



**REDEVELOPMENT AUTHORITY OF THE CITY OF UNIONTOWN
BOARD OF DIRECTORS MEETING MINUTES
July 17th, 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 Wednesday, the 17 day of July 2024.

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

Paul Payla - Present
Dr. Kurt Sturdevant – Present
Brad Trott – Present
Matt George – Present
Mark Rafail – Absent

Additional Attendance: Sign-in sheet Provided.

Michael Mays, Davis and Davis
Director Simmons, Executive Director
Samantha Mayfield, Program Manager
Andrea Meyers, Executive Assistant
Terrance Price, Code Enforcement Officer
Mayor Gerke

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 June 18, 2024.

Motion: Dr. Kurt Sturdevant

Second: Paul Payla

All in Favor. Motion Carried

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. Audit will include journal entries. The group discussed payroll amounts and to consider giving a larger transfer to the payroll account. Story Square rentals are going very well.

Director Simmons requested a Motion to approve the treasurer's report for June 18, 2024.

Motion: Mr. Paul Payla

Second: Dr. Kurt Sturdevant

All in Favor. Motion Carried



b. Approval of Checks and Online Transfers

Monthly Reimbursement for this month is total expenses at \$22,000. Reimbursing all but around \$5,000.

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

Motion: Dr. Kurt Sturdevant

Second: Mr. Paul Payla

All in Favor. Motion Carried

6. Public Comment - No Public Comment

7. New Business

a. Winona Street Blight Remediation – FAYCOHOMELLC Negotiation

The group discussed negotiating with Mark Shipley and is willing to work with Mark Shipley if he gives them 33 and 34 Winona Street. The total cost of Shipley's liens is \$6,000-\$8,000. The first request would be an exchange and if that did not go through then Director Simmons would ask to purchase the properties. Group asked Mr. Matt George his input on the proposal to negotiate with FAYCOHOMELLC and Mr. Shipley.

Director Simmons requested a Motion to approve the Executive Director to move forward with the negotiation with FAYCOHOMELLC and Mr. Shipley.

Motion: Dr. Kurt Sturdevant

Second: Mr. Matt George

All in Favor. Motion Carried

b. Property Purchase Requests/Donation - 18 Ben Lomond Set Price

Director Simmons said Ed Chapley reached out. (Edward Chapley, 18 Ben Lomond Street.) The Property Tax assessed value is \$30,000 and fair Market Value \$61,200. Director Simmons asked if she could Move Forward with Davis and Davis to get a title and then go further with the property.

c. 30 Whiteman Certified Letter Sent Community Action Credit Review

30 Whiteman is Melissa Little's case. The certified letter is drafted and ready to be set out. Director Simmons said she contacted David Mulchin from Threshold, Mallory McCune, and Rick Hager. Rick Hager is credit counseling; Mallory is assistance with mortgage and Dave from Threshold will help her get and rehab the home. Director said the letter will be sent out this week with the David, Mallory, and rick copied on it.

d. Property Maintenance

i. Demolition Update – Advertisement for Bids – Force Account

The last and final meeting was held on the 10th. Uniontown requires a meeting before tearing down a property even if it is owned. Ther was no push back at the meeting. Director Simmons said she spoke with



Bryan today; the Bid Specs are ready to push out. They will go out as one package, but they will be able to bid separately on each structure. She said she would follow up with more bid dates. The groups discussed how long the bids would be left out. Talked about getting new machines for demolition to make things smoother.

ii. Structure Inspections HOME/CDBG Code Enforcement – K2 Amendment

Director Simmons said they have created a “Code A Team”. They have created a code enforcement reimbursement process. Their meetings include training courses and discussions of cost and expenses.

Director Simmons requested a Motion to approve Amendment A245, not to exceed \$16,000, amending the preferment and contract inspections under the CDBG engineering agreement.

Motion: Dr. Kurt Sturdevant

Second: Mr. Paul Payla

All in Favor. Motion Carried

e. Landlord Registration Ordinance Proposed Updates (Update)

i. iWorq Rental License Software

The city has decided to move forward with the iWorq program. It is software that allows the city and city staff to work between each other in different topics. The program would improve efficiency and reduce time. It is very easily accessible to city staff. Director Simmons talked about reducing a unit fee down to \$55 from \$75.

ii. Second Public Meeting August 13

Director Simmons would like to hold a second public meeting to bring in the registered landlords and finish everything up. They discussed that they need to be a little firmer with the public at the next public meeting. Director Simmons mentioned the timeline: The 13th they hold a meeting with the final ordinance update, end of September would be the iWorq launch, the invoices for online payments would be sent out at the end of November, leaving December to iron things out.

f. Storey Square

i. Awning Complete and electrician to begin

The awning is finished, and Director Simmons is meeting with the electricians on the 23rd to get them started.

ii. Special Events Insurance

Director Simmons brought up that they do not have “Special Event” insurance. Director Simmons said the down payment would be \$1,949.75 and the policy would be effective Thursday, July 18, 2024. She quoted Sprowl’s who got their quotes through Cincinnati. Penndot is the company that brought this to light. The Special Event coverage protects the park. The group was trying to discuss what the difference between normal and “special” event. The group decided to wait on getting the “Special Event” insurance until there was further research done and more clarity on the subject.

iii. Concert Series donation needed or adjust budget



Director Simmons said concert donations are needed or the budget needs adjusted. WMBS coverage at the concert is \$6,600. They are the only ones not sponsoring the event in some capacity. Director Simmons said she is considering having them come to only the Third Thursday events and just set up a tripod to go on Facebook Live. Director Simmons said that they have received some personal donations, but WMBS is just too expensive. The RACU is still waiting on the check from WVU.

g. Downtown Business District – Christmas in the Square Special Event increase in hours

They discussed that Director Simmon’s hours will increase if she is helping with “Special Events”. She recommended increasing the hours from four to six and put together a special amendment.

Director Simmons requested a Motion to approve increasing staff time to 6 hours at \$50 an hour for the special event Christmas in The Square.

Motion: Dr. Kurt Sturdevant

Second: Mr. Brad Trott

All in Favor. Motion Carried

8. Updates/Old Business

a. Blight Remediation Plan – Task Force, RFQ Underway the 2nd Meeting TBD

The Blight Remediation plan is underway. A task force meeting will be held. The FRQ is in process but has not been pushed out yet. Second meeting will happen once the FRQ is pushed out.

b. Property Marketing Webpages and marketing underway

Property Inventory is ready to be pushed out. Mr. Brad Trott gave overview of the plan including some additions such as shape overlay and searches.

c. Low Interest Loan Correspondence and Options Letters and HOME/USDA – Update

Director Simmons said there are four (4) 504 Loans ready to submit. Mr. Matt George is getting documents notarized at Davis & Davs for the RACU. Director has reached out to many different people. Discussed Samantha Mayfield pay.

d. Lawn and Park Maintenance - Starkey Lawn & Land LLC and Domes Landscaping Contracts Underway

Landscaping contracts are being worked on and agreements should be on their way.

e. Lemon Street Park Signage Proof Official Opening Mid-August upon demo

The proof for the Lemon Street sign is underway. As soon as the proof is signed and the structures are tore down there will be an event held there.

f. Uniontown Property Development Corporation (UPDC) Appoint Members

Director Simmons said they need members to appoint.



g. City Cooperation

i. CDBG Administration – June 13 6PM Connellsville First Hearing Held

- 1. 2024 Second Hearing TBD end September – Scoring July 26**
Reviewing project Requests based on scoring and recommendations.
- 2. Calvary Playground – CDBG 2021-2023 – Uniform Relocation Assistance**
In the first steps of the relocation assistance.
- 3. State Theater – CDBG 2021 - One Voice One Community – CDBG 2021**
The State Historic preservation office has some questions. The historical architectural review board currently has no members. Director Simmons said she has 5 people that would meet the requirements.
- 4. Grant Street Playground Rehabilitation – Special Meeting July 25 at 4:45 PM**
Reviewing and making awards to the lowest responsible bidder contingent upon solicitor review and grant compliance.

ii. 2024 Exhibits

- 1. Comprehensive Planning RFQ July 18 Mandatory Preproposal Meeting Due August 5 Planning**
Qualifications are due August 5.
- 2. Commission and DBDA August 14 – RDA Score Average and Award August 21**
RACU will handle the scoring with rubric and select the consultant based on the average score.
- 3. Strategic Management Planning Grant RFQ proposals due July 24 Award August 1**
Proposals are due July 24, Director Simmons said she would like to award by August 1st.
- 4. Greenways, Trails and Recreation Program Marshall Park Pending**
- 5. American Junior Golf Foundation (AJGF) 5% Pass Thru July 21**

9. Executive Session

10. Next Meeting August 21, 2024

11. Adjournment

Director Simmons requested a Motion to adjourn the meeting.

Motion: Mr. Paul Payla

Second: Mr. Brad Trott

All in Favor. Motion Carried