

REDEVELOPMENT AUTHORITY OF THE CITY OF ALLENTOWN

Meeting Minutes

Wednesday, February 11, 2026 - 2:00 P.M.

Council Chambers, Allentown City Hall

435 Hamilton Street, Allentown, PA

1.0 Welcome, Call to Order, and Roll Call:

Alan Jennings, Jessica Ortiz, Christopher Raad, Daniel Schmidt, Tony Hanna

Solicitor: Joshua Gildea, Esq.

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

Public: No public in attendance

The meeting was called to order by Mr. Christopher Raad at 2:05PM.

2.0 Approval of Minutes — January 14, 2026

The board requested that the minutes be updated to reflect that Katherine Duque and Peter Lewnes be identified as answering questions regarding the 136 S. 8th St. Loan proposal. In addition Mr. Jennings asked that the minutes be revised to reflect his disclosure of a previous employment relationship with CALV. Finally Mrs. Ortiz requested that the minutes be updated to properly reflect her marital status as Mrs. Ortiz and not Ms. Ortiz.

MOTION: Mrs. Ortiz made a motion RACA Board approves the minutes with the incorporation of requested edits of the January 14, 2026, meeting as presented. The motion was seconded by Mr. Schmidt and was unanimously approved.

3.0 Public Comment

No public comment

4.0 Call for Executive Session

The Executive Session will be held at the end of this Public RACA Meeting.

5.0 Staff Financial Report

5.1 December 2025, Financial Report

5.1.1 Budget to Actual Comparison

5.1.2 **Balance Sheet Comparison 1/31/26 – 1/31/25**

5.1.3 **Balance Sheet Comparison 1/01/26 -1/31/25**

5.1.4 **Profit and Loss Statement 1/1/26 -1/31/26**

5.1.5 **Profit and Loss Comparison to previous year's reporting period**

Mrs. Ortiz shared her concerns with the high cost being charged by the landscaping contractor for snow removal. The Board has agreed to send an RFP out for the landscaping contract.

MOTION: Mr. Jennings made a motion for the RACA Board to approve and accept the staff financial report as presented, subject to audit. The motion was seconded by Mr. Schmidt and unanimously approved.

5.2 Invoices for Payment

5.2.1 **Invoice Spreadsheet**

5.2.2 **Copies of invoices paid/or to be paid**

Ms. Price reported there were 22 invoices paid during the past month in the amount of \$12,878.53. She also reported that 2025 1099 Forms have been sent out to all vendors as required.

MOTION: Mr. Schmidt made a motion that the RACA Board approves the payment of \$12,878.53 for the 22 invoices as presented. Mr. Jennings seconded the motion and it was unanimously approved.

6.0 Inventory Update/Actions

6.1 Review of properties in RACA's Inventory

Ms. Grogg reviewed the Inventory Spread Sheet with the board. Of note, 540 Hamilton Street had a roof leak that will need to be repaired once the snow melts and 725 N. 10 Street had a water issue with the water expansion tank.

7.0 Old Business

7.1 RFP Updates

Mr. McNulty reported that the RFPs for 540 Hamilton and 725 N. 10th St. were published and advertised on Saturday, February 7 in the Morning Call and through PennBID. The RFPs can only be downloaded through PennBID. Links to PennBID and the RFPs can be found on the RACA webpage or by going to the PennBID website and searching "Redevelopment Authority of the city of Allentown". Proposals are due April 1 at 4:00 P.M. EST. City staff will be walking perspective proposers through the properties next week and we will also host an online Technical Assistance training on March 3, 2026, from 12:00-1:00.

Mrs. Ortiz requested that a press release on behalf of the RACA Board be sent out. Mr. Jennings volunteered to draft the release.

7.2 1238-1240 19th Updates

Ms. Grogg reported that this property is now under agreement with RACA. Closing is expected to take place the week of February 16.

7.3 Statements of Financial Interests need to be completed

Ms. Grogg reminded members that they will need to complete a Statement of Financial Interest through Commonwealth of PA.

7.4 520 New Street Parking Leases

Ms. Grogg The two parking spaces are now under lease and monitored by the Allentown Parking Authority for a yearly fee of \$135.00. Each renter of these spaces has provided a \$50.00 deposit and will pay a monthly fee of \$35.00.

8.0 New Business

Possible RFP of additional properties

There are two parking spaces in which neighbors seem to be confused as to who should be utilizing these spaces. The Board suggests creating two leases for the parking spaces charging a fee of \$25.00 per month for each space. The renter of the parking spaces is required to maintain the space by shoveling the snow when required. Kelly will speak with zoning officials for requirements and permitting. If accepted a sign will be posted at the parking spaces.

9.0 Executive Session

The board held an executive session to discuss the disposition of real estate. The Executive Session ended at 3:40 PM.

11.0 Good of the order

12.0 Next Meeting: March 11, 2026

13.0 Adjournment: The meeting was adjourned at 3:45 PM.