

Redevelopment Authority of the City of Allentown
Wednesday, July 17, 2024 – 2:00PM
3rd Floor Conference Room

Attendees:

Board Members: Alan Jennings, Jessica Ortiz, Christopher Radd, Tyronne Russell, Julio Guridy, Dan Schmidt and Graig Schultz (for Josh Gildea)

Staff in Attendance:

Kelly McEllroy, Mark Hartney, Vicky Kistler, Ellen Price, Jean Brossman

With the quorum obligation met a motion to hold the meeting was made by Jessica Ortiz, seconded by Chris Raad and unanimously approved. The meeting was then called to order at 2:09 PM.

There is no public in attendance.

Treasurer's Report:

Alan Jennings presented the balance sheet and noted that it needs some work as he feels there are some transactions that are either missing or incorrect. RACA is preparing for the annual audit and it is realized that the figures may not be accurate at this time but it is under review. Ellen Price is reviewing documentation as far back as 2007 to try to find any inconsistencies. As of July 1, 2023, Ellen has been using the bank cash statement to establish a starting place.

Mark Hartney shared an explanation as to the past practices of HUD financing for RACA. Any undocumented expenditures will be brought to the attention of accounting.

A motion was made by Alan Jennings to approve the financial report acknowledging that there are some fiscal challenges yet to be resolved, seconded by Jessica Ortiz and unanimously approved.

Mark Hartney noted that there are 9 invoices with a total of \$9735.27 to be approved for payment.

Jessica Ortiz questioned the high dollar amount from Keystone Properties for board up. Vicky Kistler stated that the City of Allentown had a contract with Keystone at that time for board ups and that was why Keystone was called out. Vicky recommends this board prepare a list of their preferred vendors for future board up needs.

Ellen Price is working on the audit and is developing a system for internal control. Ellen is also consulting with the City of Allentown's finance department for additional recommendations.

A motion was presented by Jessica Ortiz to approve the invoices presented on July 17, 2024, seconded by Chris Raad and unanimously approved.

Inventory Updates/Actions:

428-436 N. 6th Street – Agreement of Sale with the Housing Authority for \$1.00. The Agreement of Sale was prepared by Josh Gildea, Esquire with closing expected by the end of this year. Allen suggested adding contingencies for the work done after the transfer of the developer's contract for a Deed of Reconveyance. Julio Guridy would like to request engineering drawings. We have the land development approval, architectural plans and the environmental report.

Julio questioned whether the affordable waiting list will be honored in the proper order to Allentown residents first.

Jessica Ortiz made the motion to accept the sale of 428-436 N. 6th Street to the Housing Authority for \$1.00, Chris Raad seconded the motion which passed with a unanimous vote.

725N. 10th Street

Kelly stated this property has been cleaned out and boarded. This property is now ready to RFP for sale.

540 W. Hamilton Street

This property has been cleaned out. The property is zoned B2 and is an Allentown Downtown Commercial site.

129 Chestnut Street

This is in the process of being cleaned out. The wooden back porch is rotted and needs to be replaced. This property should be posted "NO TRESSPASSING"

802 W. Walnut Street

This property has been cleaned out and secured. This property contains three multi units.

332 N. Front Street

Josh Gildea and his team are preparing an agreement of sale and the development contract for a proposed buyer. However, the proposed development plan is to take the property from a zoning RMH to a B5. This proposed zoning change may be rejected by the City due to the surrounding neighborhood and the updating of the City's Rezoning. Proof of financing and a land development plan are still required for moving forward. Mark Hartney is anticipating a draft plan for 77 units next month.

323 N. 9th Street

This property has been cleaned out. This property is planned as a rental with lease terms expected to us next month.

New Business:

The RACA Board is preparing to enter into a contract with the City of Allentown for CDBG funding of RACA operational expenses as well as City Staff salaries in the amount of \$300,000.

Jessica Ortiz made a motion to approve the CDBG contract in the amount of \$300,000, seconded by Alan Jennings an unanimously approved.

It has been approved by the Board to hold RACA's Annual Organizational Meeting on Wednesday, August 14, 2024, at 2:00PM. Per Alan the 6 Month plan for RACA will be discussed and up for approval. The Board is working to present a standardized plan with specific conditions.

Josh may present an Ethics Policy to the Board.

A motion to adjourn the meeting was made by Chris Raad and seconded by Jessica Ortiz and unanimously approved.