

**REDEVELOPMENT AUTHORITY  
OF THE CITY OF ALLENTOWN  
Wednesday, September 10, 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 September 2, 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, Christopher Raad, at 2:05 P.M.

**Attendees**

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

City Staff: Kelly Grogg, Mark Hartney, Jerald Hartnet, Vicky Kistler, Kevin McNulty, Ellen Price

Solicitor: Josh Gildea

**Public/Guests**

None

**APPROVAL OF THE MINUTES**

**MOTION:** Jessica Ortiz made a motion for the RACA board to approve the minutes of the August 13, 2025, meeting. Dan Schmidt seconded the motion, which was unanimously approved.

**PUBLIC COMMENT**

None

**STAFF FINANCIAL REPORT**

Ms. Price reviewed the financial statements, noting that everything remains consistent with previous months. She confirmed the appliance charge for the 9<sup>th</sup> street rental for clarity. The amount listed in the escrow line was being looked at by staff to see if it could be moved to general fund account line items.

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

## **INVOICES FOR PAYMENT**

The Authority had 11 invoices totaling \$6,674.50 Ms. Price and Ms. Grogg reviewed the invoices for the Board to approve.

**MOTION:** Mr. Schmit made a motion for the RACA board to approve the payment of invoices as presented. The motion was seconded by Mr. Jennings and passed unanimously.

## **INVENTORY UPDATES**

Ms. Grogg reviewed the Authority's inventory.

323 N 9<sup>th</sup> – Valley Youth house has a tenant for the 1<sup>st</sup> Floor and staff is working on the paperwork and the move in of that tenant.

725 N 10<sup>th</sup> Street – Due to recent vandalism, more windows needed to be boarded up, A discussion was had about boarding all the windows and RFP the property out to public.

Mr. Hartney discussed Environmental reviews that are currently being completed on HUD funded properties that the Authority owns. Phase I Environmental Site Assessments will be needed on 2 of the properties. Mr. Hartney will solicit quotes on behalf of the RACA from qualified firms.

RFP's – The Board wishes to RFP 540 Hamilton Street and the Toy Factory. Staff will work on a draft for review.

332 Front – Housing Fair – Josh Gildea created an indemnification contract for the use of the lot and it will be signed with insurance to protect the authority.

## **OLD BUISNESS**

**Mortgage Assumption Process update** – Ms. Grogg reviewed the handout in the packet. This was a potential process and procedure that the board was looking for, if they would assume the Mortgages that have been presented. The City will be notifying the occupants that the mortgages will sold. Staff will continue to update the board on this process.

## **NEW BUISNESS**

**136 S. 8<sup>th</sup> Street – Gap Financing Opportunity** – Mr. Hartney discussed the 136 S. 8<sup>th</sup> St property that RACA disposed of to CALV to rehab and sell to an income qualified homeowner. The City has HUD HOME funding invested in the property. Mr. Hartney explained that he is working with CALV to update their budget numbers and schedule and anticipates a funding gap. A bridge loan from RACA to CALV that would be repaid upon the sale of the property to the income qualified homeowner would be helpful to CALV in getting the project completed. The RACA board was generally supportive of the

concept and directed Mr. Hartney to obtain more detailed information to present a formal proposal. Some board members expressed concerns about capacity at CALV to finish the project.

**1238-1240 19<sup>th</sup> Street** – Ms. Grogg presented an opportunity to acquire this property that is slated for Lehigh County Sheriff sale. She explained that this has been a problem property for the City for some time but that it has not been formally designated as blighted yet. The RACA Board was supportive of acquiring the property.

Mr. Jennings, left the meeting at 3:15pm

**MOTION:** Ms. Ortiz made a motion for the RACA board to authorize staff to precede with the acquisition of this property not to exceed \$219,000. Mr Schmidt seconded and all approved.

### **GOOD OF THE ORDER**

Mr. Hartney reminded the board to check that each of them has filed their statement of financial interests with the State of Pennsylvania.

### **ADJOURNMENT**

The meeting adjourned at 3:37 PM.

**NEXT MEETING:** Wednesday, October 8th, 2025, at 2 PM in Allentown City Hall, 435 Hamilton St., Allentown, PA.