

**REDEVELOPMENT AUTHORITY  
OF THE CITY OF ALLENTOWN  
Wednesday, October 8, 2025 – 2:00 P.M.  
Council Chambers**

**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 2:05 P.M.

**Attendees**

Board Members: Alan Jennings, Christopher Raad and Daniel Schmidt

Absent: Jessica Ortiz

Solicitor: Joshua Gildea, Esq.

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

**Public/Guests**

None

**Approval of the Minutes**

**Motion:** Alan Jennings made a motion for RACA Board to approve the minutes of the September 10, 2025, meeting. Daniel Schmidt seconded the motion, and it passed unanimously.

**Public Comment**

None

### **Staff Financial Report**

Ellen Price reviewed the staff financial report, noting that everything remains consistent with previous months. She reviewed the “Budget to Actual” that has been updated to reflect correct amounts. Ms. Price also moved the escrow amount \$55,588 into the operating account. She also noted that the bank names were changed to reflect correct name, Truist.

**Motion:** Mr. Schmidt 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**

The Authority had 18 invoices totaling \$3,683.91. Kelly Grogg and Ms. Price reviewed the invoices for the Board to approve.

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

### **Inventory Update/Actions**

#### **Review of Properties in RACA’s Inventory**

Ms. Grogg stated that Anthony Rivas inspects all RACA properties weekly to make sure that they are properly secured and maintained.

**323 N. 9<sup>th</sup> Street** – Ms., Grogg explained that a new tenant has occupied apt#1 and it is going well so far. Staff has installed a new refrigerator in this rental property, and both units are now fully rented.

### **Old Business**

#### **1238-1240 N. 9<sup>th</sup> 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 was not exposed to sheriff sale and was purchased by the bank who will now control the disposition of the property. Attorney Gildea has reached out to the bank’s legal representative and has inquired about RACA purchasing the property.

### **ASTM Phase 1 Environmental Site Assessment (ESA) Proposals - Update**

Mr. Hartney reviewed the necessity for ASTM Phase 1 ESAs on the 745 N. 10<sup>th</sup> Street property and 802 Walnut Street. The Staff received 4 quotes from qualified firms and awarded the work to GEO-Technology Associates. Their quote was the lowest at about \$2,500 per property. The final reports are expected to be issued in the next week or two.

### **136 S. 8<sup>th</sup> Street – Update**

Mr. Hartney stated that he is working with Community Action Lehigh Valley on a revised budget and scope of work for the rehabilitation of this blighted property that will be sold to an income qualified homeowner when completed. Mr. Hartney expects to bring a request to RACA for a \$150,000 loan that will be repaid to RACA upon the sale of the home. The loan is required to provide the necessary capital to complete the project and will be secured by the real estate.

### **RFP Update**

Ms. Grogg is working on RFPs for 725 N. 10<sup>th</sup> St and 540 Hamilton St. with a goal of presenting the draft to RACA at their November board meeting.

### **Housing Fair Update**

Kevin McNulty gave an update on the Housing Fair that is set to be held on October 18, 2025, at 2pm. Mr. Hartney reviewed the partners that are involved in the event. Mr. McNulty will be representing RACA at the event.

### **New Business**

#### **Homes within Reach Conference**

Ms. Grogg informed the board of the Homes within Reach Conference being put on by the PA Housing Alliance on December 3-5, 2025, in Hershey, PA and asked if any RACA Board members were able to participate. The conference agenda has numerous sessions related to blight and landbanks. RACA Board members were unable to attend but will send Ms. Grogg to represent their interests. The cost to attend will be covered by the training line item in the approved RACA budget and it is anticipated it will be around \$750.

#### **Intergovernmental Agreement**

A copy of the intergovernmental cooperation agreement was distributed to the RACA Board for review and possible edits/changes for calendar year 2026. Staff will review and propose some changes to reflect city staff that is currently supporting RACA. Ms. Kistler informed the RACA Board that Ms. Grogg's job description and title were being updated by the City to reflect her responsibilities in supporting RACA.

### **MLS Fees for Reimbursement Discussion**

A discussion was held regarding the RACA paying MLS access fees for Ms. Grogg. Mr. Hartney explained to the board that Ms. Grogg is a licensed REALTOR, and that experience is valuable to the Authority. Ms. Grogg currently pays MLS access fees out of her own pocket, but she primarily uses it in support of RACA. The RACA Board excused staff to discuss the personnel matter in executive session at 2:52pm. Mr. Radd called the meeting back in to order at 3:10 pm. He stated that the board discussed the reimbursement of the MLS access fees for Ms. Grogg. He stated that the Board agreed that it is valuable for her to be a licensed REALTOR and to have access to the MLS. They approve of paying for her MLS access fees, as long as she discloses any listings or sales that she would have in the City of Allentown. Ms. Grogg agreed to those conditions.

**MOTION:** Mr. Schmidt made a motion for the RACA Board to approve the reimbursement of Ms. Grogg's MLS access fees. Mr. Jennings seconded the motion and passed unanimously.

### **Staff Report Discussion**

Mr. Jennings requested that staff provide a monthly report on issues and trends that the RACA Board should be aware of. Ms. Kistler said she would work on something for the board to react to.

### **Adjournment**

There being no further business the meeting was adjourned at 3:15pm.

### **Next Meeting**

November 12, 2025.