



REDEVELOPMENT AUTHORITY OF THE CITY OF UNIONTOWN  
BOARD OF DIRECTORS MEETING MINUTES  
March 13, 2024

1. Pledge

2. Call to Order/Roll Call/Additional Attendances

The Redevelopment Authority of the City of Uniontown, Pennsylvania met in regular session in Uniontown, Pennsylvania on Thursday, the 13 day of March 2024.

**The Executive Director called the meeting to order at 4:00 PM and roll call was as follows:**

Present: Mr. Matt George

Dr. Kurt Sturdevant

Brad Trott

**Additional Attendance: Sign-in sheet Provided.**

Jeremy Davis, Esquire

Director Simmons, Executive Director

Andrea Myers, Executive Assistant

Samantha Mayfield

3. The Executive Director stated: "If a potential conflict exists, you are duty bound to disclose."

4. Approval of Minutes

***Director Simmons requested a Motion to approve the meeting minutes for February 21, 2024.***

*Motion: Dr. Kurt Sturdevant*

*Second: Mr. Matt George*

*All in Favor. Motion Carried*

b. February 5, 2024, Special Meeting

Will be approved during the March meeting.

5. Treasurer's Report

a. Balance Sheet - Profit and Loss

The balance sheet was reviewed and all finances in order and balances revenue and expenditures.

***Director Simmons requested a Motion to approve the treasurer's report for March 13, 2024.***

*Motion: Dr. Kurt Sturdevant*

*Second: Mr. Matt George*

*All in Favor. Motion Carried*

b. Approval of Checks and Online Transfers

***Director Simmons requested a Motion to approve the online transfers for March's monthly reimbursements.***

*Motion: Mr. Brad Trott*

*Second: Dr. Kurt Sturdevant*

*All in Favor. Motion Carried*

c. Account Set Up – PayPal and Landlord Registration

Accounts will allow online payment for Landlord Registration and allow payment to be made via PayPal.



***Director Simmons requested a Motion to designate signatories and open accounts for the PayPal and Landlord Registration***

*Motion: Mr. Paul Payla*

*Second: Mr. Matt George*

*All in Favor. Motion Carried*

**6. Public Comment - No Public Comment**

Samantha Mayfield, Program Manager was introduced.

**1. New Business**

**a. Property Bidding and Marketing Process**

**i. Property Purchase Requests/Donation**

The current process for marketing and purchasing properties was reviewed and a new procedure was introduced. This would be corrective action for the previous procedure to create a more open and fair bidding process. The process would open property to only adjacent landowners.

It was decided that the property prices be set for each property and service area (next door and directly across the street) identified, each landowner will be mailed a letter to determine if the owners are interested in bidding. If it is a direct inquiry there will be 15 days to process the inquiry and collect any other interested buyers. If this is a blind marketing to adjacent owners after 15 days the bidding would open to all.

Property Purchase request for 76 Cleveland Avenue. The property would need to confirm the assessed value. To market this property a new procedure will be followed, as established. The minimum bid price must be set by the board. The options for online property bidding were reviewed.

The board reviewed the TEST Property Management Tool called Google workspace – Apsheet.

The group reviewed sewage and water connections for properties. This will be identified in the property review.

**b. Landlord Registration Ordinance Proposed Updates and Event (Update)**

**i. March 26 Uniontown Landlord Event at 6PM**

The landlord registration process was reviewed with the group to include the process of creating the inventory of rentals. Those landlords that are unsubscribed can be confirmed using the sewage connections. New proposed incentives and requirements were reviewed with the group. This includes the quarterly meeting with legal assistance, weekly dump site, online resources, group email for all landlords (listserv), and potentially low interest loan funding contingent upon available funds. The board considered the Fair Housing Law related to eviction and tenant listing.

An annual exterior inspection was presented with a 30-day window to correct the issues, and a risk analysis was reviewed. The cost of the license was reviewed. The group discussed those landlords with many units to be offered a reduced cost.

Inspections would not be immediate, but they would be adopted in May 2024. Code Enforcement would be conducted by a licensed inspector, CDBG funding will assist with code enforcement.

Landlords that do not pass an exterior inspection they will not be provided a rental license. Other ordinances for Connellsville, California Borough. Final draft of the landlord ordinance will be presented prior to May.

**c. Property Maintenance**

**i. Demolition Update – Valuation Certifications Underway**

The bidding for building demolition will be in the near future.

**ii. Structure Inspections K2 Estimate**



The building purchase on the free a clear was set at \$1,600 would be needed if there would be a demotion but if they can be reviewed now the discussion can begin as to where the rehabilitation is made. Structures include 219 N. Gallatin, 57 Pershing, 96 Murray, 48 Stewart, 30-39 Whiteman. The inspection can be used for PHARE or the other Rehabilitation Grants.

If properties do require demolition, we would have what is needed for CDBG – if it can be rehabilitated then we can proceed with a grant submission.

If the engineer were to approach a property and it was in very poor condition that would be likely need demolished the inspection would not be conducted.

***Director Simmons requested a Motion to approve K2 estimate not to exceed \$1,600 for property inspection for six properties less any structures where it is obvious rehabilitation cannot be complete.***

*Motion: Kurt Sturdevant*

*Second: Mr. Paul Palya*

*All in Favor. Motion Carried*

### **iii. Lincoln View, Property cleanup – Draft Letter**

There were extenuating circumstances regarding E&H Contracting and over the past few months the business has suffered a loss. The company did confirm they can work on the Lincoln view project and requested an advance in pay to complete the project. While the company was getting reestablished the board decided that it would be best to pursue a new proposal and to end the contract with E&H. The contract will be reviewed, and a letter sent to E&H and an RFP can be released. Lemon street needs clean up.

### **iv. CDBG Code Enforcement**

The group reviewed the process in which a previous owner would need access to a structure after being purchased off the repository. If the person can provide proof of prior ownership, if the home is safe, and a constable, at their expense, can meet the person onsite to collect belongings in a set period.

### **d. HOME Investment Partnership Update –Awarded**

Home funds will constitute as the housing component and allow the city to use CDBG funds for code enforcement.

### **e. Blight Remediation Plan – Task Force Timeline and Members**

A blight Remediation task force will be adopted at April Council meeting. Andrew French, Fayette County Redevelopment Authority, David Molchan, Threshold, Mallory McCune, Community Action, Fredrick Kampert, City Code Enforcement, Matt Thomas, Landlord/Resident/Prior Code, Crystal Simmons (RDA). The Blight Remediation Contract was approved for an extension.

### **f. Low Interest Loan Correspondence and Options Letters**

The Low Interest Loan letters are being handled by the program manager who will be mailing a letter out to those that still own them. Some may be bankrupt, and some will receive a new amortization.

### **g. Real Estate License Exam – Pre-license Education REALTORS® Educational Institute**

The group reviewed the possibility of the Program Manager attending the Education Institute for Real Estate License Exam. This will be reviewed again following the Program Managers probationary period.

### **h. Lemon Street Park and Pavilion Project - Completion 3/26/2024 Grant dead 4/1/2024**

Lemon Street costs must be incurred prior to April 1, 2024 and so this project is main priority.



Mr. Jeremy Davis confirmed that PennBid published and followed procurement, and that the advertisement was posted, and an engineer was included.

***Motion to approve the bid in the amount \$55,875 of for contingent upon MBE/WBE and System for Award Management and final collection of bonds and final review of the engineer.***

*Motion: Mr. Paul Palya*

*Second: Mr. Matt George*

*All in Favor. Motion Carried*

The lemon street park project was reviewed. Any remaining fund may be used for engineering, however there may be available funds for additional tasks. Lighting was discussed. West Penn manages the replacement and the request for replacement was submitted. There will be no electricity at the pavilion and no power onsite. Dusk to dawn lights were considered. Possibly with West Penn Power. The remaining budget will be reviewed for safety. The pavilion will begin as soon as the weather allows. This is a multiyear project and is expiring.

#### **10. Executive Session**

***Director Simmons requested a Motion to enter Executive Session at 4:16PM***

*Motion: Mr. Mark Rafail*

*Second: Mr. Paul Palya*

*All in Favor. Motion Carried*

Exit executive session at 4:27PM

***Director Simmons requested a Motion to extend the job offer for Program Manager to Samantha Mayfield enter Executive Session at 4:16PM***

*Motion: Mr. Brad Trott*

*Second: Mr. Matt George*

*All in Favor. Motion Carried*

#### **11. Next Meeting February 21, 2024**

#### **12. Adjournment**

***Director Simmons requested a Motion to adjourn the meeting.***

*Motion: Mr. Mark Rafail*

*Second: Mr. Matt George*

*All in Favor. Motion Carried*

Brad Trott, Secretary

4/17/2024

DATE