

1301 Twelfth Street,
Altoona, Pennsylvania 16601

Diana White, Director
Department of Community Development
redevelop@altoonapa.gov

Richard F. Fiore, Jr., Chairman
Louisa Lobre-Riley, Vice Chair
Ron Beatty, Secretary-Treasurer
Mayor Matthew Pacifico
Jessica Sprouse
Patrick Fanelli, Solicitor

REDEVELOPMENT AUTHORITY OF ALTOONA

Friday, May 24, 2024 @ 9:00 AM
Altoona City Hall – 1301 12th St., 4th Floor Common Room

AGENDA

- I. CALL TO ORDER**
- II. PUBLIC COMMENT**
- III. PRESENTATIONS**
- IV. REDEVELOPMENT AUTHORITY REGULAR BUSINESS**

- 1. Administration
 - a. Approval of Minutes – Meeting of April 26, 2024
 - b. Approval of Financial Report – April 30, 2024
 - c. Status of Bank Accounts
 - d. Cash Account Statements
 - e. Signature Stamp for Small Invoices
- 2. Discussion
 - a. Action Items Authorize City staff to open separate Redevelopment Authority and Redevelopment Authority Land Bank accounts at First Summit Bank to deposit checks received from the City of Altoona for general operating costs.
- 3. Management Report
- 4. Other Redevelopment Authority Business
- 5. Adjournment

REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK

V. ALTOONA CITY LAND BANK BUSINESS

1. Discussion

- a. 1329 21st Avenue – Status and Next Steps
- b. EADS Site Plans
 - i. 1329 21st Avenue – Single Family Modular Build
 - ii. 14th Avenue/19th Street Lots – Townhouses Modular Build
 - iii. Beech Avenue/Orchard Park – Multiple Options
- c. Request for Proposals Document

2. Action Items

- a. 1307 18th Avenue: Authorize City staff to issue a Request for Proposals for acquisition by a developer for the redevelopment of 1307 18th Avenue into a single-family, owner-occupied housing dwelling unit.
- b. 1329 21st Avenue Demolition Option: Motion to reject all bids for rehabilitation and return any bid security, and award standing bid of \$8,450.00 to G&R Excavating and Demolition, Inc. of 900 Pennsylvania Avenue, Tyrone, PA 16686 for the demolition of the property located at 1329 21st Avenue, Altoona, PA 16601 for subsequent development of the site into a single-family, owner-occupied dwelling unit.
- c. 1329 21st Avenue RFP Option: Motion to reject all bids for rehabilitation and demolition, and return any bid security, and authorize City staff to issue a Request for Proposals for acquisition by a developer for the redevelopment of 1329 21st Avenue, Altoona, PA 16601 into as a single family, owner-occupied housing dwelling unit.

3. Other Land Bank Business

VI. ADJOURNMENT

VII. EXECUTIVE SESSION

**REDEVELOPMENT AUTHORITY OF ALTOONA
MINUTES
April 26, 2024**

The Redevelopment Authority (RA) of Altoona held its regularly scheduled meeting on Friday, April 26, 2024, at 9:00 AM in the 4th floor Common Room in Altoona City Hall.

Members Present: Chairman Richard Fiore, Jr., Councilman Ron Beatty, Mayor Matt Pacifico, Louisa Lobre-Riley, Jessica Spouse

Staff Present: Solicitor Patrick Fanelli; Diana White, Director, Community Development; James Trexler, Housing Program Manager, Community Development; Adam McCoy, Community Development Accounting Manager; Bette Fischer, Community Development Clerical Associate III; Rebecca Brown, Director, Codes and Inspections; Sabrina Appel-McMillen, GIS/Land Use Coordinator, Codes and Inspections; Nate Kissell, Interim City Manager; Chief Joe Merrill, Altoona City Police

Guests Present: Dan Beyer, EADS; Ronald Burk, EADS; Chris Cook, McCrory Building; Jeff Long, McCrory Building; Lia Simonski, Sheetz Fellows Program; Jamiere Hardison, Sheetz Fellows Program; Jadie Pensyl, Sheetz Fellows Program; Kenneth Nguyen, Sheetz Fellows Program; Katerina Fischer, Coordinator, Sheetz Fellows Program; Bill Kibler, Altoona Mirror

I. CALL TO ORDER

The meeting was called to order by Chairman Fiore at 9:05 AM.

II. PUBLIC COMMENT

None at this time.

III. PRESENTATIONS

a. Recognition of Sheetz Scholars for Participation of Redevelopment Authority Logo Design.

Four students from the Sheetz Center for Entrepreneurial Excellence Program participated. The Authority thanked the students with a small gift and took a picture of them with the board. Kenneth (Kenny) Nguyen was the winner of the contest.

b. McCrory Building Update - Chris Cook and Jeff Long were present to give

an update on the status of the McCrory Building. Mr. Cook and Mr. Long have formed a partnership. Mr. Cook reported that his crew has been working for the last 5 or 6 weeks. He had some financial issues that have been resolved. All leases have been signed. Once the build is done, everyone will start moving in. First floor is framed out ready to start the floor structure. All repairs have been made on the second and third floors. The third floor has all the underlayment for the floor installed. By the end of next week, the first floor will be 100% framed ready for the mechanics. All the electrical equipment has been delivered. The plumber and electrician will be able to start next week. The crew

will be on the third floor getting it ready so that the sprinkler system can be installed. The projection is the first floor will be open by the fall so it is lined up as close as possible with the beginning of the Penn State semester. All of the retail leases have a start date of September 1st. They are working with all of the businesses downtown on an advertising campaign and hoping to get the city behind them. Jeff Long recently has agreed to join as a financial partner. They are developing an LLC to transfer the ownership from C & J Rental to the LLC to the new entity, McCrory Apartments, LLC. Solicitor Fanelli stated that when the LLC is ready, the Redevelopment Authority will act on a new developer's agreement reflecting the new LLC. Mr. Cook stated that the partnership agreement should be complete so the new developer's agreement can be acted on at the next meeting. Mr. Fiore asked when the apartment leases will come on line. Mr. Cook said that his hope is that they will all start by the end of the year. Ms. Sprouse asked about the water in the basement. Mr. Cook said that right now there is about ½ inch of water that he knows is backing up from the floor drains. He will be taking a look at that and correcting it. He would like to see the basement totally dry. Mr. Cook was asked to come back in August and give another update.

REDEVELOPMENT AUTHORITY REGULAR BUSINESS

1. Administration

a. Approval of Minutes

Mayor Pacifico moved to approve the minutes of the March 15, 2024 meeting. Motion was seconded by Louisa Lobre-Riley. Motion passed unanimously.

b. Report on January and February Financial Reports

c. Mr. McCoy explained that the January 31, 2024 and February 29, 2024 show charges that will be corrected in April financial statement. These reports did not require action as the corrections are just budget spread sheet information.

d. Approval of Financial Report March 31, 2024

Mr. McCoy presented that March 31, 2024 financial report.

Councilman Ron Beatty made a motion to accept the financial report as read. Ms. Lousia Lobre-Riley seconded the motion. Motion passed unanimously.

e. Transportation Center Accounts

Mr. McCoy reported that the RA still has still two bank accounts for the Transportation Center. Operation of the Transportation Center was transferred to the City in 2021. Omar Strohm indicated that these accounts can be closed and the funds transferred into the corresponding City Transportation Accounts. The board would need to authorize this action. **Ms. Sprouse made a motion to have Mr.**

closing the accounts and having staff write two checks to the City to transfer the funds to the City's Transportation Center Accounts. Councilman Ron Beatty seconded the motion. Motion passed unanimously.

f. City Contingency Funds

Ms. White explained that at the end of last year Omar Strohm budgeted City Contingency funds for RA operations, notably for audit and legal expenses. These are reflected in the RA budget, but were intended to be used for both the RA and RA Land Bank budgets. In Attorney Fanelli suggested that Mr. McCoy ask the auditor to see how to label these two accounts. It was also noted that the funds have not been transferred into the RA account. Staff were directed to research this matter to see if the funds were to be deposited into the RA, or drawn as needed, and requested annually. **A motion was made by Councilman Beatty to amend the budget to split the City Contingency funding between the RA and RA Land Bank budgets in the amount of \$25,000 each. Ms. Lobre-Riley seconded the motion. Motion passed unanimously.**

g. FNB Bank Accounts

Mr. McCoy said that he needs two members from the board to go to FNB to close the accounts that the RA has moved to First Summit. The bank will not allow him to close the accounts because he is not a signer. **Ms. Sprouse made the motion to authorize the RA board members to close FNB accounts and transfer the balances of funds by check to the First Summit Bank for deposit.**

2. Management Report

None

3. Other Redevelopment Authority Business

None

4. Adjournment

Ms. Sprouse made the motion to adjourn the Altoona Redevelopment Authority meeting at 9:46 A.M. Motion was seconded by Councilman Beatty. Motion passed unanimously.

Approved by: Ronald Beatty, Secretary/Treasurer

**REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK
MINUTES
April 26, 2024**

IV. ALTOONA CITY LAND BANK BUSINESS

The meeting of the Redevelopment Authority of Altoona Land Bank was called to order by Chairman Fiore at 9:47 AM.

1. Discussion

a. ARPA grant regulatory update

Mr. Fanelli said that at the last meeting there was some question as to the deadline on spending the ARPA funds. He has done some research and has found that currently the deadline was met when the city transferred the money to the RA. We are no longer under a deadline to spend this money. (Note attached follow up correspondence from Solicitor Fanelli clarifying this statement.)

Patrick J. Fanelli
pfanelli@fanwil.com

Almee L. Willett
awillett@fanwil.com



2875 Route 764, Suite 4
Duncansville, PA 16635
Ph: 814.201.2711
Fx: 814.201.2717
www.FanWil.com

May 3, 2024

Via: Email and US Regular Mail
Diana White
Redevelopment Authority of Altoona
1301 12th Avenue
Suite 400
Altoona, PA 16601

In re: ARPA Funds

Dear Diana:

As you know, there was a discussion about ARPA Funds during the most recent meeting of the Redevelopment Authority of Altoona. At that meeting, we discussed the applicable deadline for the ARPA Funds to be encumbered. As you know, there is a deadline for all ARPA money to be encumbered prior to December 31, 2024. The question in our case was whether or not that deadline was satisfied by the City of Altoona giving ARPA money to the Authority. I gave the opinion that the deadline has been met because the City of Altoona is the ARPA recipient, and giving the money to a subrecipient like the Authority satisfies that deadline.

I am writing to clarify a related discussion that then occurred. In conversations with various Authority members after the meeting, I believe I may have inadvertently caused some confusion. I simply want to clarify the opinion. While the City's transfer of the money to the Authority satisfies the deadline for encumbering the money prior to December 31, 2024, there still is a deadline for the expenditure of those funds. Specifically, the money must be spent on an approved purpose prior to December 31, 2026.

During the meeting, I had indicated that there is no longer any deadline that applies. That is correct with respect to encumbering the money, but I did want to reiterate that there is a deadline for actually spending it. Fortunately, the deadline is several years away but it nonetheless does exist. I apologize if I caused any confusion at the meeting, but I hope this clarifies the issue. Please contact me if there are any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick J. Fanelli'.

PJF:eph

b. Project Management

Ronald Burk of the EADS Group presented the board with a Professional Services Agreement for miscellaneous architectural and engineering consultant services. Under this agreement, services will include the following: provision of technical assistance and consultation when requested by the RA; performing preliminary work, including investigations, sampling and testing; developing opinions of costs to aid the RA in determining the scope of work, schedule and cost for a project that will proceed to final design; bidding and award and construction phase services; assistance to RA with work that requires immediate address or is declared an emergency. Professional

services will be provided at the current hourly rate of project personnel and actual services rendered. The EADS Group will endeavor to provide an estimate of fees for each assignment to the RA. **Mayor Pacifico made a motion to accept this agreement pending Attorney Fanelli's review of the agreement. That staff has the ability to engage this agreement on a day-to-day basis to keep projects moving along up to \$10,000. Ms. Lobre-Riley seconded the motion. Motion passed unanimously.**

c. Beech Avenue/Orchard Park Housing Development Concepts

Dan Beyer of the EADS Group presented a concept plan of possible construction of homes at the Orchard Avenue site. Mayor Pacifico said this is related to the Neighborhood Assistance Program tax credit project that he had talked about at an earlier meeting and no action is requested at this time. Mr. Fiore said this is doing some preliminary work and then potentially doing some marketing for a private developer whether through an RFP or otherwise to put one of these plans in motion. Mr. Beyer stated the sidewalks in the public right of way along Beech Avenue and 2nd Street will remain the same, as will the storm water improvement along Beech Avenue and 3rd Street and the inlets on 2nd Street and the sanitary sewer in the alley. All of the four items that are done with the grant are marketed as concepts. Mayor Pacifico said that if the group were setting out to raise \$300,000 and could only get to \$150,000, under this scenario it should not make any difference because the RA could still install sidewalks, water lines, sewer taps etc. because it would not change the footprint. Mr. Fiore added that the work that EADS was proposing would allow for a developer or the RA to choose any of the four concepts for delivery. The RA should look at either using the template that it has from the McCrory Building and consider how many strings it wants to attach. The RA should not wait too long to get this in motion. Either Solicitor Fanelli or Winnie Branton should be able to get an RFP ready. Councilman Beatty suggested that staff take a look at Westmoreland County for a template of the RFP.

d. 1329 21st Avenue

As a follow up to last month's meeting, Mr. Trexler reported that he has secured 3 bids for this property that the board can consider:

- Partial rehabilitation option: Award a contract to G & R Excavating and Demolition, Inc. of 900 Pennsylvania Avenue, Tyrone, PA for the demolition of interior lath and plaster at the property in the amount of \$13,400.00 and
- Partial rehabilitation option: Award a contract to Guardian Roofing of 715 Lake Avenue, Altoona, PA to remove existing

- roof and install sheathing and shingles at the property in the amount of \$14,560.00. or
- Full rehabilitation option: Award a contract to Ventura Construction Services, Inc. of 800 N. 3rd Avenue, Altoona, PA in the amount of \$292,400.

Ms. White added that the board needed to make a decision given the state of repair of the property, or direct staff to get prices to demolish it. Councilman Beatty suggested that the RA needs to strip it down, put a roof on it and stabilize it. He said there are developers in the City who would be willing to rehab it. Mr. Fiore added that the original plan was to rehab the house and sell it to home owners but to get bidders, the RA needs to be open to selling it as a single home or selling as a rental. A long discussion came from this and a decision could not be agreed upon as to rehabbing for selling or rental unit. Some of the committee members are wanting to demolish the house because it needs too much work to make it profitable for a contractor. When the RA secured the house from PennCrest Bank, the bank wrote off the mortgage with the assurance that the RA would repurpose the house. Mr. Fiore said that the RA should invite PennCrest Bank to come to the next meeting to weigh in on the decision. Ms. Lobre-Riley agreed. She suggested that the RA invite PennCrest to our May meeting before any definite decisions are taken. It was decided that the RA would reach out to PennCrest Bank and invite them to the May meeting. Mr. Fiore asked that everyone bring to the table suggestions for the property such as demolition, stabilization, complete rehab, etc. so that final decision can be made.

e. 1307 18th Avenue

Mr. Trexler reported that there was some asbestos found by EADS. It has been abated. He said that he has an estimate for rehabilitation for the scope of work of \$116,850.00. He asked if the board wants him to give this packet to EADS and let them continue on with a bid. Mr. Beatty feels that the RA should just advertise this house through an RFP. He feels that it is a flipper house. He does not feel that the RA should be involved that it should just let the private sector take over.

f. Mowing update

Ms. White said that because a number of City vacant lots were moved to the RA, the RA is probably going to see an increase in mowing costs. Staff have secured prices for mowing and will take care of getting this done.

g. 1221-31 N. 6th Avenue, Dante Herring purchase

As a follow up from last month's meeting, Ms. White said that Dante Herring has agreed to pay \$1,000 as a non-owner occupant for the acquisition of 1221-31 N. 6th Avenue for the purposes of parking.

Ms. Lobre-Riley made a motion that we sell by quit claim deed of 1221-31 N. 6th Avenue (Parcel 01.13-33..-051.00-000) to Dante Herring, Sr., of 31 Sceneridge Avenue, Pittsburgh, PA 15227 for the sum of \$1,000.00 for the purpose of off-street parking. Councilman Beatty seconded the motion. Motion passed unanimously.

2. Other Land Bank Business

Mr. Fiore and Ms. Lobre-Riley cannot be here on the next regularly scheduled meeting on May 17, 2024. The board changed the next meeting date to May 24, 2024.

V. ADJOURNMENT

There being no further business a **Motion to adjourn was made by Councilman Beatty. Motion was seconded by Louisa Lobre-Riley. Motion passed unanimously.**

Meeting adjourned at 10:35 A.M.

Approved by Ronald Beatty, Secretary/Treasurer

Redevelopment Authority Revenue & Expenditures
 For the period starting April 1, 2023 and ending April 30, 2024

| | Balance 4/1/2024 | Revenues April-24 | Disbursements April-24 | Balance 4/30/2024 |
|--|---------------------|----------------------|---------------------------|----------------------|
|--|---------------------|----------------------|---------------------------|----------------------|

CDBG FUNDS

| CDBG TOTAL | Annual Interest Rate | \$0.00 | \$0.00 | \$0.00 |
|------------|-------------------------|--------|--------|--------|
| | | \$0.00 | \$0.00 | \$0.00 |

CASH ACCOUNTS

| | | | | | |
|---------------------|-------|---------------------|-------------------|-----------------|---------------------|
| Contingency (U) | 5.31% | \$14,089.74 | \$58.95 | \$667.94 | \$13,480.75 |
| In-Town Housing (R) | 5.32% | \$181,892.00 | \$1,516.45 | \$0.00 | \$183,408.45 |
| CASH TOTAL | | \$195,981.74 | \$1,575.40 | \$667.94 | \$196,889.20 |

REDEVELOPMENT AUTHORITY OF ALTOONA
Disbursements April 2024

Disbursements April 2024

| <u>Date</u> | <u>Check No.</u> | <u>Payer</u> | <u>Amount</u> | <u>For</u> |
|-------------------------|------------------|-------------------------------|---------------|--------------------------------|
| CONTINGENCY FUND | | | | |
| 4/18/2024 | ACH | Reimburse ARPA for Legal Fees | \$ 607.38 | |
| | 1001 | City of Altoona | \$ 2.56 | Feb/March Postage |
| | 1002 | Fanelli Willett Law Offices | \$ 58.00 | 7th Ave. Properties Conference |
| | | | \$ 667.94 | |
| INTOWN HOUSING | | | | |
| | | No activity | \$ - | |
| | | | | TOTAL: \$ 667.94 |

Treasurer Signature:

2024 REDEVELOPMENT AUTHORITY OF ALTOONA BUDGET

As of April 30, 2024

| CASH ACCOUNTS | | 2024 BUDGET | BALANCE |
|-------------------------------|--|---------------------|---------------------|
| CDBG Grant | | \$0.00 | \$0.00 |
| Land Bank - OLD RA Funds | | \$0.00 | \$0.00 |
| ARPA Grant | | \$0.00 | \$0.00 |
| Vacant Property (U) | | \$0.00 | \$0.00 |
| Contingency Fund (U) | | \$10,000.00 | \$9,321.88 |
| Blighted Property Program (R) | | \$0.00 | \$0.00 |
| Intown Housing Program (R) | | \$773,000.00 | \$73,000.00 |
| City Contingency Funds | | \$25,000.00 | \$25,000.00 |
| Total Budget: | | \$208,000.00 | \$207,321.88 |

| EXPENSES | 2024 BUDGET | BALANCE |
|----------------------------------|---------------------|---------------------|
| CDBG | \$0.00 | \$0.00 |
| Land Bank - OLD RA Funds | \$0.00 | \$0.00 |
| ARPA Grant | \$0.00 | \$0.00 |
| Vacant Property (U) | \$0.00 | \$0.00 |
| Legal - Board Meetings, Policy | \$5,000.00 | \$4,321.88 |
| Audit - RA | \$3,750.00 | \$3,750.00 |
| Blighted Property Program (R) | \$0.00 | \$0.00 |
| Intown Housing Program (R) Loans | \$173,000.00 | \$173,000.00 |
| Total Expenses: | \$181,750.00 | \$181,071.88 |

InTown Housing Loans

| | | | |
|---------------------------------------|---------------------|---------------|----------------|
| Green Avenue Properties - Randy Green | 3.99% | Pmt: \$369.59 | March-16 |
| Original Loan: | | \$50,000.00 | |
| Current Balance: | \$27,605.24 | | April 30, 2024 |
| Status: | Late - March, April | | |
| | | | |
| Vicini Realty - Michael Columbo, Jr. | 3.99% | Pmt: \$739.19 | November-14 |
| Original Loan: | | \$100,000.00 | |
| Current Balance: | \$44,330.62 | | April 30, 2024 |
| Status: | Current | | |

Land Bank Revenue & Expenditures

For the period starting April 1, 2023 and ending April 30, 2024

ALTOONA LAND BANK
Disbursements April 2024

| <u>Date</u> | <u>Check No.</u> | <u>Payee</u> | <u>Amount</u> | <u>For</u> |
|------------------|------------------|-------------------------------|---------------|--|
| LAND BANK | | | | |
| No Activity | | | | |
| | | | \$ - | |
| ARPA | | | | |
| 4/22/2024 | ACH | Reimbursement to Old RA Funds | \$ 8,906.76 | |
| 4/25/2024 | 1002 | AASD Tax Office | \$ 383.33 | 1329 21st Ave. - Property Tax |
| 4/25/2024 | 1003 | AASD Tax Office | \$ 9.30 | 1305 18th Ave. - Property Tax |
| 4/25/2024 | 1004 | AASD Tax Office | \$ 315.08 | 1307 18th Ave. - Property Tax |
| 4/25/2024 | 1005 | Bennetti Tree Service | \$ 7,450.00 | 1305 18th Ave & 1329 21st Ave - Tree R |
| 4/25/2024 | 1006 | Blair County Tax Claim Bureau | \$ 66.73 | 1305 18th Ave. - Property Tax |
| 4/25/2024 | 1007 | Blair County Tax Claim Bureau | \$ 781.32 | 1307 18th Ave. - Property Tax |
| 4/25/2024 | 1008 | Branton Strategies LLC | \$ 4,018.41 | Consulting Services |
| 4/25/2024 | 1009 | City of Altoona | \$ 211.75 | Reimbursement - Purchase of 327-29 W |
| 4/25/2024 | 1010 | Fanelli Willett Law Offices | \$ 1,515.50 | Real Estate Legal Services |
| 4/25/2024 | 1011 | HAB-MISC | \$ 11.58 | 1305 18th Ave. - Property Tax |
| 4/25/2024 | 1012 | HAB-MISC | \$ 392.22 | 1307 18th Ave. - Property Tax |
| 4/25/2024 | 1013 | R.L. Abatement, Inc. | \$ 1,750.00 | 137 18th Ave. - Asbestos Abatement Se |
| 4/25/2024 | 1014 | Stultz Real Estate | \$ 350.00 | 607 Bell Ave. - Appraisal |
| 4/25/2024 | 1015 | City of Altoona | \$ 299.00 | 1305 18th Ave & 1329 21st Ave - Proper |
| | | | \$ 26,460.98 | |

VACANT PROPERTY

| | | | | |
|-----------|------|----------------------------|-----------|---|
| 4/25/2024 | 1001 | AASD Tax Office | \$ 13.29 | 1520-22 N 8th Ave - Property Tax |
| 4/25/2024 | 1002 | AASD Tax Office | \$ 3.54 | 100 15th St. - Property Tax |
| 4/25/2024 | 1003 | AASD Tax Office | \$ 1.34 | 1408 19th St. - Property Tax |
| 4/25/2024 | 1004 | AASD Tax Office | \$ 1.34 | 1828 14th Ave. - Property Tax |
| 4/25/2024 | 1005 | AASD Tax Office | \$ 1.34 | 1824-26 14th Ave. - Property Tax |
| 4/25/2024 | 1006 | AASD Tax Office | \$ 1.34 | 1822 14th Ave. - Property Tax |
| 4/25/2024 | 1007 | AASD Tax Office | \$ 4.43 | 2206 10th Ave. - Property Tax |
| 4/25/2024 | 1008 | AASD Tax Office | \$ 6.20 | 1930 11th Ave. - Property Tax |
| 4/25/2024 | 1009 | AASD Tax Office | \$ 2.66 | 1817-19th Ave. - Property Tax |
| 4/25/2024 | 1010 | AASD Tax Office | \$ 2.66 | 710 19th St. - Property Tax |
| 4/25/2024 | 1011 | AASD Tax Office | \$ 2.22 | 215 6th St. - Property Tax |
| 4/25/2024 | 1012 | AASD Tax Office | \$ 2.66 | 211-13 6th St. - Property Tax |
| 4/25/2024 | 1013 | AASD Tax Office | \$ 4.43 | 318 N 5th Ave. - Property Tax |
| 4/25/2024 | 1014 | AASD Tax Office | \$ 5.32 | 317 Park Pl. - Property Tax |
| 4/25/2024 | 1015 | AASD Tax Office | \$ 10.63 | 1018 N 6th Ave. - Property Tax |
| 4/25/2024 | 1016 | AASD Tax Office | \$ 10.19 | 102-08 15th St. - Property Tax |
| 4/25/2024 | 1017 | Fanelli Willett Law Office | \$ 559.25 | 1900-11 N 9th Ave. - Sale of Properties |
| 4/25/2024 | 1018 | HAB-MISC | \$ 16.55 | 1520-22 N 8th Ave - Property Tax |
| 4/25/2024 | 1019 | HAB-MISC | \$ 4.41 | 100 15th St. - Property Tax |
| 4/25/2024 | 1020 | HAB-MISC | \$ 12.69 | 102-08 15th St. - Property Tax |
| 4/25/2024 | 1021 | HAB-MISC | \$ 13.24 | 1018 N 6th Ave. - Property Tax |
| 4/25/2024 | 1022 | HAB-MISC | \$ 6.61 | 317 Park Pl. - Property Tax |
| 4/25/2024 | 1023 | HAB-MISC | \$ 5.52 | 318 N 5th Ave. - Property Tax |
| 4/25/2024 | 1024 | HAB-MISC | \$ 3.31 | 211-13 6th St. - Property Tax |
| 4/25/2024 | 1025 | HAB-MISC | \$ 2.75 | 215 6th St. - Property Tax |
| 4/25/2024 | 1026 | HAB-MISC | \$ 3.31 | 710 19th St. - Property Tax |
| 4/25/2024 | 1027 | HAB-MISC | \$ 3.31 | 1817-19th Ave. - Property Tax |
| 4/25/2024 | 1028 | HAB-MISC | \$ 5.52 | 2206 10th Ave. - Property Tax |
| 4/25/2024 | 1029 | HAB-MISC | \$ 1.66 | 1822 14th Ave. - Property Tax |
| 4/25/2024 | 1030 | HAB-MISC | \$ 1.66 | 1824-26 14th Ave. - Property Tax |
| 4/25/2024 | 1031 | HAB-MISC | \$ 1.66 | 1828 14th Ave. - Property Tax |
| 4/25/2024 | 1032 | HAB-MISC | \$ 1.66 | 1408 19th St. - Property Tax |
| 4/25/2024 | 1033 | HAB-MISC | \$ 7.72 | 1930 11th Ave. - Property Tax |
| | | | \$ 724.42 | |

BLIGHTED PROPERTY

No activity

\$ -

TOTAL \$ 27,185.40

2024 ALTOONA LAND BANK BUDGET

As of April 30, 2024

CASH ACCOUNTS

EXPENSES

RA Rehab Properties

| Property Address | Vendor | Expenditure | Cost | Status |
|------------------|--|--|--|--|
| 1329 21st Ave. | Miner Excavating Fanelli Willett Fanelli Willett JD Hauling Bennetti Tree Service City Hall | Snow Clearing Legal Fees (Correspondences) Deed Filing Interior Debris Removal Tree Removal Insurance Reimburse | \$350.00 \$58.00 \$86.75 \$2,100.00 \$4,300.00 \$164.00 | Paid Paid Paid Paid Paid Paid |
| Total Cost: | | | | \$7,058.75 |

| Property Address | Vendor | Expenditure | Cost | |
|------------------|--|---|---|--|
| 1307 18th Ave. | Miner Excavating Fanelli Willett Fanelli Willett Frederick Lock & Key JD Hauling Bennetti Tree Service City Hall R.L. Abatement, Inc. | Snow Clearing Legal Fees (Correspondences) Deed Filing Open doors/new knobs Interior Debris Removal Tree Removal Insurance Reimburse Asbestos Abatement Services | \$200.00 \$203.00 \$86.75 \$160.00 \$4,800.00 \$2,250.00 \$135.00 \$1,750.00 | Paid Paid Paid Paid Paid Paid Paid Paid |
| Total Cost: | | | | \$9,584.75 |

| Property Address | Vendor | Expenditure | Cost | |
|------------------|---|---|--|------------------------------|
| 607 Bell Ave. | Fanelli Willett Stultz Real Estate Fanelli Willett Fanelli Willett | Talks with Blair Senior Services Appraisal Talks with Blair Senior Services Talks with Blair Senior Services | \$145.00 \$350.00 \$370.00 \$507.50 | Paid Paid Paid Paid |
| Total Cost: | | | | \$1,372.50 |

REDEVELOPMENT AUTHORITY OF ALTOONA
1301 12th Street, Suite 400
Altoona, PA 16601
Phone: 814-949-2470 • planning@altoonapa.gov

REQUEST FOR PROPOSALS

PROJECT: 1307 18th Avenue
Altoona, PA 16601



The Redevelopment Authority of Altoona (R.A.) has acquired title on 1307 18th Avenue. The intent of the Authority is to solicit proposals from individuals or business entities to rehabilitate and sell as a single-family home, or for an individual home buyer to rehabilitate and occupy as a single-family residential home. The property is approximately 1800 square feet above ground located in a Residential Multi-Household (R-MH) Zoning District.

MINIMUM BID PRICE:

Although the selection of the successful bidder will be determined by more than just the amount of the bid, the Authority expects a minimum bid price of \$10,000.00. The successful party will be required to provide written proof of financial ability to rehabilitate the property as described in the following proposal. This proof may consist of verification of funds in a bank account, documentation of a line of credit availability, or bank issued construction loan or bond, or similar.

PURCHASE TERMS AND STIPULATIONS:

The successful bidder will be required to enter into a Developer's Agreement with the R.A. for the following items: All property maintenance items from the City of Altoona Codes and Inspections Dept. (attached), are to be satisfied by completion of project. The Authority will issue a quitclaim deed for the property, and the deed will be held in escrow until a final inspection of the items within the proposed project scope are completed and approved by the R.A. Building permits and subsequent inspections will be required for all applicable work. Proposed plumbing and electrical work must be completed by licensed Masters in the City of Altoona. The property scope of work must be completed within 180 days of the signed Developer's Agreement. General Liability Insurance and, if applicable, workers compensation insurance, will be required as part of the executed Developer's Agreement on the property. The deed will contain a restriction requiring that the property be maintained and continued as an owner-occupied single-family residence for a period of 10 years upon completion.

FOR ADDITIONAL INFORMATION CONTACT:

Diana White, Director
City of Altoona
Community Development Department
1301 12th Street, Suite 400
814-949-2470
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PROPOSAL INSTRUCTIONS:

1. The property will be **open for inspection on Tuesday, June 4, 2024 from 2:30 PM until 4:30 PM.**
2. Proposal packages must be delivered to the Community Development Department no later than **4:00 PM on Friday, June 28, 2024.**
3. Must include the signed statement on page 11.
4. All submissions, including attachments, must be on 8 1/2" x 11" paper.
5. Respondents must submit **3 copies** of the proposal, including attachments.
6. After a proposal is received and evaluated, the R.A reserves the right to discuss with an applicant, any and all items contained in their proposal, including but not limited to: scope of work, prior experience, financial concerns or clarifications, schedule of work or values, and missing items or work. Upon review and discovery, the applicant will have 5 business days to re-submit any required items needed for a complete proposal.

7. Evaluation criteria will include, but not be limited to, purchase price, prior work experience, financial commitment, schedule of construction, completeness and quality of scope, lack of prior codes violations from bidder within City of Altoona, compliance with the terms of this request for proposals, and information identified on the attached Certification submitted by the bidder.
8. The R.A. reserves the right to reject any or all proposals (in all or in part), to waive any technicalities or informalities, to advertise for new proposals, or to proceed with work when its completion is in the best interest of the R.A.
9. The successful bidder will be obligated to deposit \$1,000.00 into an escrow account, held by the Redevelopment Authority, to cover legal counsel fees and costs related to the Developer's Agreement and other transaction costs. The deposit will be credited upon completion of Developer's Agreement and will be forfeited if bidder fails to start or complete the project.

R.A. Project Specific Items of Work:

1. All Proposals must contain the following items of work and shall be included in the schedule of values in the subsequent section:
 - a. New 10' sidewalks parallel to 18th Avenue, property line to property line.
 - b. Removal of invasive landscaping on property and reestablishment of adequate landscaping upon completion.
 - c. Replacement of all windows and screens.
 - d. New HVAC.
 - e. Repointing and/or repairing of loose brick.
 - f. Repairing and repainting soffit and fascia.
 - g. Establishing off-street parking in rear of property.
 - h. Rebuild/restore porches.
 - i. Replace all shutters.
 - j. Provide adequate interior finishes of market quality.

Buyer Specific Proposal:

2. Describe all work that is proposed in detail, including the above items, as part of this submission. (For example: Walls throughout will be demolished to the studs with new drywall and paint applied, kitchen will be demolished with builder grade cabinets to be reinstalled, electrical system is up to date and needs only minor repair, termite, or pest removal, etc.)
3. Describe the number of bedrooms, bathrooms, kitchen, living rooms/den, dining room, etc. that are proposed for the completed renovation. Also, include the number of off-street parking spaces.
4. Provide a detailed cost breakdown of all proposed items of work. The use of a contingency item shall not exceed 5% of proposed project cost. Describe in detail specific activities with units of measure when appropriate. Below is an example of the format which should be used to satisfy this step. Please include a total of all proposed work. Failure to complete this step will constitute an automatic rejection of your proposal.

EXAMPLE:

| | | |
|-----------------------------|------------------|----------|
| First Floor Carpeting | 111 square yards | \$ 2,000 |
| Kitchen Cabinets | 1 lump sum | \$10,000 |
| Drywall (primed and painted | 2000 square Feet | \$ 3,500 |
| Furnace and Ductwork | 1 Lump Sum | \$25,000 |

5. Provide a list of improvements that should be evaluated as part of your proposal.

EXAMPLE: (not a complete list)

| | | |
|----------------------------|--------------------|-------------------|
| Heating system(s) and type | Flooring | Roof |
| Plumbing system | Walls and Ceilings | Building Exterior |
| Electrical system | Kitchen | Windows |
| Rear and Side Yards | Structural Defects | Water Damage |
| Site Improvements | | |

6. Submit detailed interior floor plans for staff evaluation of spaces.
7. Submit detailed plans of exterior off-street parking spaces.
8. Provide an estimated detailed construction schedule including when the Developer's Agreement will be executed and expected work completion date. Please include information on your ability to manage the property (i.e., paying all necessary expenses) until the property is sold and/or occupied.

Prior Experience, Financial Capacity, and References:

1. Provide in detail past jobs you have completed or vocation trade experience that you possess that demonstrates your effectiveness to successfully complete this project.
2. Provide verifiable evidence of your financial capability to complete the proposed rehabilitation, including exact sources of funds. (Examples include but are not limited to verification of funds in a bank account, written proof of irrevocable letter of credit, bond, mortgage, etc. for the project, and/or documentation of line of credit availability.) **Please note: Proposals will not be considered complete without proof of financial capacity.**
3. Provide at least three professional references that we may contact to verify the above information. If the applicant is an organization/agency or company, please describe your organization in detail.

Total Proposal Price:

1. Provide a total proposal price for the project, including sale price for the property and all proposed improvements. **The Authority expects the sale price of property to be at least \$10,000.00.**

STATEMENT OF PROPOSED DEVELOPER:

1. *Upon selection by the R.A., I/we agree to enter into a Developer's Agreement (D.A) in form and content satisfactory to the R.A. Such D.A., among other terms and conditions, shall provide for revestment of title to the land and any improvements thereon to R.A. in case of failure of developer to satisfy any condition in said Contract with R.A. (Please note: Developer's Agreements usually are signed within 30 days of R.A. approval of proposal.)*
2. *I/we agree not to seek any variances from the Altoona City Code of Ordinances without the expressed written permission of the R.A.*
3. *I/we understand that after selection of the developer, the R.A. reserves the right to cancel its relationship with the proposed developer and not issue a D.A. regardless of the amount of time, money, or energy the proposed developer has expended pursuant to this project.*
4. *I/we have examined the existing conditions at the project site and are fully informed as to the conditions and limitations of the property/project. I/we may not at any time after the execution of the D.A. make any claim against the R.A. based upon insufficient data or any incorrect assumptions on my/our part. I/we fully understand that the property is being sold "as-is" and "where-is."*
5. *I/we understand that the R.A. reserves the right to utilize a multitude of evaluation techniques so that, although the offered price will be a consideration, the selected developer may not necessarily be the "highest bidder."*
6. *I/we agree to pay any and all real estate transfer taxes, reasonable attorney fees, costs of title insurance and recording fees that may be required pursuant to the transfer of this property from the R.A. to me and/or us.*
7. *I/we certify the following:*
 - (1) *I/we am/are not delinquent in paying real estate taxes on any property located within the City of Altoona or Blair County wherein I have an ownership interest.*
 - (2) *I/we have no outstanding violations of the property maintenance code or other codes regarding properties located within the City of Altoona or Blair County wherein I have an ownership interest.*
 - (3) *I/we have no outstanding municipal utility bills that are more than one year outstanding and owed to the City of Altoona or Blair County.*
 - (4) *If I/we am/are submitting this application on behalf of an entity, I/we make the above certifications on behalf of the entity and all Related Parties.*
 - (5) *To the best of my/our knowledge, all of the information in this application is true, correct, and complete.*
8. *I understand that I will be acquiring a quitclaim deed for the property, which is a type of deed that I/we understand conveys only such interest in property as the Grantor (in this case the Redevelopment Authority of Altoona) may have. If it is necessary to clear the title, it will be my/our responsibility to seek legal counsel to perform a review of the title and take whatever steps, if any, are necessary.*

DEVELOPER INFORMATION:

Organization: _____ Phone: _____

Contact Person _____

Address: _____

_____ Email: _____

Developer is a(n) _____ individual, _____ partnership, _____ corporation

I/we have read this Proposal Package and understand what the R.A. is requiring in order to select a qualified developer for this project, and submit this _____ day of _____, 2024.

Signature

Title

Signature

Title

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 - c. Replacement of **all** windows and screens.
 - d. New HVAC.
 - e. Repointing and/or repairing of loose brick.
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 - g. Establishing off-street parking in rear of property.
 - h. Rebuild/restore porches.
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Total Proposal Price:

1. Provide a total proposal price for the project, including sale price for the property and all proposed improvements. **The Authority expects the sale price of property to be at least \$10,000.00.**

STATEMENT OF PROPOSED DEVELOPER:

1. Upon selection by the R.A., I/we agree to enter into a Developer's Agreement (D.A) in form and content satisfactory to the R.A. Such D.A., among other terms and conditions, shall provide for revestment of title to the land and any improvements thereon to R.A. in case of failure of developer to satisfy any condition in said Contract with R.A. (Please note: Developer's Agreements usually are signed within 30 days of R.A. approval of proposal.)
2. I/we agree not to seek any variances from the Altoona City Code of Ordinances without the expressed written permission of the R.A.
3. I/we understand that after selection of the developer, the R.A. reserves the right to cancel its relationship with the proposed developer and not issue a D.A. regardless of the amount of time, money, or energy the proposed developer has expended pursuant to this project.
4. I/we have examined the existing conditions at the project site and are fully informed as to the conditions and limitations of the property/project. I/we may not at any time after the execution of the D.A. make any claim against the R.A. based upon insufficient data or any incorrect assumptions on my/our part. I/we fully understand that the property is being sold "as-is" and "where-is."
5. I/we understand that the R.A. reserves the right to utilize a multitude of evaluation techniques so that, although the offered price will be a consideration, the selected developer may not necessarily be the "highest bidder."
6. I/we agree to pay any and all real estate transfer taxes, reasonable attorney fees, costs of title insurance and recording fees that may be required pursuant to the transfer of this property from the R.A. to me and/or us.
7. I/we certify the following:
 - (1) I/we am/are not delinquent in paying real estate taxes on any property located within the City of Altoona or Blair County wherein I have an ownership interest.
 - (2) I/we have no outstanding violations of the property maintenance code or other codes regarding properties located within the City of Altoona or Blair County wherein I have an ownership interest.
 - (3) I/we have no outstanding municipal utility bills that are more than one year outstanding and owed to the City of Altoona or Blair County.
 - (4) If I/we am/are submitting this application on behalf of an entity, I/we make the above certifications on behalf of the entity and all Related Parties.
 - (5) To the best of my/our knowledge, all of the information in this application is true, correct, and complete.
8. I understand that I will be acquiring a quitclaim deed for the property, which is a type of deed that I/we understand conveys only such interest in property as the Grantor (in this case the Redevelopment Authority of Altoona) may have. If it is necessary to clear the title, it will be my/our responsibility to seek legal counsel to perform a review of the title and take whatever steps, if any, are necessary.

DEVELOPER INFORMATION:

Organization: _____ Phone: _____

Contact Person _____

Address: _____

_____ Email: _____

Developer is a(n) _____ individual, _____ partnership, _____ corporation

I/we have read this Proposal Package and understand what the R.A. is requiring in order to select a qualified developer for this project, and submit this Proposal this _____ day of
_____, 2024.

Signature_____
Title_____
Signature_____
Title

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REQUEST FOR PROPOSALS

PROJECT: 1329 21st Avenue
Altoona, PA 16601



The Redevelopment Authority of Altoona (R.A.) has acquired title on 1329 21st Avenue. The intent of the Authority is to solicit proposals from individuals or business entities to rehabilitate and sell as a single-family home, or for an individual home buyer to rehabilitate and occupy as a single-family residential home. The property is approximately 1800 square feet above ground located in a Residential Multi-Household (R-MH) Zoning District.

MINIMUM BID PRICE:

Although the selection of the successful bidder will be determined by more than just the amount of the bid, the Authority expects a minimum bid price of \$1. The successful party will be required to provide written proof of financial ability to rehabilitate the property as described in the following proposal. This proof may consist of verification of funds in a bank account, documentation of a line of credit availability, or bank issued construction loan or bond, or similar.

PURCHASE TERMS AND STIPULATIONS:

The successful bidder will be required to enter into a Developer's Agreement with the R.A. for the following items: All property maintenance items from the City of Altoona Codes and Inspections Dept. (attached), are to be satisfied by completion of project. The Authority will issue a quitclaim deed for the property, and the deed will be held in escrow until a final inspection of the items within the proposed project scope are completed and approved by the R.A. Building permits and subsequent inspections will be required for all applicable work. Proposed plumbing and electrical work must be completed by licensed Masters in the City of Altoona. The property scope of work must be completed within 180 days of the signed Developer's Agreement. General Liability Insurance and, if applicable, workers compensation insurance, will be required as part of the executed Developer's Agreement on the property. The deed will contain a restriction requiring that the property be maintained and continued as an owner-occupied single-family residence for a period of 10 years upon completion.

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R.A. Project Specific Items of Work:

1. All Proposals must contain the following items of work and shall be included in the schedule of values in the subsequent section:
 - a. New 10' sidewalks parallel to 21st Avenue and 14th Street, property line to property line.
 - b. Removal of invasive landscaping on property and reestablishment of adequate landscaping upon completion.
 - c. Replacement of **all** windows and screens.
 - d. New HVAC.
 - e. Repointing and/or repairing of loose brick.
 - f. Repairing and repainting soffit and fascia.
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Email: _____

Developer is a(n) _____ individual, _____ partnership, _____ corporation

I/we have read this Proposal Package and understand what the R.A. is requiring in order to select a qualified developer for this project, and submit this _____ day of _____, 2024.

Signature _____

Title _____

Signature _____

Title _____