

**REDEVELOPMENT AUTHORITY
OF THE CITY OF ALLENTOWN
Wednesday, November 12, 2025 – 2:00 P.M.
Allentown City Council Chambers
435 Hamilton Street, Allentown, PA**

MINUTES

CALL TO ORDER

The meeting of the Redevelopment Authority of the City of Allentown was held on October 8, 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 the Chair, Christoher Raad at 2:02 P.M.

Attendees

Board Members: Alan Jennings, Jessica Ortiz, and Christopher Raad

Absent: Daniel Schmidt

Solicitor: Joshua Gildea, Esq.

City Staff: Jean Brossman, Kelly Grogg, Mark Hartney, Vicky Kistler

Public/Guests

None

APPROVAL OF THE MINUTES

MOTION: Jessica Ortiz made a motion for the RACA Board to approve the minutes of the October 8, 2025, meeting. Alen Jennings seconded the motion, and it passed unanimously.

PUBLIC COMMENT

None

STAFF FINANCIAL REPORT

Mark Hartney reviewed the staff financial report including the RACA Budget to Actual spreadsheet, RACA Balance Sheet and RACA Profit and Loss Statement. Mr. Hartney explained that per the Intergovernmental Cooperation Agreement the City will be submitting an invoice to the Authority for city staff time spent on RACA operations and administration for 2025. The

invoice, once paid for by RACA, will be eligible for reimbursement through the FFY 2024 CDBG contract.

MOTION: Ms. Ortiz made a motion for the RACA Board to approve the staff financial report, as presented subject to audit. Mr. Jennings seconded the motion, and it passed unanimously.

INVOICES FOR PAYMENT

Kelly Grogg explained that the board packet was updated reflecting 2 revised invoices for the Phase 1 Environmental Site assessments and a landscaping bill that was missing. The Authority had 9 invoices totaling \$11,510.03.

MOTION: Ms. Ortiz made a motion that the RACA Board to approve the payments of invoices as presented. Mr. Jennings seconded the motion, and it passed unanimously.

INVENTORY UPDATE/ACTIONS

Ms. Grogg reviewed the RACA inventory spreadsheet and stated that Anthony Rivas inspects all RACA properties weekly to make sure that they are properly secured and maintained. All properties are secure and there are no current issues.

OLD BUSINESS

1238-1240 N. 9th Street Update

Ms. Grogg explained that this property was discussed at the last meeting, and the Board gave staff approval to purchase at sheriff sale. The property went back to the bank at sheriff sale and staff made contact with servicer and made an offer on the property. The bank did not accept offer and hired a realtor to list the property on the open market. Ms. Grogg explained that she spoke to the agent and let them know that RACA was interested in purchasing the property. The agent stated we would have to go through the process of open market bidding.

Intergovernmental Agreement Update

Mr. Hartney stated that staff wished to update the agreement to reflect on the correct staff support that is being offered at the MOU. Mr. Hartney was going to create an amendment to the city solicitor and have our solicitor review and approve.

CDBG Contract Update

Mr. Hartney shared the 2nd Amendment to the FFY 2021-2023 CDBG Agreement. The agreement combines several years of HUD funding that need to be correctly documented. Future contracts will be done annually and include line items for operations, property maintenance and acquisition/rehab.

MOTION: Mr. Jennings made a motion for the RACA Board to approve the 2nd amendment to the FFY 2021-2023 CDBG contract. Ms. Ortiz seconded the motion, and it passed unanimously.

NEW BUSINESS

2026 Draft Budget

Ms. Grogg reviewed the proposed numbers with the board. Ms. Ortiz asked for clarification on insurance. Mr. Hartney stated that the board doesn't need to approve at this time, and staff will update it based on board input and present a final budget for approval next month.

Insurance Audit Update

Ms. Grogg explained that staff has been getting cancelation notices, this is due to an audit that the insurance company completed and inspection of our properties and they noted some defects that concerned them. After speaking to our contacts, Todd Collins and Davis Altomare, staff is in the process of correcting the minor issues they noted from the Audit.

Lehigh Valley Redevelopment Collaboration.

Ms. Grogg provided an update on a meeting with Chris Gulotta from the Lehigh County Redevelopment Authority, highlighting discussions on the Dairy Project in Whitehall Township and a grant program for demolition and rehabilitation. They also considered reinstating educational seminars to better inform stakeholders about blight and eminent domain processes. There is an interest in future collaboration and the potential for a land bank to enhance acquisition efficiency.

EXECUTIVE SESSION

An executive session was called 2:54 pm to discuss real estate transactions. No action was taken and the regular meeting resumed at 3:34

FOR THE GOOD OF THE ORDER

Vicky Kistler gave community updates to the board

ADJOURNMENT

There being no further business and the meeting was adjourned at 3:42pm.

NEXT MEETING

December 10, 2025.