

**Redevelopment Authority of the City of Allentown**  
**Thursday, October 17, 2024 – 2:00PM**  
**3<sup>rd</sup> Floor Conference Room**

**Call to Order**

The special meeting of the Redevelopment Authority of the City of Allentown was held on October 17, 2024, at Allentown City Hall, located at 435 Hamilton Street, Allentown, PA 18101. 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 Chris Raad at 2:03 p.m.

**Attendees:**

Board Members: Alan Jennings, Jessica Ortiz (virtual), Christopher Raad, Dan Schmidt and

Staff: Josh Gildea (Solicitor) Kelly McEllroy, Mark Hartney, Vicky Kistler, Jean Brossman, Ellen Price and Anthony Rivas

Public/Guests: Jennifer CruverKibi, Partner, Maher Duessel (virtual); Trevor Torman, Senior Planner, City of Allentown

**Public Comment:**

None

**Approval of Minutes:**

A copy of the draft meeting minutes from the September 12, 2024, RACA Board Meeting was distributed to the board in the meeting packet.

**MOTION:** Mr. Schmidt motioned to approve the September 12, 2024, meeting minutes. The motion was seconded by Mr. Jennings and passed unanimously 3-0.

**Treasurer's Report:**

**Review of 2023 Audit Results**

Jennifer CruverKibi of Maher Duessel reviewed the Year Ended December 31, 2023, Independent Auditor's Report. A RACA Communication Letter and a RACA Management Letter were also reviewed with the board. The report and letters will be filed as attachments to the minutes.

**MOTION:** Mr. Jennings motioned to accept the Year Ended December 31, 2023 Independent Auditor's Report, Management Letter, and Board Communication Letter as presented by Maher Duessel. The motion was seconded by Mr. Schmidt and passed unanimously 3-0.

### **October 1, 2024, Financial Report**

Ellen Price reviewed the Balance Sheet and Profit and Loss Statement as of September 30, 2024.

**MOTION:** Mr. Schmidt made a motion to accept the financial report subject to a year-end independent audit. The motion was seconded by Mr. Jennings and unanimously approved 3-0.

### **Invoices for Payment**

37 invoices totaling \$17,717.07 were distributed in the board packet and reviewed with the board at the meeting for payment.

**MOTION:** Mr. Schmidt made a motion to approve the payment of invoices as presented. The motion was seconded by Mr. Jennings and passed unanimously 3-0.

### **Inventory Updates/Actions:**

Staff provided an update to the board regarding the existing RACA inventory. Highlights included:

**811 New Street** -The trees along the front of the property have been cut down and the grass has been cut. Kelly McEllroy will be requesting the Clean Team to give an estimate to clean out the house, repair the fencing and board up the side of the house that was destroyed by vandals.

#### **428-436 N. 6th Street** –

The agreement of sale and developer's agreement have been fully executed. We are now working to close on the property and transfer ownership to AHA. Closing is expected to take place on or before the end of the year.

#### **323 N. 9<sup>th</sup> Street**-

Repairs have been made from the roof duct water leak. We are working toward getting the first-floor apartment rented.

#### **332 N. Front Street**

All additional information requested from the developer has been received. Counsel is making final tweaks to the Agreement of Sale and Developer's Agreement. Documents are expected to be sent over to the developer for execution in the next week.

### **411 Ridge Avenue-**

The Agreement of Sale and the Developer's agreement are expected to be executed within the next week or so with a closing expected by the end of the year.

### **New Business/Staff Report:**

#### **Allentown Housing Presentation**

Trevor Torman gave a presentation regarding Allentown Housing and Allentown's housing needs.

Jessica Ortiz expressed her concern regarding the need for more homeownership in the City of Allentown.

#### **HADC portfolio Sale**

HADC is in the process of dissolving as a non-profit organization. They are selling their real estate portfolio to Cortex. The portfolio includes 19 properties that were RACA owned properties at one point in time. Per a deed restriction placed on the properties RACA must consent to the sale/transfer of the properties. 3 properties require have active deed restrictions that require RACA to monitor for compliance with HUD guidelines. Ms. Ortiz questioned if HADC had any outstanding loans or obligations to RACA. Staff explained that the matter surrounding an outstanding loan was resolved in 2023 with HADC repaying a substantial portion of the outstanding loan. 536 W. Allen Street, 533 W. Liberty Street and 453 N. 6<sup>th</sup> Street have outstanding requirements/restrictions that Cortex is aware of and will be assuming responsibility of.

**MOTION:** Mr. Schmidt made a motion to approve the transfer/sale of the 19 formerly RACA owned properties and authorized staff and the solicitor to execute any necessary documents to effectuate the transfer of properties. Mr. Jennings seconded the motion, and it was passed unanimously 4-0.

#### **Upcoming RFP'sBU**

Draft RFPs for Landscaping, Snow Removal, Cleanouts and Board-ups were distributed to the board in the board packet. Staff expects to issue the RFP's in the coming month and requested comments from the board in the next week or two. The board will be notified when the RFPs go out so they can promote them to interested vendors. Staff share the goal with the board of having the RFPs distributed far and wide, encouraging participation from local businesses/vendors.

**NEXT MEETING: Wednesday, November 13, 2024, at 2:00PM in Allentown City Hall, 435 Hamilton St. Allentown, PA 18101**

**Executive Session:**

The board went into executive session at 3:27 pm to discuss pending litigation. The board remerged from the Executive Session at 4:15.

**Adjournment**

The meeting adjourned at 4:15pm