

Redevelopment Authority of the City of Allentown
Thursday, September 12, 2024 – 2:00PM
3rd Floor Conference Room

Attendees:

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

Staff in Attendance:

Kelly McEllroy, Mark Hartney, Vicky Kistler, Jean Brossman, Mike Handzo, and Jennifer Gomez

Public Comment:

No Public in attendance.

With the quorum obligation met, the Board meeting of the Redevelopment Authority of the City of Allentown was called to order by Chris Raad at 2:00.

Approval of Minutes:

A motion to approve the minutes of the August 14, 2024, Board Meeting as presented was made by Jessica Ortiz, seconded by Dan Schmidt and unanimously approved.

Treasurer's Report:

We continue to work on the past financial statements to bring them in accordance with the actual balance. Some rent payments were made and accounted for in the balance sheet however the rent checks were misplaced and never deposited. The tenants are sending new checks to replace the originals. However, all renters are current with their rent payments. RACA continues to prepare 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. A discussion was held on QuickBooks vs the Munis Banking System that will soon be in place by the City of Allentown.

Jessica Ortiz is requesting that in the future that the Board be presented with the previous financial statement as well as the current financial statement.

A motion was made by Jessica Ortiz to approve the treasurer's report, seconded by Alan Jennings and unanimously approved.

Mark Hartney noted that there are 7 invoices with a total of \$3,075.62 to be approved for payment. A motion to approve the 7 invoices for payment was made by Jessica Ortiz, seconded by Dan Schmidt and unanimously approved.

Ellen Price continues to work on the audit and is developing a system for internal control with the new Munis System that the City of Allentown is incorporating. Ellen is also consulting with the City of Allentown's finance department for additional recommendations.

Inventory Updates/Actions:

811 New Street

The door is nailed shut. We need to get into the property before any real determination of its deposition can be made. The trees along the front of the property do need to be taken down regardless of the house deposition which has a cost of \$2000 for tree removal.

323 N. 9th Street

This is a two-unit rental which is owned by RACA consisting with a living unit and a garage. We have a qualified person who would like to rent both the garage and the apartment. The apartment rent is \$1000.00 and the garage rents for \$50.00 per month.

428-436 N. 6th Street

This property has been cleaned out. The property is zoned B2 and is an Allentown Downtown Commercial site. We now have a finalized developer's agreement and an executed sales agreement with a closing date by the end of this year.

332 N. Front Street

The resolution for development is currently for 79 units with 7 affordable units. A motion to approve the change from 77 units with 7 affordable units to 79 units with 7 affordable units was made by Jessica Ortiz seconded by Dan Schmidt and unanimously approved.

New Business:

Housing Strategy

We continue to work on finalizing the Housing Strategy as well as the Land Bank Program. A presentation will be given to the Board on the Housing Strategy once completed. Mark shared with the Board some of the details on the housing strategy as well as the funding source. Alan Jennings suggested trying to utilize some of NIZ funding as an alternate source.

Zone Allentown

A presentation of the new zoning overlay was presented to the Board by the City of Allentown's Planning Director, Jennifer Gomez and the Zoning Manager, Michael Handzo.

Board Orientation Manuals

Kelly McEllroy prepared Board Orientation Manuals for all the Board Members. The Board members were excited to receive these very comprehensive three ring binders.

Statements of Financial Interest

Mark Hartney stated that at this time, it will cost 4M to pull the housing stock out of the financial hole.

When the Public meeting ended, the Board then held an Executive Session for Board Members only.

NEXT MEETING: Wednesday, October 9, 2024, at 2:00PM