

**Redevelopment Authority of the City of Allentown**  
**Monthly Meeting Minutes**  
**August 11, 2021**  
**2:00 PM**

The following are meeting minutes of the Redevelopment Authority of the City of Allentown pertaining to the meeting held on **Wednesday, August 11, 2021** at 2:00 p.m. Via Teams Virtual Meeting.

**Board in attendance:**

Rebecca Williams, Chair  
Dan Schmidt, Vice Chair  
Tyrone Russell, Secretary  
Rodney Bushe, Treasurer  
Jessica Ortiz, Member

Staff in Attendance  
Leonard Lightner  
Megan Hart  
Scottie Smith  
Joshua Gildea, Solicitor

**Public in attendance**

None

**Old Business**

None

**New Business**

Rebecca Williams asked if the new Board Member Jessica Ortiz was logged on yet, Megan Hart answered no and gave a brief background from Jessica Ortiz's application and resume.

Megan Hart requested a revision and approval to 2019-26 regarding advertisement of Redevelopment Authority properties. Rebecca Williams requested a copy of the Standard Listing Contract be emailed to all the Board Members in order for them to familiarize themselves with it and table this resolution until the next meeting.

Rehab/Inventory Updates - Megan Hart stated the rehabs are very near to completion and showed some before and after pictures. Scottie Smith said the plans were finalized for our next project on W. Allen Street which will be sent out to bid. Megan Hart said conceptual drawings were being drawn up for N. New Street.

Rebecca Williams said she was curious if there was some kind of incentive we can offer for contractors to finish projects quicker and or penalize for late completions. Megan Hart said the current contract is being revised to address deadlines that are missed.

Rebecca Williams requested a draft budget start to be worked on for around November review.

Tyrone Russell asked if there was a 12 or 15 step process available for our processes that he can use to answer questions he receives. Megan Hart said our website has a general process information, Tyrone Russell said he was more interested in our internal processes. Rebecca Williams requested the Board have a workshop to learn more overall information especially because we have 3 new members in the past year.

Megan Hart mentioned in regard to listing the Authority's properties, we may want to consider allowing a short set amount of days before offers would be due in order to give owner occupants that meet the criteria have a chance as well as non profit organizations and Rebecca Williams agreed. Jessica Ortiz

asked if we had a dedicated listing company and if it is handled it like an open bidding situation. Rebecca Williams explained Kelly McElroy previously listed properties but not take a commission for the sale.

**Public Comment**

None

**Adjourned**

2:46