



Friday, March 21, 2025 @ 9:00 AM  
Altoona City Hall – 1301 12<sup>th</sup> Street, 4<sup>th</sup> Floor Common Room

## **AGENDA**

### **REDEVELOPMENT AUTHORITY OF ALTOONA (RA)**

**I. CALL TO ORDER**

**II. PUBLIC COMMENT**

**III. REGULAR BUSINESS**

1. Administration
  - a. Approval of RA Minutes – Meeting of February 21, 2025
  - b. Approval of RA Financial Reports – February 28, 2025
2. Discussion
  - a. Presentation, RA Administration – Laurence Christian, Strategic Solutions
3. Action Items
  - a. Motion to change the April regular meeting date from April 25 to April 11, 2025 at 9:00 AM.
  - b. Motion to appoint a member of the Redevelopment Authority board to the City of Altoona Blighted Property Review Committee.
4. Management Report
5. Other Redevelopment Authority Business
6. Adjournment

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## AGENDA

### REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK (LB)

#### IV. CALL TO ORDER

#### V. PUBLIC COMMENT

#### VI. REGULAR BUSINESS

##### 1. Administration

- a. Approval of LB Minutes – Meeting of February 21, 2025
- b. Approval of LB Financial Reports – February 28, 2025

##### 2. Action Items

- a. Motion to authorize execution of Land Bank Option Agreement with the Blair County Tax Claim Bureau in the amount of \$10,365.14 for the acquisition of 111, 113, 205, 219 6th Avenue to exercise its priority bid at the June 18, 2025 Judicial Sale.
- b. Motion to amend the RA agreement with ARROW Land Solutions LLC to increase the scope of work by up to five (5) additional properties and increase the not-to-exceed cost from \$17,295.00 to \$30,093.35.

##### 3. Management Report

- a. Support Letter re State Housing Plan and PA Land Bank Network – Mayor Pacifico
- b. ARROW Report – DJ Rossman
- c. Update on rehabilitation for resale projects – Jim Trexler
- d. Mowing update – Adam McCoy

##### 4. Board Discussion Items and Announcements

##### 5. Other Land Bank Business

#### VII. ADJOURNMENT

#### VIII. EXECUTIVE SESSION

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**REDEVELOPMENT AUTHORITY OF ALTOONA  
MINUTES  
February 21, 2025**

The Redevelopment Authority (RA) of Altoona held its regularly scheduled meeting on Friday, February 21, 2025, at 9:00 AM in the 4<sup>th</sup> floor of the Common Room in Altoona City Hall.

**Members Present:** Vice Chair Allen Thompson, Mayor Matthew Pacifico, Councilman Ron Beatty, Jessica Sprouse

**Members Absent:** Richard Fiore, Chair

**Staff Present:** Solicitor Patrick Fanelli; Diana White, Community Development Director; Adam McCoy, Community Development Accounting Manager; James Trexler, Housing Rehabilitation Manager; Sabrina Appel-McMillen, GIS/Land Use Coordinator

**Guests Present:** Donald Rossman, ARROW Land Solutions, LLC; Laurence Christian, Strategic Solutions; Dave Ellis, Altoona City Councilman; Tim Smith, Altoona City Resident; Charles "Chuck" LaMark, Altoona City Resident; Bill Kibler, Altoona Mirror

**I. REDEVELOPMENT AUTHORITY OF ALTOONA MEETING – CALL TO ORDER**

The meeting was called to order by Vice Chair Thompson at 9:03 AM.

**II. PUBLIC COMMENT**

City resident Chuck LaMark commented on the proposed Orchard Park development and the goals listed in the comprehensive plan.

Timothy Smith commented on public outreach regarding the Orchard Park development and presented a letter from PA Susquehannock Conestoga Tribe.

Vice-Chair Thompson thanked both Mr. LaMark and Mr. Smith for their comments.

**III. REGULAR BUSINESS**

**1. Administration**

- a. **Approval of Minutes.** Vice Chairman Thompson asked the board if everyone received and reviewed the minutes that were distributed in the board packet. **Motion was made by Councilman Beatty to approve the minutes of the January 17, 2025 Redevelopment Authority of Altoona meeting. Motion was seconded by Mayor Pacifico. Motion passed unanimously.**

- b. **Approval of Financial Report. Motion was made by Councilman Beatty to accept the financial report as presented. Ms. Sprouse seconded the motion. Motion passed unanimously.**

**2. Discussion**

- a. **Presentation by Strategic Solutions Regarding the Executive Director Position**

Mr. Christian presented a draft of the job description for a Redevelopment Authority Executive Director and a slide brief outline for to the board for their review to bring back with comments and/or questions. The board was directed to send any comments to Mr. Christian who will review and then pass along to Richard Fiore and Nate Kissell by the March 15, 2025, so that they are able to get everything together for the next meeting to be held on March 21, 2025.

- b. **Mow & Lien Update**

Ms. White stated that the City will be bidding the RA lot mowing as per the Intergovernmental Agreement.

**3. Action Items**

None at this time.

**4. Management Report**

None at this time.

**5. Other Redevelopment Authority Business**

None at this time.

**6. Adjournment**

**Motion was made by Mayor Pacifico to adjourn the Altoona Redevelopment Authority meeting. Motion was seconded by Councilman Beatty. Motion passed unanimously.**

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Approved by Ronald L. Beatty, Secretary/Treasurer

**Redevelopment Authority Revenue & Expenditures**

For the period starting February 1, 2025 and ending February 28, 2025

|          |             |               |           |
|----------|-------------|---------------|-----------|
| Balance  | Revenues    | Disbursements | Balance   |
| 2/1/2025 | February-25 | February-25   | 2/29/2025 |

**CDBG FUNDS**

|        |        |        |        |
|--------|--------|--------|--------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 |
|--------|--------|--------|--------|

|                   | Annual Interest Rate |        |        |
|-------------------|----------------------|--------|--------|
| <b>CDBG TOTAL</b> | \$0.00               | \$0.00 | \$0.00 |

**CASH ACCOUNTS**

|                     |       |              |            |          |              |
|---------------------|-------|--------------|------------|----------|--------------|
| Contingency (U)     | 4.86% | \$13,564.43  | \$49.51    | \$0.00   | \$13,613.94  |
| In-Town Housing (R) | 4.86% | \$200,920.90 | \$1,103.86 | \$0.00   | \$202,024.76 |
| RA City Contingency | 3.73% | \$16,511.62  | \$46.13    | \$478.50 | \$16,079.25  |

|                   |  |              |            |          |              |
|-------------------|--|--------------|------------|----------|--------------|
| <b>CASH TOTAL</b> |  | \$230,996.95 | \$1,199.50 | \$478.50 | \$231,717.95 |
|-------------------|--|--------------|------------|----------|--------------|

Treasurer Signature: \_\_\_\_\_

**REDEVELOPMENT AUTHORITY OF ALTOONA**  
**Disbursements February 2025**

| <u>Date</u> | <u>Check No.</u> | <u>Invoice #</u> | <u>Payee</u>                      | <u>Amount</u>    | <u>For</u>                        |
|-------------|------------------|------------------|-----------------------------------|------------------|-----------------------------------|
|             |                  |                  | <b><u>CONTINGENCY FUND</u></b>    |                  |                                   |
|             |                  | No Activity      |                                   | \$ -             |                                   |
|             |                  |                  | <b><u>INTOWN HOUSING</u></b>      |                  |                                   |
|             |                  | No Activity      |                                   | \$ -             |                                   |
|             |                  |                  | <b><u>RA CITY CONTINGENCY</u></b> |                  |                                   |
| 2/20/2025   | 1009             | 10116            | Fanelli Legal                     | \$ 391.50        | January 2025 Solicitorship        |
| 2/20/2025   | 1009             | 10114            | Fanelli Legal                     | \$ 87.00         | McCroly Building Agreement Review |
|             |                  |                  |                                   | \$ 478.50        |                                   |
|             |                  |                  | <b>TOTAL</b>                      | <b>\$ 478.50</b> |                                   |

**Treasurer Signature:** \_\_\_\_\_



## InTown Housing Loans

|                                       |       |                   |                   |
|---------------------------------------|-------|-------------------|-------------------|
| Green Avenue Properties - Randy Green | 3.99% | Pmt: \$369.59     | March-16          |
| Original Loan:                        |       | \$50,000.00       |                   |
| Current Balance:                      |       | \$23,940.88       | February 28, 2025 |
| Status:                               |       | Current           |                   |
|                                       |       |                   |                   |
| Vicini Realty - Michael Columbo, Jr.  | 3.99% | Pmt: \$739.19     | November-14       |
| Original Loan:                        |       | \$100,000.00      |                   |
| Current Balance:                      |       | \$39,540.84       | February 28, 2025 |
| Status:                               |       | 2 Month Overdue   |                   |
|                                       |       | *Notice Sent 3/14 |                   |

# Altoona Redevelopment Authority & Land Bank Slide Brief Outline

## 1. Cover Slide

- **Title:** “Property Presentation: [Parcel/Address]”
  - **Presented By:** Name/Department (Codes & Inspections, Community Development, etc.)
  - **Date:** RA/LB Board Meeting Date
- 

## 2. Property Overview Slide

### 2A. Key Details

- **Address / Parcel ID**
- **Current Owner** (Private, RA, LB, or City-owned)
- **Zoning Classification & Zoning Map** (To visualize adjacent parcels zoning classification)
- **Lot Size & Existing Structures**
- **Acquisition Path:** If acquired or proposed for acquisition via **judicial sale**, note the date or timeline of the sale.
  - *Example language:* “This property is slated for judicial sale on [date], consistent with Blair County’s process for tax-delinquent properties.”

### 2B. Mapping & Location Context

- **Map Snippet** (from ESRI):
  - Show the parcel’s boundaries, neighboring land uses, and relevant local features (schools, commercial districts, major roads, etc.).
- **Comprehensive Plan Context:**
  - Briefly mention how this property fits into the **Plan’s** future land use or neighborhood revitalization goals.
  - *Example:* “Per the Altoona Comprehensive Plan, this area is designated a priority for neighborhood stabilization and improved housing standards.”

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### 3. Existing Conditions & Code Enforcement Slide

#### 3A. Physical Condition

- **Structural Condition:** Summarize any code enforcement ratings or property condition notes:
  - *Moderate Distress, High Distress, or other relevant classification.*
- **Occupancy/Vacancy Status:** If vacant, how long? If occupied, note occupant type (tenant vs. owner).
- **Exterior Photos:** Include a few recent images to highlight problems or potential.

#### 3B. Code History & Violations

- **Open or Recent Violations:** (e.g., roof, exterior walls, trash accumulation, etc.)
- **Outstanding Liens:** List or summarize amounts.
- **Alignment with Plan Goals:** If the property is identified in the Comprehensive Plan's priority areas (e.g., blight elimination), emphasize that.

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### 4. Acquisition & Financial Analysis Slide

#### 4A. Acquisition Path

- **Judicial Sales:**
  - Note how Blair County's judicial sale process works for this property and the **estimated timeline** (sheriff sale, upset sale, repository, etc.).
  - *Example bullet:* "Property is in the 2025 judicial sale cycle due to multiple years of tax delinquency."
- **Plan Reference:** Connect the significance of judicial sale acquisitions to the **Altoona Comprehensive Plan** emphasis on addressing blight and underutilized properties.

#### 4B. Projected Costs

- **Purchase Price** (if known) or minimum bid at judicial sale.

- **Demolition / Rehab Costs** (based on staff estimates, engineering reports, or contractor quotes).
- **Maintenance** (mowing, debris removal, utility costs, insurance).
- **Legal/Title Costs** (quiet title, if needed).

#### **4C. Funding Sources & Revenue Potential**

- Possible grants or county funding (CDBG, HOME, local foundations).
  - Resale or redevelopment potential—how might the RA or LB recoup costs or leverage future tax revenue?
- 

### **5. Neighborhood & Strategic Context Slide**

#### **5A. Comprehensive Plan Guidance**

- **Plan's Vision:**
  - If the parcel is in a “Well Below Average” or “Below Average” submarket (as identified in the Plan's data), underscore how acquisition/remediation aligns with the Plan's call for blight reduction and neighborhood stabilization.
  - *Example language:* “The 2024 Altoona Comprehensive Plan identifies this block as an at-risk area with high vacancy rates. Acquisition and revitalization can help preserve surrounding property values.”

#### **5B. Surrounding Property Uses & Conditions**

- **Nearby Uses:** Residential, commercial, institutional.
- **Condition:** Are there multiple distressed properties on this block, or is this the only outlier?
- **Recent Projects:** Note if the City, RA, LB, or private sector has invested significantly in the area.

#### **5C. Stakeholder Involvement**

- **Neighborhood Groups / Nonprofits:** Have they expressed interest?
  - **Community Feedback:** Summarize local input or concerns.
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## 6. Staff Analysis & Recommended Action Slide

### 6A. Redevelopment Potential

- **Best Use:** Rehab vs. demolition & side lot vs. potential new construction.
- **Market Feasibility:** If a single-family rehab, will it sell at or above certain thresholds? If a commercial structure, is there a viable market demand?

### 6B. Risks & Considerations

- **Environmental** (lead, asbestos, groundwater contamination).
- **Ongoing Legal / Title Issues** (still in redemption period, judgments, etc.).
- **\*\*Alignment with Judicial Sale Timelines:** If the city must act quickly, mention specific deadlines.

### 6C. Recommended Board Action

- **Decision Point:** Acquire or not? Demolish or not? Transfer to Land Bank or RA?
  - **Motion Language (Always in affirmative)**
    - E.g., “Authorize the RA to acquire the property via sheriff sale” or “Approve disposition of the property to X for \$Y, contingent upon...”
  - **Next Steps**
    - Timeline for acquisition, quiet title, demolition, rehab, RFP issuance, etc.
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## 7. Implementation & Reference to the Comprehensive Plan Slide

Here, explicitly link back to the **Comprehensive Plan** so the RA and LB boards understand how each property decision advances broader community objectives:

1. **Housing & Neighborhoods:**
  - Reference how addressing blight aligns with the Plan’s goal of **reducing distressed properties**.
2. **Downtown & Corridors** (if applicable):
  - Highlight corridor revitalization strategies from the Plan if the property is on a major arterial.
3. **Fiscal & Community Capacity:**

- Briefly note that while the city has limited capacity, strategic use of judicial sales helps channel resources effectively, as emphasized in the Plan.
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## 8. Visual Appendix Slide (Optional)

- Additional photographs (interior shots, if accessible).
  - ESRI layers (floodplain, zoning overlays, future land-use designations from the Plan).
  - Map references from the Altoona Comprehensive Plan (e.g., submarket maps, corridor analyses).
  - Any Existing Reports (environmental assessments, structural reports, etc.)
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## 9. Q&A / Board Discussion

- **Board Members' Questions** about feasibility, timeline, or disposition options.
  - **Staff / Consultant Input:**
    - Cite relevant sections or pages from the Comprehensive Plan (e.g., “See Part 2, Housing and Neighborhood Stabilization Goals”).
    - Outline next steps for final board approval.
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## Putting It All Together

This **template** ensures each property presentation:

1. **Cites the Altoona Comprehensive Plan:** Demonstrates how the property fits the city’s **broader vision for neighborhood stabilization, blight eradication, and strategic infrastructure improvements**.
2. **Incorporates Judicial Sales:** Highlights Blair County’s primary acquisition mechanism for distressed properties and how staff must **track** upcoming **tax-delinquent properties** for potential RA/LB intervention.
3. **Streamlines Decision-Making:** Guides RA/LB board members through **key data points**—financial, legal, neighborhood conditions—so they can make well-informed, plan-aligned decisions.

4. **Ensures Transparency:** Familiarizes the public and stakeholders with the city's process, showing how property acquisition or disposition advances the **goals** outlined in the Comprehensive Plan (e.g., improved housing stock, stronger corridors, and a more vibrant downtown).
5. **Establishes a Repeatable Format:** A consistent slide deck helps staff gather the same critical info each time, and board members know exactly what to expect.



## POSITION DESCRIPTION

Class Title: **Redevelopment Authority Executive Director**

Reports To: Board of the Redevelopment Authority of the City of Altoona

FLSA Status: Exempt

Date: 02.14.2025

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### **GENERAL PURPOSE:**

The Executive Director leads, manages, and oversees the day-to-day operations of the Redevelopment Authority of the City of Altoona (RA), functioning as a full-time, independent officer who reports directly to the RA Board. This position is responsible for guiding the acquisition, rehabilitation, and disposition of properties (real estate) under the Pennsylvania Urban Redevelopment Law (URL) while coordinating redevelopment projects and facilitating the implementation of the RA's strategic goals.

The Executive Director provides organizational leadership and program oversight to mitigate blight, manage redevelopment projects, and ensure compliance with all relevant laws, regulations, and RA By-Laws. By collaborating with public and private partners, the Director advances the Authority's mission to foster neighborhood revitalization, improve housing stock, and stimulate sustainable economic growth.

In collaboration with local, regional, and state stakeholders, the Executive Director ensures RA initiatives align with the City's overall economic and community development objectives while maintaining compliance with all relevant laws, regulations, and best practices.

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### **SUPERVISION RECEIVED:**

Works under the policy guidance and direction of the Redevelopment Authority (RA) Board, exercising considerable independent judgment in planning and executing the RA's programs and strategies.

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### **SUPERVISION EXERCISED:**

Provides oversight to RA staff, contractors, and consultants. May delegate specific powers and duties to employees, subject to the supervision and control of the RA Board.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **1. Strategic Leadership and Program Development**

- Develops and executes strategies, policies, and programs for property acquisition, rehabilitation, demolition, and disposition in accordance with the RA By-Laws and Urban Redevelopment Law (53 P.S. § 1701 et seq.).
- Establishes short- and long-term goals, ensuring alignment with the RA Board's vision, the City of Altoona's planning commission designations, and community redevelopment objectives.
- Monitors evolving economic, social, and regulatory trends to recommend policy or strategic adjustments to the RA Board.

### **2. Project Management and Oversight**

- Identifies blighted or underutilized properties for potential redevelopment, coordinating with the City of Altoona Planning Commission and other relevant entities.
- Oversees negotiations, inspections, and due diligence for property acquisition, including eminent domain processes when applicable and permissible.
- Manages redevelopment proposals, including preparing or reviewing contracts and coordinating projects with private developers, contractors, and external partners.
- Ensures timely and compliant project execution, including overseeing funding, construction activities, and final disposition to approved end-users or redevelopers.

### **3. Board Relations and Governance**

- Serves as the primary liaison to the RA Board, advising on strategic, operational, and financial matters.
- Prepares and presents regular reports, including project updates, financial statements, and policy recommendations, to keep the Board informed of the RA's activities and outcomes.
- Implements Board directives, resolutions, and approved redevelopment contracts, maintaining transparent communication on progress and challenges.

#### **4. Financial Management and Funding Acquisition**

- Develops and administers the RA's annual budget, ensuring fiscal responsibility and alignment with strategic priorities.
- Pursues and manages grant opportunities, loans, and other funding sources, including state and federal programs, to support redevelopment initiatives.
- Oversees financial transactions, such as property purchase agreements, bond issuances, and mortgage instruments, ensuring compliance with statutory requirements.
- Maintains accurate records of all financial activities, including operating budgets, revenues, and expenditures, consistent with best practices and auditing standards.

#### **5. Public Engagement and Interagency Collaboration**

- Coordinates with the City of Altoona's administration, Planning Commission, and other government units to integrate RA projects with municipal services and citywide strategies.
- Engages community stakeholders, neighborhood groups, and potential redevelopers through public meetings, forums, and outreach initiatives to gather feedback and encourage project support.
- Works with local, regional, and state agencies to leverage resources for property improvement, blight remediation, and neighborhood revitalization.

#### **6. Legal Compliance and Property Management**

- Ensures RA adherence to the Urban Redevelopment Law, RA By-Laws, and all relevant local, state, and federal regulations.
- Directs the acquisition, ownership, maintenance, and eventual disposition of real property in accordance with statutory guidelines and Board policies.
- Collaborates with legal counsel regarding eminent domain proceedings, contractual agreements, and any litigation related to redevelopment projects.

#### **7. Operational Administration**

- Establishes internal policies, standard operating procedures, and project workflows to maintain organizational efficiency and accountability.

- Hires, supervises, and evaluates RA staff, consultants, and contractors, delegating tasks and responsibilities as necessary.
- Maintains an effective records management system for property files, surveys, plans, and other documents, ensuring confidentiality and compliance with public records statutes.

#### **8. Other Duties as Assigned**

- Performs additional tasks or special projects assigned by the RA Board to support the Authority's strategic goals and statutory responsibilities.

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### **DESIRED MINIMUM QUALIFICATIONS:**

#### **Education and Experience**

- Bachelor's degree in Urban Planning, Public Administration, Business, Real Estate, or a related field. Master's degree preferred.
- Five (5) or more years of progressive experience in real estate development, urban planning, or a related field, including at least two (2) years in a supervisory or management capacity.
- Familiarity with Pennsylvania's Urban Redevelopment Law, local government operations, and relevant federal or state regulations.

#### **Necessary Knowledge, Skills, and Abilities**

- **Redevelopment Expertise:** Knowledge of property acquisition, blight remediation, eminent domain, public-private redevelopment partnerships and the process for rehabilitating or disposing of real estate under statutory authority.
- **Financial Acumen:** Ability to develop and manage budgets, including grants, loans, and bond funds. Skill in evaluating project economics and structuring financial instruments (e.g., mortgages, notes).
- **Strategic Leadership:** Skill in setting goals, formulating strategies, and directing programs that align with RA Board directives.
- **Negotiation and Communication:** Ability to engage and negotiate with property owners, developers, community groups, and other stakeholders. Excellent oral and written communication skills.

- **Regulatory and Legal Compliance:** Working knowledge of relevant codes, regulations, and statutes, including the Urban Redevelopment Law, municipal zoning, and property maintenance codes.
  - **Project Management:** Ability to oversee complex redevelopment projects, ensuring adherence to timelines, budgets, and quality standards.
  - **Collaboration:** Experience collaborating with municipal agencies, elected officials, and community organizations in a transparent and inclusive manner.
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#### **SPECIAL REQUIREMENTS:**

- Valid Pennsylvania driver's license or ability to obtain one prior to employment.
  - Ability to attend evening or weekend meetings or events as needed to engage with community stakeholders and the RA Board.
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#### **TOOLS AND EQUIPMENT USED:**

- Standard office equipment (computer, smartphone, printer, copier, etc.)
  - Software applications for budgeting, project management, and communications
  - Motor vehicle for site visits and traveling to external meetings
- 

#### **PHYSICAL DEMANDS:**

Work is performed primarily in an office setting, with periodic site visits to inspect properties, meet contractors, or observe project progress.

- Frequent use of computers and office equipment require hand-eye coordination.
  - Occasional lifting or moving objects up to 25 pounds.
  - Hand-eye coordination is necessary to operate computers and technology-based equipment.
  - While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
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**WORK ENVIRONMENT:**

The work environment typically includes an office setting with moderate noise levels. Field visits may expose the employee to varying weather conditions and potentially hazardous building sites. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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**SELECTION GUIDELINES:**

Selection involves formal application, education and experience evaluation, structured interviews, and reference checks. Job-related assessments may be required.

The duties listed in this Position Description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**APPROVED BY:**

**ACKNOWLEDGED BY:**

\_\_\_\_\_  
Redevelopment Authority

\_\_\_\_\_  
Employee

Effective Date:

**REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK  
MINUTES  
February 21, 2025**

**I. CALL TO ORDER**

The meeting of the Redevelopment Authority of Altoona Land Bank was called to order by Vice-Chair Allen Thompson.

**V. PUBLIC COMMENT**

Mr. Timothy Smith commented on the sale of Orchard Park lots by the City.

Ms. LaMark commented about communication with the public regarding the Orchard Park development.

Vice-chair Thompson thanked Mr. Smith and Mr. LaMark for their comments.

**VI. ALTOONA CITY LAND BANK BUSINESS**

**1. Administration**

- a. **Approval of Minutes.** Vice Chair Thompson asked if there were any comments on the minutes. **Motion was made by Mayor Pacifico to approve the minutes of the January 17, 2025 Redevelopment Authority of Altoona Land Bank meeting. Councilman Beatty seconded the motion. Motion passed unanimously.**
  
- b. **Approval of Financial Report.** **Motion was made by Councilman Beatty to approve the Financial Report through the January 31, 2025. Redevelopment Authority of Altoona Land Bank. Motion was seconded by Mayor Pacifico. Motion passed unanimously.**

**2. Action Items**

- a. **Motion was made by Mayor Pacifico to authorize the solicitor to file a quiet title complaint for the properties listed in the attached document. Motion was seconded by Councilman Beatty. Motion passed unanimously.**
  
- b. **Consideration of offer by Walter R. Wertz, III and Melissa A. Wertz of 229 Beech Avenue to purchase 225-227 Beech Avenue (Parcel #01.07-03.-034.00-00) as a side lot.**  
Attorney Fanelli stated that this property has already been entered into a deal for the development and no action should be taken.

- c. **Motion to authorize staff to issue a Request for Proposals for the acquisition and rehabilitation by a developer of the properties located at 323-325 and 327-329 Wopsonnock Avenue for resale was made by Mayor Pacifico. Motion was seconded by Councilman Beatty. Motion passed unanimously.**

### **3. Management Report**

- a. **ARROW Report**

Mr. Rossman said ARROW has completed everything that they were hired to do. There is still a significant balance remaining under the \$17,000 contract and therefore they can assist with additional items.

### **4. Board Discussion Items and Announcements**

Councilman Beatty stated that he is in favor of subsidizing properties, including the 323-325 Wopsonnock Avenue house. Mayor Pacifico stated that he would prefer to see if subsidy is requested during the RFP process, then move forward as needed.

Councilman Beatty presented progress photos of 1329 21<sup>st</sup> Avenue and noted that there has been progress at 1305-1307 18<sup>th</sup> Avenue as well.

### **5. Other Land Bank Business**

None

## **VII. ADJOURNMENT**

**Motion was made by Councilman Beatty to adjourn the meeting. Motion was seconded by Mayor Pacifico. Motion passed unanimously.**

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Approved by Ronald L. Beatty, Secretary/Treasurer

**Land Bank Revenue & Expenditures**

For the period starting February 1, 2025 and ending February 28, 2025

|                   | Balance<br>2/1/2025 | Revenues<br>February-25 | Disbursements<br>February-25 | Balance<br>2/28/2025 |
|-------------------|---------------------|-------------------------|------------------------------|----------------------|
| <b>CDBG FUNDS</b> | \$0.00              | \$0.00                  | \$0.00                       | \$0.00               |

|                   | Annual<br>Interest Rate |        |        |        |
|-------------------|-------------------------|--------|--------|--------|
| <b>CDBG TOTAL</b> | \$0.00                  | \$0.00 | \$0.00 | \$0.00 |

**CASH ACCOUNTS**

|                            |       |              |            |            |              |
|----------------------------|-------|--------------|------------|------------|--------------|
| Old Land Bank Funds        | 3.73% | \$139,447.77 | \$391.16   | \$1,972.29 | \$137,866.64 |
| ARPA                       | 3.73% | \$985,633.89 | \$2,771.09 | \$0.00     | \$988,404.98 |
| Vacant Property (U)        | 3.73% | \$29,733.84  | \$81.69    | \$1,087.75 | \$28,727.78  |
| Blighted Property (R)      | 4.86% | \$6,887.53   | \$25.14    | \$0.00     | \$6,912.67   |
| Land Bank City Contingency | 3.73% | \$14,534.59  | \$40.21    | \$1,072.50 | \$13,502.30  |

|                   |  |                |            |            |                |
|-------------------|--|----------------|------------|------------|----------------|
| <b>CASH TOTAL</b> |  | \$1,161,703.03 | \$3,269.08 | \$3,060.04 | \$1,161,912.07 |
|-------------------|--|----------------|------------|------------|----------------|

Treasurer Signature: \_\_\_\_\_

**ALTOONA LAND BANK**  
Disbursements February 2025

| <u>Date</u>                       | <u>Check No.</u> | <u>Invoice #</u> | <u>Payee</u>                   | <u>Amount</u>      | <u>For</u>                                |
|-----------------------------------|------------------|------------------|--------------------------------|--------------------|---|
| <u>OLD LAND BANK</u>              |                  |                  |                                |                    |   |
| 2/20/2025                         | 1013             | 6                | Arrow Land Solutions           | \$ 1,188.80        | Property searches                         |
| 2/20/2025                         | 1013             | Hourly 2         | Arrow Land Solutions           | \$ 302.68          | Hourly Property Research                  |
| 2/20/2025                         | 1014             |                  | City of Altoona                | \$ 480.81          | 14th Ave. RFP AD                          |
|                                   |                  |                  |                                | <u>\$ 1,972.29</u> |   |
| <u>ARPA</u>                       |                  |                  |                                |                    |   |
|                                   |                  |                  | No Activity                    | \$ -               |   |
| <u>VACANT PROPERTY</u>            |                  |                  |                                |                    |   |
| 2/11/2025                         | 1072             |                  | Eric McClellan                 | \$ 1,000.00        | Purchase of 323 Wopsonnock Ave.           |
| 2/19/2025                         | 1074             |                  | Blair County Recorder of Deeds | \$ 87.75           | 323 Wopsonnock Ave. deed filing           |
|                                   |                  |                  |                                | <u>\$ 1,087.75</u> |   |
| <u>BLIGHTED PROPERTY</u>          |                  |                  |                                |                    |   |
|                                   |                  |                  | No Activity                    | \$ -               |   |
| <u>LAND BANK CITY CONTINGENCY</u> |                  |                  |                                |                    |   |
| 2/20/2025                         | 1009             | 10115            | Fanelli Legal                  | \$ 379.50          | Correspondences - Quiet Title Action 2025 |
| 2/20/2025                         | 1009             | 10112            | Fanelli Legal                  | \$ 116.00          | Correspondences - 108 4th St. Sale        |
| 2/20/2025                         | 1009             | 10113            | Fanelli Legal                  | \$ 200.00          | 323 Wopsonnock Ave. Deed prep             |
| 2/20/2025                         | 1009             | 10116            | Fanelli Legal                  | \$ 377.00          | January 2025 Solicitorship                |
|                                   |                  |                  |                                | <u>\$ 1,072.50</u> |   |
|                                   |                  |                  | <b>TOTAL</b>                   | <b>\$ 4,132.54</b> |   |

**Treasurer Signature:** \_\_\_\_\_



## LAND BANK OPTION AGREEMENT

### ENTERED BY AND BETWEEN

#### THE REDEVELOPMENT AUTHORITY OF ALTOONA, ACTING IN ITS CAPACITY AS THE ALTOONA CITY LAND BANK, AND THE BLAIR COUNTY TAX CLAIM BUREAU

This Option Agreement (“Agreement”) dated \_\_\_\_\_, is entered into between The Redevelopment Authority of Altoona in its capacity as the Altoona City Land Bank (hereinafter “Land Bank”) and the Blair County Tax Claim Bureau (hereinafter “Tax Claim Bureau”).

AND NOW, the Parties, in accordance with an intergovernmental agreement dated August 20, 2019, and based on the mutual agreements herein contained, for good and valuable consideration, agree as follows:

1. The Land Bank shall, at the June 14, 2023 Judicial Sale (“Judicial Sale”), have the option to purchase some and/or all of the properties set forth in Exhibit A. The Land Bank may exercise the option provided hereunder on one or more properties without exercising its option on all properties.
2. The property(ies) set forth in Exhibit A were listed for Judicial Sale by Order of the Court of Common Pleas of Blair County, dated May 3, 2023, and the Judicial Sale will occur on June 14, 2023, at 9:00 am local prevailing time.
3. In accordance with the Pennsylvania Land Bank Law, 68 Pa. C.S.A. §2117, the Parties acknowledge and agree that the Land Bank’s exercise of the option addressed by this Agreement shall permit and require the Blair County Tax Claim Bureau to sell any property for which the option has been exercised to the Land Bank, and not to any other bidder, in accordance with the terms of the intergovernmental cooperation agreement further governing this matter as referenced above. The exercise of the Land Bank’s option shall occur as follows:
  - a. At least twenty-four (24) hours in advance of the Judicial Sale, the Land Bank’s authorized representative and/or designee will notify the Tax Claim Bureau Director via email, with confirmation of receipt by telephone call, as to whether the Land Bank intends to exercise its option to purchase any of the properties on Exhibit A.
  - b. If the Land Bank intends to exercise its option to purchase any properties, the Tax Claim Bureau Director or other person running the Judicial Sale shall announce that the Tax Claim Bureau and the Land Bank have entered into an option to purchase agreement for the specific properties identified in the email addressed in the preceding paragraph as authorized under the Pennsylvania Land Bank Law and that no bids will be accepted for the property (or properties) for which the option has been exercised.

- c. In all cases in which the property and/or properties are referenced in the foregoing paragraphs, the intent is for any announcement and/or identification of said properties to occur via announcement of their specific street address and any other identifier utilized in connection with sale.
4. Should the Land Bank exercise its option to purchase any property set forth in Exhibit A, the total price to be paid for each property by the Land Bank shall be the amount identified in Exhibit A in relation to said property. If the Land Bank exercises its option to purchase any/all property(ies) described in Exhibit A herein, the Tax Claim Bureau will deliver a deed from the Tax Claim Bureau to the Land Bank for each property purchased.
5. If it is determined that there are any real estate transfer taxes due and owing, all of the said real estate transfer taxes will be paid by the Land Bank. The Land Bank shall also pay the deed recording fee to the Tax Claim Bureau in addition to the purchase price at the time the purchase amount is paid.
6. The Land Bank will pay the cost of deed preparation.
7. The Tax Claim Bureau shall not be responsible for the maintenance of the property at any time prior to the transfer of title.
8. Should the Land Bank decide not to exercise its option to purchase the property at the Judicial Sale, then this Agreement shall become null and void, and the parties shall have no further obligation toward each other with regard to the property(ies) referred to in Exhibit A. In that event, the Tax Claim Bureau can auction the property and sell to the highest bidder.
9. This Agreement shall become null and void and of no legal effect should the assessed owner or any mortgage holder, judgment creditor, or lienholder of the subject property redeem the property prior to the start of the Judicial Sale by paying all delinquent taxes, fees, and costs owed to the Tax Claim Bureau.
10. The Land Bank and the Tax Claim Bureau intend to be legally bound by this Agreement. All of its terms and conditions will extend to and be binding upon the Parties to this Agreement and upon their respective heirs, executors, administrators, personal representatives, successors and assigns.
11. This Agreement constitutes the entire contract between the parties, and there are no other understandings, oral or written, relating to the sale and purchase of the Property(ies). This Agreement may not be changed, modified or amended, in whole or in part, except in another writing, signed by all parties. Wherever used in this Agreement, the singular will include the plural, the plural the singular, and the use of any gender will be applicable to all genders.

IN WITNESS WHEREOF said parties, intending to be legally bound, have hereunto set their hands and seals the day and year above written.

REDEVELOPMENT AUTHORITY OF ALTOONA  
(operating in capacity of Altoona City Land Bank)

By: \_\_\_\_\_  
Authorized Representative

REDEVELOPMENT AUTHORITY OF ALTOONA

By: \_\_\_\_\_  
Authorized Representative

BLAIR COUNTY TAX CLAIM BUREAU

By: \_\_\_\_\_  
Director

## EXHIBIT A

**Land Bank Option Agreement  
Between  
The Redevelopment Authority of Altoona acting as the  
Altoona City Land Bank  
And  
The Blair County Tax Claim Bureau**

The following properties are hereby identified as those subject to the potential exercise of the option set forth within the above-referenced Land Bank Option Agreement for purposes of the June 18, 2025, Judicial Sale

1) 111 6<sup>th</sup> Avenue, Altoona, Pennsylvania

- a. Purchase Price per Tax Claim Bureau: \$2,135.64
- b. Additional Fees:
  - i. Deed Preparation Fee: \$ 25.00
  - ii. Deed Recording Fee: \$ 86.75
  - iii. 1% Transfer Tax (local portion)<sup>1</sup> \$ 489.70  
41,500 (assessed value) X 1.18 (CLR) = \$48,970.00
- c. Total Payment: \$2,737.09 (purchase price, deed fee and recording fee) *plus local portion of 1% transfer tax*

2) 113 6<sup>th</sup> Avenue, Altoona, Pennsylvania

- a. Purchase Price per Tax Claim Bureau: \$2,083.14
- b. Additional Fees:
  - i. Deed Preparation Fee: \$ 25.00
  - ii. Deed Recording Fee: \$ 86.75
  - iii. 1% Transfer Tax (local portion)<sup>1</sup> \$ 17.70  
1,500.00 (assessed value) X 1.18 (CLR) = \$1,770.00
- c. Total Payment: \$2,212.59 (purchase price, deed fee and recording fee) *plus local portion of 1% transfer tax*

3) 205 6<sup>th</sup> Avenue, Pennsylvania

- a. Purchase Price per Tax Claim Bureau: \$2,251.14
- b. Additional Fees:
  - i. Deed Preparation Fee: \$ 25.00
  - ii. Deed recording Fee: \$ 86.75
  - iii. 1% Transfer Tax (local portion)<sup>1</sup> \$ 404.74  
34,300.00 (assessed value) X 1.18 (CLR) = \$40,474.00
- c. Total Payment: \$2,767.63 (purchase price, deed fee and recording fee) *plus local portion of 1% transfer tax*

4) 219 6<sup>th</sup> Avenue, Pennsylvania

- d. Purchase Price per Tax Claim Bureau: \$2,054.64
- e. Additional Fees:
  - j. Deed Preparation Fee: \$ 25.00
  - iv. Deed recording Fee: \$ 86.75
  - v. 1% Transfer Tax (local portion)<sup>1</sup> \$ 481.44  
40,800.00 (assessed value) X 1.18 (CLR) = \$48,144.00
- f. Total Payment: \$2,647.83 (purchase price, deed fee and recording fee) *plus local portion of 1% transfer tax*

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<sup>1</sup> \* A Transfer of Real Estate to or by a Lad Bank is exempt from State Realty transfer Tax 72 P.S. § 1102-c.3(24); 68 P.S. § 2103



## Altoona Redevelopment Authority Property Exploration SUPPLEMENTAL ROW Service Scope

### *SCOPE OF SERVICES*

ARROW understands that the Altoona Redevelopment Authority is seeking assistance with research and negotiations for select blighted properties throughout the City. The Authority has requested that ARROW provide ROW services for additional properties that exceed the previous scope of work and price. As such, ARROW intends this scope to cover services on up to five (5) total additional properties. It is ARROW's assumption that the Authority hopes to continue with plans to attempt to purchase properties without the use of condemnation, but may be able to seek eminent domain.

ARROW presents the following work plan for client review in response to its request. ARROW will adhere to the terms and approach outlined in this Right-of-Way Scope of Service as set forth more fully below. This scope of work reflects major activities to be performed and is not intended to be an all-inclusive detailed description of work involved. All work performed by ARROW will be in accordance with the client's scope of work and all Local, State and Federal Guidelines.

ARROW will provide a Senior Project Director, Senior Project Manager, Senior Land Agent, and administrative staff needed to complete this project.

### *I. SCOPE*

- Altoona Redevelopment Authority will notify ARROW of properties of interest up to five (5) total properties.
- ARROW will complete a current owner search for each of the properties of interest in the Blair County Assessment, Recorder of Deeds and Prothonotary's offices.
- ARROW will provide their findings in an organized Title Report showing all ownership interests, liens, judgements or rights-of-way of note for the Authority's review and consideration.
- ARROW will attempt to locate the owner(s) of the property to gauge their interest in selling their property to the Authority.
- ARROW will provide a status report of contacts made with the property owners and their interest levels in negotiating the sale of their property to the Authority for consideration.
- The Authority will provide direction and priority of which properties with which to proceed in negotiations.
- Upon Authority direction, ARROW can complete drive-by valuation to approximate an acceptable purchase price for properties of interest.
- The Authority will review and provide direction for which properties to begin negotiating the purchase of the property based on this drive-by valuation or other direction provided by the Authority

## **II. TECHNICAL APPROACH**

### ***Landowner Information***

#### ***Title Services***

Our dedicated Title Abstractor will provide current-owner title research for up to five (5) parcels as identified by the Authority. This research will include finding the owner of record through the Assessment Office records. ARROW will complete a search of the Recorder of Deeds based on the Assessed Owner of Record securing a copy of the base deed and ensuring there are no exceptions or reservations noted in the base deed that could create an issue for negotiations. Finally, ARROW will perform a search of the Prothonotary's office records to obtain records of any liens, judgements or other civil encumbrances upon the property. This information will be compiled into a clear title report for the Authority's review and consideration.

#### ***Valuation Services***

ARROW will research comparable property sales in the immediate area of the project to determine approximate property values based on a drive-by assessment. ARROW will provide recommended parameter valuations to the client as a basis for purchase consideration.

#### ***Owner Contact & Negotiations Services***

ARROW will assemble an individual parcel file, which will include a checklist for landowner identification and contact information, title and abstract, landowner owner/tenant contacts and recorded documents.

ARROW will make contact via in-person, telephone, email or postal correspondence with the landowners and/or their representatives and document contacts in our right-of-way database known as AIM. These records can be produced as part of a status report at any time the Authority desires.

ARROW assumes that an amicable negotiation with a property owner will not require more than ten (10) contacts to reach a settlement.

Additional contacts or additional trips to the project may result in a change order request.

#### ***ARROW Escrow & Disbursement Services***

ARROW can assist with the preparation and execution of a sales agreement and deed provided by the Authority for amicably acquired property. ARROW can ensure all discovered liens and judgements against the property or paid and satisfied before any remaining funds are made available to the property owner. ARROW will ensure that the execution, witnessing and filing of these documents are in accordance with local requirements. This process is not a true real estate closing and title insurance cannot be granted by ARROW for this task.

#### ***Quality Control/Assurance***

ARROW verifies that all required documentation completed by our land agents contains only accurate information and that each document meets the standards set by our client.

#### ***Project Management/Oversite***

ARROW ensures that the project continues as scheduled and adheres to the terms of this scope by utilizing our status reports that track all claimant contacts and project milestones. The project manager will oversee the status report and will continually work with the land agents to ensure efficiency. Using Project Tracking Reports, the Project Manager will also communicate project status to Entrust Engineering and the appropriate contact at WGL on a regular basis. This management style allows

ARROW to foresee potential problems and issues before they cause delays in achieving a final clearance of the project.

### **III. TOTAL COSTS NOT TO EXCEED**

ARROW assumes that total contacted costs are not to exceed \$24,597.97 for the services outlined. ARROW will submit invoices for services rendered to the Authority monthly. If additional tasks are requested a new scope and price will be prepared and submitted for approval.

#### ARROW Assumptions

- ARROW will not be providing any surveys or property plots
- ARROW will not provide mathematical computations of land area, written land descriptions, and draft plat plans including field investigation of land conditions to support the development of legal descriptions included in the new and revised easement descriptions
- ARROW will not provide new and revised easement descriptions and plats to complete the individual parcel files
- ARROW will not perform any appraisals
- ARROW assumes that no eminent domain will be used as part of this contract
- ARROW assumes that the purchase of an properties as part of this contract will be paid with 100% City of Altoona/Altoona Redevelopment Authority funds and that no state or federal dollars will be used



Altoona Redevelopment Authority  
 Blair County  
 City of Altoona  
 Assume 5 additional properties

**NOT TO EXCEED COST ESTIMATE**

Date: **Wednesday, March 19, 2025**

| Task Description                        | Classification     |                           |                    |                    |                    |                            | Total Hours |
|---|--------------------|---------------------------|--------------------|--------------------|--------------------|----------------------------|-------------|
|   | Project Director   | Quality Assurance Manager | ROW Agent          | Chief Appraiser    | Title Manager      | Title & Disbursement Agent |             |
| 1 Current Owner Research                | 15                 | 0                         | 25                 | 0                  | 15                 | 15                         | 70          |
| 2 Valuation Services                    | 5                  | 0                         | 0                  | 30                 | 0                  | 0                          | 35          |
| 3 Owner Contact & Negotiations Services | 38                 | 10                        | 50                 | 0                  | 0                  | 0                          | 98          |
| 4 Bringdowns & Disbursements            | 5                  | 0                         | 12                 | 0                  | 15                 | 15                         | 47          |
| <b>Total Hours</b>                      | <b>63</b>          | <b>10</b>                 | <b>87</b>          | <b>30</b>          | <b>30</b>          | <b>30</b>                  | <b>250</b>  |
| <b>Rate Per Hour</b>                    | <b>\$ 78.00</b>    | <b>\$ 53.50</b>           | <b>\$ 29.00</b>    | <b>\$ 42.00</b>    | <b>\$45.50</b>     | <b>\$28.00</b>             | <b>\$ -</b> |
| <b>TOTAL DIRECT PAYROLL</b>             | <b>\$ 4,914.00</b> | <b>\$ 535.00</b>          | <b>\$ 2,523.00</b> | <b>\$ 1,260.00</b> | <b>\$ 1,365.00</b> | <b>\$ 840.00</b>           | <b>\$ -</b> |

**DIRECT COSTS OTHER THAN PAYROLL**

|                          | Units | Cost Per Unit | Total Cost |
|--------------------------|-------|---------------|------------|
| Mileage                  | 75    | \$0.70        | \$52.50    |
| Tolls                    | 0     | \$0.000       | \$0.00     |
| Recordings               | 5     | \$70.75       | \$353.75   |
| Copies (Courthouse)      | 100   | \$1.00        | \$100.00   |
| Mailings                 | 10    | \$40.00       | \$400.00   |
| Meals - Day Travel       | 5     | \$8.00        | \$40.00    |
| Meals - Overnight Travel | 0     | \$54.00       | \$0.00     |
| Lodging                  | 0     | \$113.42      | \$0.00     |

**TOTAL DIRECT COSTS OTHER THAN PAYROLL**

**OVERHEAD** 88.00%

**PROFIT/NET FEE** 10.00%

**PROJECT TOTAL ESTIMATE**

|    |           |
|----|-----------|
| \$ | 946.25    |
| \$ | 10,064.56 |
| \$ | 2,150.16  |
| \$ | 24,597.97 |

By: Brenda Wiedman, Chief Executive Officer  
 ARROW Land Solutions, LLC  
 85 Logan Blvd, Altoona, PA, 16602  
 Voice 1.866.944.3006 - Fax 814.944.2082

Date \_\_\_\_\_  
 SAP Vendor Number: 193212  
 Federal ID Number: 71-0921287