CITY OF WILLIAMSPORT

REDEVELOPMENT AUTHORITY

MEETING MINUTES
REDEVELOPMENT/LAND BANK AUTHORITY OF THE CITY OF WILLIAMSPORT

June 26, 2024, 11:30 A.M.
144 West Third Street, Trade & Transit Centre II, Third Floor-Michael Ross Room

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1. Call to Order – Jennifer Matz called the meeting to order at 11:30AM

2. Roll Call: Jennifer Matz, Jade Walton, Don Lundy, Tom McDermott

3. Approval of minutes from the May 22, 2024 meeting

Don Lundy made the motion to approve the minutes, seconded by Jade Walton-motion approved and carried (4-0).

4. Introduction of member Carol White – this agenda item has been tabled due to Ms. White's absence.

5. Appointment of one member to the Blighted Property Review Board

Don Lundy made the motion to appoint August Memmi to the Blighted Property Review Board, seconded by Jennifer Matz-motion approved and carried (4-0).

6. 2169 Mosser Ave

Mr. Memmi gave an update on the property and provided photos. There was also discussion about how to go about selling the property once the work is completed. A current list of blighted properties and potential blighted properties was also provided to board members.

7. 743 Park Ave.

Electricity and gas have been disconnected from the property, which is now ready for demolition. Acquisition of property will be negotiated and all liens must be settled. A date has not been set for the demolition.

8. PHARE Project – Selina Pulizzi -1127 & 1129 East Third Street, Williamsport, Pa. – 2 units - PHARE CITY-WIDE (Rental Rehabilitation Program #5)

Background information was given about the program, property owner and tenants. The rent is eligible and considered affordable for the two units discussed. An inspection was completed and there were no code related items found. The owners have the required funds to commit to the project and PHARE funds have been secured with a mortgage against the property.

Don Ludy made the motion to approve the PHARE funds, seconded by Tom McDermott-motion approved and carried (4-0).

9. Review of Employment Agreement/ Executive session

There was discussion of retaining August Memmi as Executive Director of the Redevelopment Authority.

Tom McDermott made the motion, seconded by Jade Walton to approve the employment agreement, hiring August Memmi as the Executive Director of the Redevelopment Authority-motion approved and carried (4-0). Executive session ended at 12:25PM.

10. Any Other Business

a. Mr. Memmi expressed the need to purchase a laptop for his work with the RDA. A motion was made by Jade Walton, seconded by Jennifer Matz to approve up to $2,500 for reimbursement for the purchase of a laptop for Mr. Memmi's work-motion approved and carried (4-0).

b. Mr. Memmi provided information regarding a new website for the RDA, which there is a required 50% downpayment and the remaining $50% due at completion. Tom McDermott made the motion, seconded by Don Lundy to approve $2,300 for the first half of the contact set-up and domain name-motion approved and carried (4-0).

c. There was discussion about establishing a post office box for the RDA. Mr. Memmi will gather information on this and bring it back to the board.

11. Adjournment

Don Lundy made the motion to adjourn the meeting, seconded by Jade Walton-motion approved and carried (4-0). The meeting ended at 12:45PM