REDEVELOPMENT AUTHORITY
OF THE CITY OF ALLENTOWN

Meeting Minutes
Wednesday, January 14, 2025 - 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

Solicitor: Benjamin Storms, Esq.

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

Public: Peter Lewnes (CALV), Katherine Dugu (CALV), Kyle Ropski (Office of Senator Miller)

2.0 Approval of Minutes — December 10, 2025

MOTION: The RACA Board approves the minutes of the December 10, 2025, meeting as presented. A motion to approve was made by Mr. Jennings, seconded by Mrs. Ortiz and was unanimously approved by the Board.

3.0 Public Comment

No public comment

4.0 Call for Executive Session

An executive session will be held to discuss the disposition of real estate.

5.0 Staff Financial Report

Ellen price reviewed the budget to actual comparison through December 31, 2025, the RACA balance sheet as of 12/31/2025 and the RACA profit and loss statement as of 12/31/2025.

MOTION: Mrs. Ortiz made a motion for the RACA Board to accept the financial reports subject to financial audit. Mr. Jennings seconded the motion and it was unanimously approved.

Invoices for Payment

Mark Hartney reviewed the invoices for payment.

MOTION: The RACA Board approves the payment of $15,110.64 for the 31 invoices. Mr. Schmidt made a motion for the RACA Board to approve the payment of 31 invoices totaling $15,110.64. The motion was seconded by Mr. Jennings and unanimously approved.

6.0 Inventory Update/Actions

Kelly Grogg reviewed RACA's inventory with the board. All properties were secure and there were no outstanding issues of note.

7.0 Old Business

136 S. 8th St Loan Proposal

Mr. Hartney explained that RACA sold 136 S. 8th St. to Community Action Lehigh Valley (CALV) in June of 2023. CALV plans to rehabilitate the property into a single family home that will be sold to an income qualified homeowner. The property will be deed restricted to maintain affordability and owner occupancy. CALV, in the course of rehabilitation, discovered significant structural issues and had to make emergency repairs to stabilize the property. This led to significant time delays and budget issues. Mr. Hartney explained that the City of Allentown has HUD funding in the project and reviewed a sources and uses budget with the RACA Board. CALV is requesting a $150,000 loan from RACA to complete the project. Ms. Katherine Duque and Mr. Peter Lewnes of CALV were in attendance and answered questions about the proposed project. Mr. Jennings disclosed the fact that he is the former Executive Director of CALV. He retired from the organization in 2021. All agreed that he did not need to recuse himself from voting on the proposal as he is not involved in the management of the organization and has no financial interest in the proposal or organization.

MOTION: Mrs. Ortiz made amotion for the RACA Board to approve a $150,000 loan to CALV at an interest rate of 5%. The loan and interest will be payable to RACA in 12 months or when the property is sold to the income qualified homeowner (whichever occurs first). The loan will be secured with a 1st lien position on the property. Additionally, CALV will enter into a developer's agreement with RACA and provide RACA with a deed of reconveyance. City Staff and the RACA Solicitor are authorized to effectuate all agreements required to facilitate this transaction.

8.0 New Business

515 New Street — Illegal Parking Issue

Kelly Grogg reviewed a parking issue associated with spaces at RACA's property located at 515 New St. The board agreed to create two rental parking spaces and directed Ms. Grogg to enter into

leases for the spaces. The renter of the parking spaces is required to maintain the space by shoveling the snow when required and will pay a monthly fee.

9.0 Executive Session

The board entered an executive session to discuss the sale of real estate.

10.0 Continuation of Business

The executive session ended at 3:53 P.M.

10.1 **Release of Request for Proposals for 725 N. 10th St. and 540 Hamilton St.**

MOTION: Mrs. Ortiz made a motion to authorize City Staff to release the request for Proposals for the properties located at 725 N. 10th St. and 540 Hamilton St.
Subject to a legal review by solicitor Gildea. The motion was seconded by Mr. Schmidt and unanimously approved by the Board.

11.0 Good of the order

12.0 Next Meeting: February 11, 2026

13.0 Adjournment: The meeting was adjourned at 4:05