

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

**Call to Order**

The monthly meeting of the Redevelopment Authority of the City of Allentown was held on February 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 at 2:04 PM.

**Board in Attendance**

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

**Staff in Attendance**

Joshua Gildea, Solicitor  
Vicky Kistler, CED Director  
  
Mark Hartney, Deputy Director  
Kelly McEllroy, City of Allentown

**Public in Attendance:**

Sara - Allentown Voice  
Lindsey Weber - Morning Call

**Approval of Meeting Minutes**

With A determination of a quorum, The meeting was called to order on February 14<sup>th</sup> at 2:12pm. The minutes from previous meetings, November 2023, December 2023, and January 2024 were motioned to be approved by Alan and seconded by Jessica with ALL approved.

**Old Business**

**411 Ridge Street** – This was a Vacant Lot – Mark expressed that he spoke to the Parking Authority, and they were still interested. There was some confusion if 409 Ridge was also included, It would not be as the Authority does not own that lot.

Alan asked a question of how we approve if it should be a tot lot or parking, it was answered that the application would be approved by Zoning and planning. It was confirmed that the neighborhood groups would like to have parking in that lot.

**428 N 6<sup>th</sup> Street** – This lot has interest from the housing authority. The site control document has been forwarded to Josh for creation. Mark asked if we could pass it over to the housing authority.

**New Business**

**Recertification of Blight Properties** - There is a list of properties that need to be recertified. The list consists of running-certified properties that started in 2019, it should be recertified every year for good practice. Jessica questioned the properties on the list and if they were correct. Kelly stated that the list in front of them was from Building standards and there shouldn't be any variations. With the Eminent domain process, the certification needs to be within a year of the taking, that is why the list is being presented to the Board. Jessica wanted clarification on the timeframe for the rehabilitation of

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properties as it was unclear. Kelly Explained the process for a permit issue would follow the IRC or the IBC, but if there was just updating or repairs it would follow the property maintenance which is 30 days. If the owner is making progress the Inspector can allow for more time to complete the repairs. Dan asked if any of these properties would be included in the housing strategy. Mark stated that these are specific, but Blight properties are included as a general topic. Mark wants to put them on a map so we can then have a strategy. Mark would like to have a sense of when a property is awarded so that we have expectations before the award so the time frame is known and can be achieved.

Resolution: Alan motioned to recertify the Blighted list, Jessica Seconded, and all in favor.

**540 Hamilton Street** – This property was taken through the Deed of taking. This process took a long time, the Constable will be meeting us at 10 on Thursday. Mark asked if there were any plans for the building. Jessica stated that the board discussed putting out the RFP. Mark suggested that staff can draft the RFP and we can go from there. Jessica nominated Tyrone as part of the review of the RFP. Mark asked if the Just compensation had been paid. Josh explained that it the money for this property had been paid in court. He stated that there is a 6-year appeal period for the amount of Just Compensation that was paid into court. Mark wanted to know what the funds were used and the amount.

Resolution: Alan made a motion to draft an RFP, Tyrone seconded it and was all in favor.

**Update Report** – Kelly stated that once the MOU has been signed, she will go and take pictures of the properties so the board will have the ability to know the properties when they are spoken of.

MOU, there are no other changes other than the ones that have been discussed, and the Board and the City are working on a resolution.

Tyrone asked who would be held accountable if the information was given to the board. Josh explained the statement again if the city gets sued for the preparation of the documents, the Authority would be liable. Jessica asked if there was an error, and what was the malicious intent scenario. Josh was stating that we needed to clarify what the D&O insurance would cover if there was an issue. Tyrone asked for the additional insured to be added to the policy.

The phones are ringing at Kelly's and Mark's desk. Megan has left the keys and we have a log in for quick books, we are not able to make any changes.

Board Positions, Kelly suggested Karen from the Volunteer Group, as she does Board training. Alan stated he has developed a company and is capable of training the board. The board will decide the best way to have the retreat at a later time.

Board members – Vicky spoke about Chris Raad, she said there was some confusion about the application, but we are just waiting for the date that he will be voted on the board.

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Kelly suggested a sub-committee could be the boots on the ground, and they would also be the fill-in for a board replacement.

Mark had an update about the CDBG agreement, He stated it would possibly be an agenda item for the next meeting. He stated that he would go back and see if anything could be charged as an eligible expense for CDBG.

A Discussion of CDBGs charges and how would the Authority gets reimbursed and then what happens to the money they get back.

**Public Comment**

Linsay Weber – Asked about the Authority's Future and what still needs to happen to make this solidified. Mark stated there is one issue that needs to be resolved but then it will go in front of City Council.

**Adjournment**

3:38 pm