 778 & 780 Water St. Remediation Update | Ms. Wrubleski summarized the public meeting for the developing Community Revitalization Corporation (CRC), noting that there was decent turnout and a generally positive reception to the CRC idea. She also shared that there is currently a public survey for the CRC circulating until March 22. Ms. Wrubleski shared the opportunity to apply for the County’s Blight Revitalization Program, which could provide up to \$20,000.00 to contribute to the demolition of 778-780 Water St. Even though the work has already been contracted, City staff were still encouraged to apply by the County Planning Office. Ms. Wrubleski informed the board that she has met with the EPA’s Technical Assistance for Brownfields (TAB) provider to sign up for the EPA’s free Resource Roadmap program, which outlines a strategy for identifying and applying for available environmental cleanup funds. Moody & Associates are also willing to work with the RDA to apply for grant money for further environmental assessment and remediation. |

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| 317 Wadsworth Mortgage Conversion | Ms. Wrubleski lastly shared that Ms. Bronson is preparing the paperwork for the mortgage conversion of the lien on 317 Wadsworth since the property is being transferred to the owners’ daughter. This will allow the RDA to be paid back when the daughter sells the house. |
| Old Business | None. |
| <p>New Business</p> <p>Discussion/Motion – CDS Application – Partnership for Upper Water St. Redevelopment Area</p> <p>Motion – Satisfy 563 Green St. Lien</p> <p>Discussion – RDA Property Review</p> | <p>Ms. Wilson shared with the board that she is working on three Congressional Directive Spending (CDS) applications on behalf of Common Roots to Senators Casey and Fetterman and Representative Kelly for the redevelopment of the Upper Water St. corridor. The center piece of the project would be constructing six townhomes on the 778 & 780 Water St. upon environmental remediation of the lots. Additionally, Common Roots is interested in new construction at 787, 789 796, and 798 Water St.</p> <p>With encouragement from Sen. Fetterman’s office to apply, Ms. Wilson believes that this is a competitive project, especially with the leveraging of public-private partnerships. With that in mind, she asked for the board’s approval to submit letters of commitment for each application that express the board’s resolve to convey 778, 780, 787, 796, and 798 Water St. to Common Roots upon award of CDS funds. Mr. Frampton made a motion to authorize submission of the letters. Mr. Youngs seconded, and the vote was unanimous. Mr. Tompkins abstained.</p> <p>Mr. Youngs moved to satisfy the \$10,904.50 lien on 563 Green St at the reduced amount of \$9,202.14. Mr. Tompkins seconded, and the vote was unanimous.</p> <p>Ms. Wrubleski informed the board that the RDA received a check from the County Tax Claim Bureau in the amount of \$9,202.14 to pay towards the \$10,904.50 lien on 563 Green St. The funds came from the 2022 Tax Upset Sale, in which the property was sold. Even though the check does not cover the full amount, staff recommended satisfying the lien since it was not expected that any money would get paid back to the RDA from the upset sale.</p> <p>Ms. Wrubleski and Ms. Smith reviewed the list of properties owned by the RDA with the board. They provided their thoughts on which lots could be marketed for development, which could be offloaded to neighboring property owners, and which should be transferred to the City. The board gave consensus to Ms. Wrubleski to begin reaching out to neighboring property owners to determine interest in some of the vacant lots. If the neighbors are not interested, the board raised the idea of marketing those lots on the City’s website for sale.</p> <p>The following properties were proposed for transfer to the City for the following reasons:</p> |

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| | <ul style="list-style-type: none"> • Westview Dr: This drive serves five businesses off of Baldwin St. Ext. It is believed that at one time, the RDA owned the land currently utilized by the buildings and was left with just the drive after subdividing into individual parcel. Since Public Works already maintains the drive, it was suggested that the drive be transferred to the City. • 440 Willow: This is a parcel of forested land off of Liberty St. It is surrounded by other forested parcels owned by the City. With no private interest in developing those parcels, it was suggested that the parcel be transferred to the City. • Market Sq. Parcels & 893 Water St.: The Market Sq. parcels are two parcels surrounding the Market Sq. Parking Garage. The 893 Water St. lot also abuts the garage and is currently leased out to PNC for parking. The City collects that parking revenue, and with ongoing discussions about the future of the garage, it is believed that owning the surrounding parcels will allow for greater site control of the City to make the decisions it needs to make. • 960 Market St.: This parcel is behind the Windstream office on the corner of Market and Arch and abuts the surface parking lot, which is owned by the City. With no potential for development and its proximity to the City-owned parking, it is thought to be best in the hands of the City. <p>After some consideration, Mr. Tompkins moved to convey the above lots to the City. Mr. Youngs seconded, and the vote was unanimous.</p> |
| Adjournment | <p>With no further business to come before the board, Mr. Tompkins moved to adjourn to executive session to discuss real estate. Mr. Youngs seconded, and the vote was unanimous to adjourn to executive session at 9:09 a.m.</p> |

Jan VanTuil
Redevelopment Authority Secretary

Maryann Menanno
Interim City Clerk