

**REDEVELOPMENT AUTHORITY
OF THE CITY OF ALLENTOWN
Wednesday, May 14, 2025 – 2:00PM
Council Chambers**

MINUTES

CALL TO ORDER

The meeting of the Redevelopment Authority of the City of Allentown was held on April 9, 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 ice Chair Jessica Ortiz, in the absence of the Chair Christopher Raad at 2:00 PM.

Attendees

Board Members: Alan Jennings Jessica Ortiz, and Daniel Schmidt

Staff: Josh Gildea (Solicitor) Kelly McEllroy, Mark Hartney, Vicky Kistler, Ellen Price and Kevin McNulty

Public/Guests

None

APPROVAL OF THE MINUTES

MOTION: Daniel Schmidt moved that the board approve the minutes of the February 12, 2024, meeting. Alan Jennings seconded the motion, which was unanimously approved.

PUBLIC COMMENT

N/A

TREASURERS REPORT

Vice Chairman Ortiz deferred the report for staff presentation.

Mr. Jennings expressed his concern the he feels he is not doing an adequate review of the statement prior to the meeting. . Ms. Ortiz and Mr Schmidt encouraged Mr. Jennings to continue revieing the financials prior to the meeting and then the board will vote on the reports accordingly.

Mark Hartney addressed the board in Ellen’s absence stating the reports are showing normal activity and the balances are in alignment with prior years. Mr Hartney also reiterated that staff creates the reports and then the board would approve any movement of funds or payments that need to be made for the Authority.

Mr. Hartney stated he is waiting for updates and the use of the city financial program that the Authority will be using in the future.

Mr. Jennings raised the point that the Authority should look into selecting banks periodically as good measures.

MOTION: Dan Schmidt moved that the Board approve the financial statement. Seconded by Mr. Jennings, the motion passed.

INVOICES FOR PAYMENT

The Authority had 14 invoices totaling \$36,538.73. Mr. Hartney explained that the board had received all copies of the bills except one, the largest one for the month for Maher Dussel.

MOTION: Mr. Jennings moved that the Board approve the payment of invoices as presented. The motion was seconded by Mr. Schmidt and passed unanimously.

INSURANCE AUDIT

Kelly McEllroy explained to the board that the insurance completed an audit of one of our policies and the audit revealed it was missing some contractor Certificates of Insurance and were back-charging the Authority over \$15,000. After much back and forth with the insurance company, they finally accepted our documents and have removed the back charge amount.

STRATEGIC PLAN

Mr. Harney stated that the plan that was in the packet was the one the board has been working on over several months. Kevin McNulty has completed the revisions, and staff was looking for the board to approve the final plan.

MOTION: Mr. Schmidt moved that the board approve the 3-year Strategic Plan. The motion was seconded by Mr. Jennings and passed unanimously.

ANNUAL REPORT TO CITY COUNCIL

Mr. Hartney explained to the board that RACA is required to submit a report to city council every year. Ms. Ortiz asked when the report was going to be presented to council on May 21, 2025, at 5:45 pm. Mr. Hartney asked the board if they were interested in attending the meeting to show support, with city council.

MOTION: Mr. Schmidt moved that the board approve the annual report. The motion was seconded by Mr. Jennings and passed unanimously.

INVENTORY UPDATES

Ms. McEllroy reviewed the Authority's inventory.

802 Walnut – This property had damage from a hit and run accident. Due to the cameras on the stoplights, they were able to review and found the driver of the car. A claim was put in on their policy and the steps have been replaced at no cost to the Authority.

323 N 9th – This was a rental that suffered water damage on the 1st and 2nd floor. A contractor stated that there was a hole in the roof which has now damaged the behind the drywall and it was not noticed until the stove on the second-floor needed repair and the stove was pulled out. A claim was made to our insurance company and denied, and Ms. McEllroy was seeking for the boards to approve work needed to be completed that would be an expense to the board around \$7,000 per unit. The Board discussed going after the previous contractor and staff stated that was something we can look into.

MOTION: Mr. Schmidt moved that the board approve the necessary repairs needed to bring the property into compliance. The motion was seconded by Mr. Jennings and passed unanimously.

ACQUISITION

Ms. McEllroy, stated that prior to our executive session of our current meeting, a dissection and education session on the Eminent Domain process and timelines to be presented By Josh Gildea, our Solicitor. This way the board will have a better understanding of the timeline and the process of taking a property.

NEW BUISNESS/ GOOD OF THE ORDER

Ms. Ortiz gave an update on the Chamber event she attended. .

Mr. Jennings asked when Tyronne Russell's position will be filled. Ms. Ortiz requested a member with a construction background would be a good fit.

Mr. Jennings spoke about the passing of Joe Clark and the inventory issues that he held in Allentown.

EXECUTIVE SESSION

Executive session was called to discuss real estate transactions of the Authority.

ADJOURNMENT

The meeting adjourned at 4:01 P.M.

NEXT MEETING: Wednesday, June 11th, 2025, at 2 PM in Allentown City Hall, 435 Hamilton St., Allentown, PA.