

Redevelopment Authority of the City of Allentown
Regular Monthly Meeting Minutes
April 10, 2024
2:00 PM

Call to Order

The monthly meeting of the Redevelopment Authority of the City of Allentown was held on April 10, 2024, at City Hall Located at 435 Hamilton Street Allentown, PA 18101. This was a Hybrid meeting of in-person and virtual attendance using Microsoft Teams. The meeting, having met the requirements of a quorum, was called to order by Daniel Schmidt.

Board in Attendance

Daniel Schmidt, Chair
Jessica Ortiz, Vice Chair
Alan Jennings, Treasurer
Tyrone Russell, Secretary

Staff in Attendance

Joshua Gildea, Solicitor
Mark Hartney, Deputy Director
Kelly McEllroy, City of Allentown
Ellen Price HUD Grant Accountant

Public in Attendance:

None

Approval of Meeting Minutes

With A determination of a quorum, the meeting was called to order on April 10th at 2:05 pm. The minutes from the previous meeting on March 13, 2024 motioned to be approved by Jessica and Alan seconded by Jessica with ALL approved with small correction of status to a public attendee. Tyrone asked what the requirements of recording meetings are. * As part of the sunshine laws, there are no requirements, just that minutes are created and visible to the public if requested.

[OOR - PENNSYLVANIA'S SUNSHINE ACT \(OPEN MEETINGS LAW\) \(pa.gov\)](https://www.pa.gov/legislation/sunshine-act)

Old Business

411 Ridge Avenue – Mark informed the board of the status of this property. The board awarded to the Parking Authority and the Phase 1 and tank removal documents were being emailed and reviewed by the Parking Authority. Dan asked the tanks were not removed who would be responsible. Mark stated the Authority would be responsible for the cost, but CDBG could cover that task and its costs.

428 N 6th Street – This lot has interest from the housing authority. Mr. Gildea reported that he was going to sign the documents and send over the proforma. Mark stated that the next step would be Development Contract and such. Josh stated he wished we could get the site control signed and followed first. Alan asked if the Authority has to pay transfer taxes on the sale of the property. Kelly stated that the Authority doesn't have to pay transfer taxes if the property is sold for a \$1.00.

540 Hamilton Street – the Draft RFP was asked to be discussed further at executive session.

New Business

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NONE

Kelly brought to the board the question that the Chamber managing the Blues, Brews & Barbecue event on 6/22/2024. The downtown alliance is looking for vacant buildings. And 540 might be a good spot to assist them in their storage needs. Staff would make sure that all correct documents would be signed as far as liability and safety and insurance would be captured. Tyrone asked if we could be a storage sponsor and Kelly will ask them that question.

Jessica made the Motion, Alan seconded it to have Josh draw up necessary paperwork for the use of the building, protecting the authority.

Update Report – Ms. McElroy informed the board that she was working on getting pictures of the properties and will share them once they are complete on One Drive. Jessica stated she wished to come along and wasn't asked. Kelly stated she misunderstood and will invite her in the future.

Transition Updates were given from Mark. City staff had a meeting with Megan and the computer and drives were picked up. Mark stated that all the Authority documents will be loaded on the N drive. Jessica asked if the board would be able to view the documents, so they wouldn't be in a position like they are now. Mark stated he would talk to IT. Jessica is requesting access to all board documents. Tyrone agreed. Staff will look into this request.

Financials –Ellen was introduced to the board. She will be taking over the financials for the board. Some billing issues will need to be corrected. Ellen stated she will need some time to review all the board funds and then she would be able to fill in the gaps accordingly. Josh asked about the Audit and if the Authority was inline with getting one completed. Mark answered that Megan stated there was no 3rd party under contract. Mark stated that he was wondering if the board would be ok with using the approved 3rd party auditor, as it is April, and we don't have anyone lined up. Mark stated he understand the requirement and he is confident that he can find an auditor that meets gap standards and can perform this action.

Alan wants a more streamlined process so the Authority can be transparent.

Jessica made a motion for staff to prepare a proposal, to RKL and the City's 3rd party's auditor if the price is comparable and appropriate for the task, to use the city 3rd party auditor for this year's audit, Tyrone seconded it

Public Comment- None

Executive Session – The Board announced that they will be going into Executive Session to discuss personnel issues and lawsuits.

Adjournment

4:12 pm