

**REDEVELOPMENT AUTHORITY  
OF THE CITY OF ALLENTOWN  
Wednesday, December 10, 2025 – 2:00 P.M.  
Council Chambers**

**MINUTES**

**CALL TO ORDER**

The meeting of the Redevelopment Authority of the City of Allentown was held on October 8, 2025, at Allentown City Hall, located at 435 Hamilton Street, Allentown, PA. 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 the Chair, Christoher Raad at 2:05 P.M.

**Attendees**

Board Members: Alan Jennings, Jessica Ortiz, Christopher Raad and Daniel Schmidt

Solicitor: Joshua Gildea, Esq.

City Staff: Jean Brossman, Kelly Grogg, Mark Hartney, Vicky Kistler, Kevin McNulty, Ellen Price

**Public/Guests**

None

**Approval of the Minutes**

**~~Motion~~MOTION:** Jessica Ortiz made a motion for RACA Board to approve the minutes of the November 12, 2025, meeting. Alan Jennings seconded the motion, and it passed unanimously.

**Public Comment**

None

**Staff Financial Report**

Ellen Price reviewed the staff financial report, including the Budget to Actual Spread sheet, Profit and Loss Statement and the Balance Sheet. ~~noting that everything remains consistent with previous months. She reviewed the “Budget to Actual” that has been updated to reflect correct~~

~~amounts. Ellen also reviewed with the Board the Balance Sheets and the Profit and Loss Statements.~~

~~**Motion**~~**MOTION:** Mr. Schmidt made a motion for the RACA Board to approve the staff financial report as presented subject to audit. Ms. Ortiz seconded the motion, and it passed unanimously.

### **Invoices for payment**

The Authority had 5 invoices totaling \$103,688.18. Kelly Grogg and Ms. Price reviewed the invoices for the Board to approve.

**MOTION:** Mr. Schmidt made a motion for the RACA Board to approve the payments of invoices as presented. Ms. Ortiz seconded the motion, and it passed unanimously.

Formatted: Font: Not Bold

### **Inventory Update/Actions**

#### **Review of Properties in RACA's Inventory**

Ms. Grogg ~~reviewed the RACA property inventory. There were no issues of concern for the portfolio during the previous month. stated that Anthony Rivas inspects all~~All RACA properties ~~are inspected~~ weekly to make sure that they are properly secured and maintained. In 2026 the Board will be provided with documentation of inspections done on RACA owned properties.

### **Old Business**

#### **Intergovernmental Revision Draft**

~~Mr. Hartney explained that he has not made any proposed revisions to the intergovernmental agreement. He would like to simplify the section regarding reimbursements to the City for staff. Proposed revisions will be submitted to the RACA Board at a future meeting. The existing approved intergovernmental agreement is in full effect. Intergovernmental Revision draft has not been completed yet. Staff reimbursements will be provided at the next meeting.~~

#### **2026 Budget Adoption**

~~Mark~~Mr. Hartney reviewed the 2026 budget with the Board and a thorough discussion ensued. ~~The Board has also approved the reimbursement of MLS fees to Kelly Grogg.~~

~~Jessica Ortiz would like to see updates or changes to the website next year either utilizing City or Lehigh Valley Web Design.~~

**MOTION:** Mr. Jennings made the motion to approve the 2026 budget as presented. Seconded by Mr. Schmidt and unanimously approved.

### **New Business**

#### **Engagement Letter for 2025 Audit from Maher Duessel**

Mr. Hartney reviewed an engagement letter from Maher Duessel to continue to perform the required annual 3<sup>rd</sup> party audit of RACA financials. City staff recommends using Maher Duessel for the 2025 Audit.

**Formatted:** Superscript

**Formatted:** Font: Not Bold

**MOTION:** ~~A Ms. Ortiz made a motion for the RACA Board motion~~ to approve engaging Maher Duessel in the amount of \$24,700 to perform the FY 2025 RACA Annual Audit. ~~The motion was made by Jessica Ortiz,~~ seconded by ~~Alan Mr.~~ Jennings and unanimously approved.

#### **FFY 2024 CDBG Contract with the City of Allentown**

Mr. Hartney reviewed the FFY 2024 CDBG Contract with the Board. He also had Solicitor Gildea review the contract on behalf of RACA. No concerns were raised by Solicitor Gildea.

**Formatted:** Font: Not Bold

**MOTION:** Ms. Ortiz made a motion to approve FFY 2024 CDBG Contract for operating expenses in the amount of \$200,000.00, seconded by Mr. Raad and unanimously approved.

### **2026 Meeting Schedule**

The 2026 meeting scheduled was reviewed with the board. The meeting will be held on the second Wednesday of each month at 2:00 P.M. in City Hall Council Chambers (435 Hamilton St., Allentown, PA 18101) and suggested the time change from 2:30 to the actual meeting time of 2:00 PM.

**MOTION:** ~~The meeting scheduled was accepted and unanimously approved by the Board.~~ ~~(INSERT Board Member) made a motion for the RACA Board to approve the 2026 meeting schedule. (Insert Board Member) seconded the motion and it passed unanimously.~~

### **EXECUTIVE SESSION:**

An Executive Session was held from 3:00 to 4:03 PM to discuss potential real estate transactions.

### **Continuation of Business**

#### **Release of Draft RFP for 725 N. 10<sup>th</sup> Street and 540 Hamilton Street**

~~Mark Hrtney discussed the RFP with the Board with regard to the letter of intent, who gets invited back to submit a formal offer. Alan Jennings, Kevin McNulty and Kelly Grogg will collaborate to create the RFP. City Staff will work with Mr. Jennings and Ms. Ortiz to finalize the RFP's. No formal action was taken by the board.~~

~~———— **MOTION:** The RACA Board approves the release of RFP's for properties located at 725 N. 10<sup>th</sup> Street and 540 Hamilton Street.~~

### **Good of the Order**

It was suggested by the Board that additional Board Members would be helpful. Vicky Kistler stated that the Mayor is open to suggestions for additional Board Members, Jessica Ortiz mentioned that a contractor or a building inspector might be a good addition to this Board.

### **Adjournment**

There being no further business, Jessica Oriz made a motion to adjourn the meeting at 4:12pm.

### **Next Metting**

January 14, 2026