

Redevelopment Authority of the City of Allentown
Regular Monthly Meeting Minutes
August 14, 2024
2:00 PM

Agenda Item
2.0

Call to Order

The monthly meeting of the Redevelopment Authority of the City of Allentown was held on August 14, 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
Chris Raad, Member
Alan Jennings

Staff in Attendance

Joshua Gildea, Solicitor
Kelly McElroy, Enforcement Manager
Ellen Price, Senior Grant Accountant
Vicky Kistler, Director of CED

Public in Attendance:

Jason Addy – Lehigh Valley News
Peter Secoda - Cortex

Approval of Meeting Minutes

With a quorum determined, the meeting was called to order on August 14th at 2:03 p.m. Ms. Ortiz motioned to approve the minutes from the previous meeting on July 10, 2024. Mr. Raad seconded, and ALL approved.

Public Comment:

None

Election of Officers:

As this is the authority's annual meeting, members' seats are voted on yearly. Members will remain in their seats until another member is nominated.

Jessica Nominated the following:

Chair: Chris Raad

Vice Chair: Jessica Ortiz

Treasurer: Allan Jennings

Secretary: Tyrone Russell

Mr. Jennings Seconded and All Approved.

Ethics Policy:

The board needs an ethics policy. Mr. Gildea stated this was put together last year (2023), but no resolution was found.

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Mr. Gildea asked if any document changes or corrections needed to be discussed. A discussion was had about the process of a conflict and how the board should handle it.

Mr. Jennings had a correction to the word insubstantial as it formed a double negative in the sentence. Mr. Jennings also asked if this policy would be included in the bylaws. Ms. McEllroy explained that this would be included in the Authority's Policies and Procedures Manual. Mr. Schmidt asked to have city staff sign the policy as well. Mr. Raad made a motion for the board to adopt the policy as presented. The motion was seconded by Ms. Ortiz. The motion passed unanimously.

Treasurer's Report:

Audit update: Maher Duessel is reviewing all the documents and will send any adjustments and suggestions within a month or so. Ms. Price explained the difference of 308,000 that Fegley's wire check was made to the City of Allentown, and it should have been made to the Authority. She stated there wasn't an issue; we had to pay out of a different account and then pay it back when the check was corrected.

Ms. Kistler explained that staff is exploring changing RACA accounting software from Quickbooks to Munis. Munis is the accounting software that the City is changing to. This change would allow City finance staff an opportunity to put a second set of eyes on the authority's books. More details will be shared with the board as the closer to the expected City transition to Munis, which is expected in Q1 of 2025

Invoices for Payment:

Invoices for payment.

Ms. McEllroy reviewed the invoices for payment with the Board. Mr. Raad motioned to pay invoices as shown, Ms. Ortiz seconded, and all approved.

Ms. McEllroy stated that staff will be preparing an RFP for preferred vendors for routine maintenance items that is expected to be issued in October.

Property Updates:

725 N 10th Street – This property has been cleaned out and boarded up. The water meter was pulled, but this building has two stops. The Water Authority had to order a particular part for this, which will be completed this week at no cost.

129 Chestnut Street – The property has been cleaned; the water meter has been removed.

323 N 9th Street – The 2nd floor was repaired, and some exterior repairs have been completed. Ms. McEllroy suggested we clean up the lease documents and clearly define responsibilities and a possible rent increase. Ms Ortiz asked for clarification on some terms and items that should be included. After discussion, it was agreed not to raise the rent for the 2nd floor but to define the garage as a separate lease for \$50.00 a month and give the 2nd-floor tenant first right of refusal.

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428 N 6th Street — Ms. McEllroy stated that an Agreement of Sale was executed with the Housing Authority. She also reviewed a HUD NSP compliance letter we received from the City. An affordable housing project must be completed at the site by December 2025, or the Authority may be liable to repay HUD funding in the project.

Staff updates:

Ms. McEllroy reviewed the monthly action plan and reviewed staff's priorities for the next month. Ms. Kistler talked about the housing study results. She also spoke of the Recompete grant and how the grants can assist the authority and the city with housing issues.

Adjournment

4:10 pm