

City of Coatesville Redevelopment Authority  
Minutes from August 15, 2011

Board Members: Chairman Joseph Disciullo, Jack Burkholder, Matt Baker, Harry Colon, Eric Collins  
Staff Members: Rob Barry, Stacy Bjorhus  
RDA Solicitor: Lou Kodumal

RDA Chairman Joseph Disciullo called the meeting to order at 7:19PM

**EXECUTIVE SESSION:** Chairman Disciullo announced that the RDA Board held Executive Session meeting earlier in the evening and on August 1, 2011 to discuss real estate and legal matters.

A motion to approve the Minutes from the July 18<sup>th</sup> RDA Board Meeting was made by Jack Burkholder with a second by Matt Baker.

**Motion Passed 5-0**

**ACCOUNTS PAYABLE:**

Accounts Payable were reviewed, and RDA refund of tenants at 312 Fleetwood Street, were amended. Ron Meyers was added to the payables list, and his security deposit check was issued, after the meeting, and handed to Mr. Meyers. Mr. Carlton's security deposit check was deleted from the list of payables.

Motion was made by Eric Collins with a second by Jack Burkholder to approve the current accounts payable, with the addition of Mr. Meyer, and deletion of Mr. Carlton's security deposit checks.

**Motion Passed 5-0**

**ADDITIONS, DELETIONS and MODIFICATIONS:**

**Additions to 'New Business':**

- E) PARKING ENFORCEMENT ON RDA PROPERTIES
- F) 101 E LINCOLN HIGHWAY LEASE ENFORCEMENT

**CITIZEN COMMENTS REGARDING AGENDA ITEMS:**

Mr. William Jones asked the Board if he was granted the extension of his lease termination, as he had requested.

Chairman Disciullo responded that his request had been approved.

**NEW BUSINESS:**

**(A) 2012 Annual RDA Budget to be added to the Agenda for Discussion:**

**(B) Comfort Care Lease Extension at 312 Fleetwood Street**

- Motion was made by Chairman Disciullo with a second by Matt Baker to reject Comfort Care's lease extension proposal.

**Motion Passed 5-0**

**(C) Consider Modifications to Record Retention Policy:**

**Discussion:** The RDA's proposed Retention Policy addressed too many elements that were not relevant to the RDA. Staff was directed to review Chester County's policy and other municipality's policies which may be more relevant to the RDA's needs.

A motion to adopt the current Records Retention Policy with recommendations for revisions to be presented from Staff in the near future, by Chairman Disciullo, with a second by Harry Colon.

**Motion Passed 5-0**

**(D) Recognition of RDA Volunteers:**

Rob Barry thanked Mr. Paul Givler and Mr. John Pawlowski for their hard work and dedication for their review of RDA records that were stored in the prior RDA solicitor's office. Mr. Barry noted the extreme effort and excellence in performance, in their service to the RDA in this regard, and to the City of Coatesville in general.

**E) Parking Enforcement in the RDA Parking Lots:**

A motion was made by Chairman Disciullo with a second by Matt Baker to allow the City of Coatesville to issue parking permits, in accordance with the City's current Parking Enforcement Policy, with determination at a later date of how the fees for the permits would be allocated between the City and the RDA. The City will enforce parking as well as monitor/maintain the lots, and provide signage.

**Motion Passed 5-0**

**F) 101 E Lincoln Highway Lease Enforcement:**

**Discussion:** Based on failure to comply with terms noted in the lease a letter will be sent out to Mr. Waller giving him ten (10) days to bring the account current or the RDA will take legal action to recover damages, and retake possession of the property. Additionally, the RDA solicitor will move forward with an eviction notice and proceedings, if Mr. Waller does not respond to the RDA's letter.

A motion was made by Chairman Disciullo with a second by Harry Colon to proceed, as noted per the Board's discussion.

**Motion Passed 5-0**

Chairman Disciullo commented about the Press Policy: The Chairman is the dedicated spokesperson for the RDA and the By-Laws are followed for the press policy, by the RDA.

**Citizen Comments:**

Mr. William Jones requested a time frame for the return of his security deposit at 312 Fleetwood Street.

Mr. Jones was informed that the security deposit would be available at the time of the final inspection, and the premises is determined to be broom clean.

Mr. John Pawlowski asked two questions:

1. What is the status of the Blight Committee.

He, and others, have taken photographs of blighted condition City properties and forward the photos to the City Codes Department.

Mr. Pawlowski asked the following questions:

What actions the Codes Department takes on photos remitted, such as his photographs.

Who can he speak with for information about the Code Departments procedures, for follow up with City residents?

The RDA solicitor, Lou Kodumal and Board Member Matt Baker both responded:

Under Redevelopment Law the RDA must have a Vacant Property Review Committee identify properties that fit the criteria, per the Statute.

If property owners fail to remediate the issue then the Vacant Property Review Committee can address the violation.

Property Conservancy Act Code enforces public nuisance law, and can address the blight problem.

2. What is the status of the Velodrome?

Chairman Disciullo responded: This is in the hands of the legal department.

The next Public RDA Meeting will be on Monday, September 19, 2011, at 7:00PM in City Hall Council Chambers.

Motion to adjourn was made by Jack Burkholder with a second by Matt Baker.

**Motion Passed 5-0**

Meeting adjourned at 8:08PM

Respectfully submitted by Board Chairman Joseph Disciullo