

**REDEVELOPMENT AUTHORITY
OF THE CITY OF ALLENTOWN
Wednesday, December 11, 2024 – 2 PM
3rd Floor Conference Room**

CALL TO ORDER

The meeting of the Redevelopment Authority of the City of Allentown was held on December 11, 2024, at Allentown City Hall, located at 435 Hamilton Street, Allentown, PA. The meeting, having met the requirements of a quorum, was called to order by Board president Chris Raad at 2:03 PM.

ATTENDANCE

Board Members: Alan Jennings, Jessica Ortiz, Christopher Raad, Dan Schmidt

Staff: Josh Gildea (Solicitor), Vicky Kistler, Kelly McEllroy, Mark Hartney, Jean Brossman, Ellen Price and Anthony Rivas.

Public: Darrel Scott, Allentown Resident (virtual at 2:20) and Alexis Cole, Berkshire Hathaway (virtual)

APPROVAL OF MINUTES

A copy of the draft meeting minutes from the October 17, 2024, was distributed to the board in the meeting packet. These minutes were tabled from the November 2024 meeting.

MOTION: Alan Jennings moved that the meeting minutes of October 17, 2024, be removed from the table and be placed back for Board approval, seconded by Jessica Ortiz and unanimously approved by the Board.

A copy of the draft meeting minutes from the November 13, 2024, meeting was distributed to the board in the meeting packet.

MOTION: Alan Jennings moved to approve both the October 17, 2024, and the November 13, 2024, meeting minutes as presented, seconded by Jessica Ortiz and unanimously approved by the Board.

Treasurer's Report

Ellen Price reported on the profit and loss statement with nothing significant to consider. With the audit complete, progress continues on the authority's financial health. Alan suggested that the Board consider creating a Finance Committee. After the Board discussed this suggestion, it was decided that the financial status of this Board be best shared, discussed and decisions be made by the Board as a whole.

MOTION: Jessica Ortiz moved, and Dan Schmidt seconded a motion that the Board accept the financial report. The motion was approved without objection.

APPROVAL OF INVOICES

This month there are 17 invoices in the amount of \$7,067.15 for approval.

MOTION: Jessica Ortiz moved that the Board approve the seventeen invoices as presented, seconded by Alan Jennings and passed unanimously.

CREDIT CARD DISCUSSION

A discussion was held regarding the need for this Board to obtain a credit card for the repairs to properties owned by RACA. All Board members were in favor of obtaining a credit card. Once the Board has obtained a credit card they will develop a policy for the utilization of the card.

AUDIT

A discussion was held on the required auditing for the future. After a short discussion it was decided that the Board agreed with utilizing Maher Duessel for the current year 2024 due to their knowledge and familiarity of RACA requirements from preparing the 2023 audit. The Board in 2025 will prepare and send an RFP for future required audits needed such as 2025 and future needs.

MOTION: Jessica Ortiz recommends utilizing Maher Duessel for the 2024 audit needs for RACA and the motion was seconded by Alan Jennings and unanimously approved.

INVENTORY UPDATES/ACTIONS

Staff updated the board regarding the existing RACA inventory. Highlights included:

428 N. 6th Street

This property was sold in November 20204.

323 N. 9th Street

Recently we have had to have repairs done by Mr. Appliance for the refrigerator and the stove. Shortly after those repairs were completed there was a leak from the roof venting system. Our insurance on that property has a \$1,000.00 deductible. We are waiting for the repair quote and then will move forward with the needed repairs.

Additional Properties Reviewed

802 Walnut Street – roof leak

540 Hamilton Street – roof leak

811 New Street – cleaned out and secured

332 Front Street – saved for Executive Session discussion

411-413 Ridge Street – Closing anticipated by the end of this year

428 N 6th Street – It was discovered that this is not a RACA owned property as previously thought however since we requested the clean out with a cost to RACA of \$125.00, RACA needs to pay.

NEW BUSINESS/STAFF REPORT

Mark Hartney asked the Board about the Intergovernmental was going. Jessica and Chris both responded that things were moving smoother and faster.

2025 MEETING SCHEDULE

A doodle poll was sent to the board members last week for the selection of the 2025 meeting time. Most of the Board members were content with leaving the starting time at 2:00 PM. Therefore, the Redevelopment Authority's 2025 meeting schedule will remain on the second Wednesday of each month at 2:00 in Council Chambers.

STRATEGIC PLANNING

Kelly, Mark and Alan are planning to hold a 30–45-minute meeting in January 2025, to hold a kick off on why volunteering is so important and what does volunteering accomplish.

Also in the plans for 2025 is a 4-hour retreat to develop a strategic plan for the Redevelopment Authority.

- RACA Core Values
 - Prioritizing Activities
 - Create and Prioritize Programs

EXECUTIVE SESSION

The board went into executive session at 2:40.

MOTION: Jessica Ortiz motioned to retract the award of the 332 Front Project and asked our solicitor to type a letter, and the motion was seconded by Alan Jennings and unanimously approved.

ADJOURNMENT

The meeting adjourned at 2:52 pm

NEXT MEETING
Wednesday, January 8, 2025, 2 PM
Allentown City Hall, Council Chambers
435 Hamilton Street
Allentown, PA 18101