



Friday, August 21, 2026 @ 9:00 AM
Altoona City Hall – 1301 12th Street, 4th 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 July 24, 2026
 - b. Approval of RA Financial Reports – July 31, 2026
2. Discussion
3. Action Items
4. Management Report
 - a. Urban Redevelopment Area. Staff is meeting with Urban Design Ventures to begin defining the URA in September.
5. Adjournment

REDEVELOPMENT AUTHORITY OF ALTOONA
MINUTES
July 24, 2026

The Redevelopment Authority (RA) of Altoona held its regularly scheduled meeting on Friday, July 24, 2026 at 9:00 AM in the 4th Floor Common Room of the Altoona City Hall.

Members Present: Richard Fiore, Chair; Allan Thompson, Vice-Chair; Councilman Ron Beatty, Secretary/Treasurer; Mayor Matt Pacifico; Jessica Sprouse

Staff Present: Solicitor Patrick Fanelli; Christopher McGuire, Altoona City Manager; Eric Luchansky, Director, Community Development Department; Adam McCoy, Finance Manager, Community Development Department; Sabrina McMillen, Planning and Development Manager, Community Development Department; Rebecca Brown, Codes and Inspections Director; Josh Kauffman, Codes Supervisor/Blight Manager; Bette Fischer, Clerical Associate III, Community Development.

Guests Present: Dan Bradley, Auditor, YOBCO; Councilman David Butterbaugh; Timothy Smith, City Resident; Chuck Lamark, City Resident; Gary Lingafelt, City Resident; Glenn Bistline, City Resident; Jesse Moyer, City Resident; John Mowery, City Resident; Jada Moyer, City Resident; Matt Churella, Altoona Mirror

I. CALL TO ORDER

The meeting was called to order by Chair, Richard Fiore at 9:00 AM.

II. PUBLIC COMMENT

Mr. Jesse Moyer of 704 8th Avenue, Altoona, PA 16602 representing Double TAP Range and Armory.

Mr. Timothy Smith of 524 Rosehill Drive, Altoona, PA 16602 representing "Little Orchard Park."

III. REGULAR BUSINESS

1. Administration

- a. Approval of Minutes:** Mr. Fiore asked the board if everyone received and reviewed the minutes that were distributed in the board packet.
Motion as made by Mayor Pacifico to approve the minutes of the June 19, 2026 Redevelopment Authority of Altoona meeting.
Motion was seconded by Mr. Thompson. Motion passed unanimously.

REDEVELOPMENT AUTHORITY OF ALTOONA
MINUTES
July 24, 2026

- b. Approval of Financial Report:** Mr. McCoy reviewed the financial report. **Motion was made by Councilman Beatty to accept the financial report for June 30, 2026, as presented. Motion was seconded by Mr. Thompson. Motion passed unanimously.**

2. Discussion

- a. Friends of Little Orchard Park settlement – Attorney Fanelli presented the “Friends of Little Orchard Park” vs the City of Altoona and Redevelopment of Altoona Consent Court Order.

3. Action Items

Motion was made by Mayor Pacifico to adopt and approve the annual report from Young, Oaks Brown and Company as presented. Motion was seconded by Councilman Beatty. Motion passed unanimously.

Motion to approve the settlement agreement with Friends of Little Orchard Park was made by Ms. Sprouse. Motion was seconded by Mr. Thompson. Motion passed with four yes votes and one no.

4. Management Report

- a. 413 N. 6th Street - Attorney Fanelli gave an update on the eminent domain taking of 413 N. 6th Street. All documents have been filed in the court and notices have been sent. Notice of condemnation was posted on July 8, 2026. To date there has been no response from owner. Everything should be complete and the Redevelopment Authority will own the property before the next meeting in August.

5. Adjournment

There being no other business the motion was made by Mr. Thompson to adjourn. Motion was seconded by Councilman Beatty. Motion passed unanimously. Meeting adjourned at 9:11 AM.

Approved by Ronald L. Beatty, Secretary/Treasurer

Redevelopment Authority Revenue & Expenditures
For the period starting July 1, 2026 and ending July 31, 2026

		Balance 7/1/2026	Revenues July-26	Disbursements July-26	Balance 7/31/2026
CASH ACCOUNTS					
Contingency (U)	3.69%	\$14,108.23	\$35.12	\$8.88	\$14,134.47
In-Town Housing (R)	3.70%	\$258,061.82	\$1,012.66	\$0.00	\$259,074.48
RA City Contingency	3.73%	\$21,535.76	\$51.92	\$5,738.12	\$15,849.56
CASH TOTAL		\$293,705.81	\$1,099.70	\$5,747.00	\$289,058.51

Treasurer Signature: _____

REDEVELOPMENT AUTHORITY OF ALTOONA
Disbursements July 2026

<u>Date</u>	<u>Check No.</u>	<u>Invoice #</u>	<u>Payee</u>	<u>Amount</u>	<u>For</u>
CONTINGENCY FUND					
7/23/2026	1023	26-0006596	City of Altoona	\$ 8.88	June 2026 Postage
				<u>\$ 8.88</u>	
INTOWN HOUSING					
			No Activity	<u>\$ -</u>	
RA CITY CONTINGENCY					
7/9/2026	ACH	413 N 6th Ave	Columns	\$ 843.20	413 N 6th Ave. Eminent Domain Legal Bulletin Ad
7/9/2026	ACH	413 N 6th Ave	Columns	\$ 729.66	413 N 6th Ave. Eminent Domain Mirror AD
7/23/2026	1039	11019 & 11021	Fanelli Legal	\$ 540.26	413 N 6th Ave. Eminent Domain and June 2026 Solicitorsip
7/23/2026	1040	86803	Young, Oakes, Brown & Co.	\$ 3,625.00	2025 RA Audit
				<u>\$ 5,738.12</u>	
			TOTAL	<u>\$ 5,747.00</u>	

Treasurer Signature: _____

2026 REDEVELOPMENT AUTHORITY OF ALTOONA BUDGET

As of July 31, 2026

CASH ACCOUNTS

	2026 BUDGET	BALANCE
Contingency Fund (U)	\$13,961.85	\$13,913.45
Intown Housing Program (R)	\$252,409.27	\$252,409.27
City Contingency Funds	\$32,345.46	-\$2,575.73
Total Budget:	\$298,716.58	\$263,746.99

Monthly Expenditures													YTD Income
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	
\$ 5.92	\$ 1.48	\$ 2.22	\$ -	\$ 0.74	\$ 29.16	\$ 8.88						\$ 48.40	\$223.98
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$6,665.21
\$19,377.25	\$2,138.21	\$1,874.92	\$1,200.00	\$991.08	\$3,601.61	\$5,738.12						\$34,921.19	\$429.48
\$19,383.17	\$2,139.69	\$1,877.14	\$1,200.00	\$991.82	\$3,630.77	\$5,747.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$34,969.59	\$7,318.67

EXPENSES

	2026 BUDGET	BALANCE
Legal - Real Estate/Project	\$26,663.27	\$26,663.27
Legal - Eminent Domain Acquisition		
Legal - Board Meetings, Policy	\$9,000.00	\$7,053.50
Audit - RA	\$3,625.00	\$0.00
Intown Housing Program (R) Loans	\$250,041.47	\$250,041.47
Office Expense	\$1,000.00	\$951.60
Misc. Expense	\$9,353.99	\$9,353.99
City Contingency Transfer to LB		
Total Expenses:	\$299,683.73	\$294,063.83

Monthly Expenditures													YTD
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ -
\$ 1,359.25	\$1,978.21	\$1,642.92	\$ 544.00	\$751.08	\$3,257.61	\$1,929.12						\$11,462.19	
\$ 130.50	\$ 160.00	\$ 232.00	\$ 656.00	\$240.00	\$ 344.00	\$ 184.00						\$ 1,946.50	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$3,625.00						\$ 3,625.00	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	
\$ 5.92	\$ 1.48	\$ 2.22	\$ -	\$ 0.74	\$ 29.16	\$ 8.88						\$ 48.40	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	
\$17,887.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$17,887.50	
\$19,383.17	\$2,139.69	\$1,877.14	\$1,200.00	\$991.82	\$3,630.77	\$5,747.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$34,969.59	

InTown Housing Loans

Green Avenue Properties - Randy Green		
Original Loan:	Pmt: \$369.59	March-16
	\$50,000.00	
Current Balance:	\$19,182.48	July 31, 2026
Status:	Current	

AGENDA

Friday, August 21, 2026 @ 9:00 AM

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 July 24, 2026
- b. Approval of LB Financial Reports – July 31, 2026

2. Discussion

- a. Branton Strategies consulting proposal
- b. 1819 5th Ave sidewalk proposal
 - i. McClellan Brothers- \$40,879.00
 - ii. Big Rock Construction- \$85,999.02
 - iii. RG King Companies- \$ 64,800.00
- c. 1928 Pine Ave sidewalk proposal
 - i. McClellan Brothers- \$40,500.00
 - ii. Beckers Lawn Care and Outdoor Services- \$85,332.50
- d. 1928 Pine Avenue Rehab Proposal- A&G Renovation proposal for \$4,000.00
- e. Donation of 3927 Burgoon Road

3. Action Items

- a. Motion to accept the consulting proposal from Branton Strategies and further authorizing the Chairman to execute and take any/all actions necessary to effectuate same.
- b. Motion to approve the sidewalk contract for 1819 5th Avenue from McClellan Brothers of 116 Maple Avenue, Altoona PA 16601 for the amount of **Forty Thousand Eight Hundred Seventy-Nine 00/100 Dollars (\$40,879.00)**
- c. Motion to approve the sidewalk contract for 1928 Pine Avenue from McClellan Brothers of 116 Maple Avenue Altoona PA for the amount of **Forty Thousand Five Hundred 00/100 Dollars (\$40,500.00)** further authorizing the Chairman to execute the deed and the Secretary to attest to same.
- d. Motion to enter into a sales agreement at the property located **1928 Pine Avenue, Altoona, PA 16601 (Parcel # 01.09-08..-054.00-000)** to A&G Demo & Renovation of 615 Howard Avenue, Suite 200 Altoona PA 16601 for the amount of **Four Thousand 00/100 Dollars (\$4,000.00)** and further authorizing the Chairman to execute the deed and the Secretary to attest to same.
- e. Motion to accept the donation of the property located at 3927 Burgoon Road, Altoona PA 16602 (**Parcel #01.14-14..-047.00-000**) from Marcia Counsman of 1204 Bushy Cook Rd,

Efland NC 27243 and further authorizing the Chairman to execute the deed and the Secretary to attest to same.

- f. Motion to approve conveyance of quit claim deed of the property located at **1817 8th Avenue, Altoona, PA 16602 (Parcel # 01.06-09..-047.00-000)** to Donna Cebellos of 1815 8th Avenue, Altoona, PA 16602 for the amount of **Two Hundred Fifty 00/100 Dollars (\$250.00)** and further authorizing the Chairman to execute the deed and the Secretary to attest to same.
- g. Motion to approve conveyance of quit claim deed of the property located at **710 19th Street, Altoona, PA 16602 (Parcel # 01.06-09..-172.00-000)** to Donna Cebellos of 1815 8th Avenue, Altoona, PA 16602 for the amount of **Two Hundred Fifty 00/100 Dollars (\$250.00)** and further authorizing the Chairman to execute the deed and the Secretary to attest to same.
- h. Motion to approve conveyance of quit claim deed of the property located **121 E 1st Avenue, Altoona, PA 16601 (Parcel # 01.10-08..-010.00-000)** to Goldizen Real Estate of Burgoon Road, Altoona, PA 16602 for the amount of **Two Thousand 00/100 Dollars (\$2,000.00)** and further authorizing the Chairman to execute the deed and the Secretary to attest to same.

4. Management Report

- a. ICE Facility-Double Tap update. Sales agreement has been signed.
- b. Garfield School Build (3)- Electrical work is complete. Water and sewer lines are dug. Sidewalks are expected to be installed next week.
- c. 1819 5th Ave- Work is expected to begin this week.
- d. 1928 Pine Ave- One proposal received to rehab the home into a duplex.
- e. 516 E Atlantic Ave- An RFP is advertised. Proposals are due September 10th.
- f. 4039 5th Ave- Deed is signed by all parties. An RFP is advertised. Proposals are due September 10th.
- g. 413 N 6th St- The LB took possession on August 17th. An RFP is in process.
- h. 1008 Chestnut Ave- Still searching for a developer.
- i. 1307 18th Avenue- Deed was prepared and given to the developer. Has not been recorded.

5. Board Discussion Items and Announcements

- a. Pre-Qualified Contractors- 6 to date.
- b. RA website is live.

6. Other Land Bank Business

VII. ADJOURNMENT

REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK
MINUTES
July 24, 2026

IV. CALL TO ORDER

The meeting of the Redevelopment Authority of Altoona Land Bank was called to order by Chair Richard Fiore at 9:11 A.M.

V. PUBLIC COMMENT

None

VI. REGULAR BUSINESS

1. Administration

- a. **Approval of Land Bank Minutes** Mr. Fiore asked if there were any comments on the June 19, 2026 minutes that were in their packet?
Motion was made by Mayor Pacifico to approve the minutes of the June 19, 2026 Redevelopment Authority of Altoona Land Bank meeting. Mr. Thompson seconded the motion. Motion passed unanimously.
- b. **Approval of Land Bank Financial Report.** Mr. McCoy presented the financial report. **Motion was made by Councilman Beatty to approve the Financial Report for the Redevelopment Authority of Altoona Land Bank through June 30, 2026. Motion was seconded by Mr. Thompson. Motion passed unanimously.**

2. Discussion

- a. ICE RFP – Double Tap Range and Armory. Mr. Luchansky reported that the RFP has been advertised for over 30 days on national RFP finder site. No new proposals have been received.
- b. 1819 5th Avenue proposal Mr. Joe Crossman has proposed to purchase the property for \$2,000.00 for rehabilitation for an end use of sale or rental.
- c. 1100 14th Avenue – Mr. Luchansky is proposing that we enter into a sales agreement with Property Express, LLC for acquisition of property for the balance of the mortgage of approximately \$5,500.00. Ms. Sprouse asked why we would enter into an agreement without an exact cost. Attorney Fanelli explained that he has talked with the bank's attorney and was told that the bank would need to add interest onto the balance for a payoff figure.
- d. 421 3rd Avenue – Barry Scott has submitted a Property Acquisition Application.

REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK
MINUTES
July 24, 2026

3. Action Items

- a. Motion to enter into a sales agreement with Double Tap Range and Armory of 704 8th Avenue, Altoona, PA 16602, for the disposition of the parcel located at 300-330 E. Chestnut Avenue, Altoona, PA 16601 (Parcel # 01.07-12..-003.00-000) in consideration of One Million and Five Hundred Thousand (\$1,500,000.00) Dollars and further authorizing the Chairman to execute and take any/all actions necessary to effectuate same was made by Mr. Thompson. Motion was seconded by Ms. Sprouse. Motion passed unanimously.
- b. Motion to enter into a developer's agreement with Joe L. Crossman of 1403 Blair Street, Hollidaysburg, PA 16648, for the rehabilitation of the parcel located at 1819 5th Avenue, Altoona, PA 16602 (Parcel # 01.06-12..-009.00-000) and further authorizing the Chairman to execute and take any/all actions necessary to effectuate same, was made by Mr. Thompson. Motion was seconded by Councilman Beatty. Motion passed unanimously.
- c. Motion to enter into a sales agreement with Property Express, LLC of 829 29th Street, Altoona, PA 16601, for the acquisition of the parcel located 1100 14th Avenue, Altoona, PA 16601 (Parcel # 01.01-03..-082.00-000) for the payoff of the existing mortgage held with 1st Summit Bank of 125 Donald Lane, Johnstown, PA 15904 and further authorizing the Chairman to execute and take any/all actions necessary to effectuate same was made by Councilman Beatty. Motion was seconded by Mayor Pacifico. Motion passed unanimously.
- d. Property acquisition of 421 3rd Avenue has been tabled to the August meeting. The Authority has asked Mr. Luchansky for more information as to what exactly Mr. Scott wants to do with the property.

4. Management Report

- a. Garfield School House Build (3) – The homes are framed. Housing wrapping in process. Sidewalk construction, water and sewer installations are scheduled for next week. HVAC installation for house 1406B is in process.
- b. 1819 5th Avenue – Sidewalk bid is out for proposal. Proposal is due 8/11/26. Joe Crossman is ready to begin work upon approval of developer's agreement.

REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK
MINUTES
July 24, 2026

- c. 516 E. Atlantic Avenue – The home is being cleaned out. A significant amount of material has been removed to date. RFP is in the process.
- d. 1928 Pine Avenue – No proposals received. There is some interest but no bidders presently. The sidewalks will be bid separately.
- e. 1008 Chestnut Avenue – No proposals have been received.
- f. 1307 18th Avenue – Clear Creek has the deed. It is being recorded.

5. Board Discussion Items and Announcements

Councilman Beatty stated that some of our signs have come loose. He would like to see them tacked back up as soon as possible.

6. Other Land Bank Business

- a. Contractor Applications – Mr. Luchansky reported that he has three applications pending. He will send them out to the Authority for their review. Mr. Fiore stated that he trusts the staff to make good calls. He doesn't feel it necessary for the board to review.
Councilman Beatty would like to see a post survey sent out to the contractors who have completed projects for their feedback on what we can improve on.

7. Executive Session

The board went into Executive Session.

VII. ADJOURNMENT

There being no further business **Motion was made by Councilman Beatty to adjourn the meeting. Motion was seconded by Mr. Thompson. Motion passed unanimously. Meeting adjourned at 9:40 A.M.**

Approved by Ronald L. Beatty, Secretary/Treasurer

Land Bank Revenue & Expenditures

For the period starting July 1, 2026 and ending July 31, 2026

	Annual Interest Rate		Balance 7/1/2026	Revenues July-26	Disbursements July-26	Current Bank Balance 7/31/2026	Committed Funds 7/31/2026	Adjusted Bank Balance 7/31/2026	
CASH ACCOUNTS									
Old Land Bank Funds	3.73%		\$209,296.47	\$548.44	\$25,372.80	\$184,472.11	\$0.00	\$184,472.11	Bank
ARPA	3.73%		\$827,568.29	\$1,984.29	\$195,210.55	\$634,342.03	\$20,000.00	\$614,342.03	Interest
Vacant Property (U)	3.73%		\$13,496.49	\$494.79	\$5,474.80	\$8,516.48	\$0.00	\$8,516.48	Earned
Blighted Property (R)	3.70%		\$7,209.70	\$17.95	\$0.00	\$7,227.65	\$0.00	\$7,227.65	to Spend
Land Bank City Contingency (U)	3.73%		\$4,528.01	\$14,016.63	\$5,886.50	\$12,658.14	\$0.00	\$12,658.14	ARPA
Land Bank Grant Funds	2.98%		\$2,221.75	\$26,390.17	\$28,455.56	\$156.36	\$0.00	\$156.36	Money
NAP Program	2.73%		\$100.17	\$74,453.69	\$74,380.47	\$173.39	\$0.00	\$173.39	to Spend
CASH TOTAL			\$1,057,570.95	\$3,045.47	\$226,058.15	\$834,558.27	\$20,000.00	\$827,216.41	\$93,465.30 \$520,876.73

Treasurer Signature: _____

ALTOONA LAND BANK
Disbursements July 2028

Date	Check No.	Invoice #	Payee	Amount	For
OLD LAND BANK					
7/16/2026	1069		Blair County Recorder of Deeds	\$ 87.75	2300 Maple Ave. Deed Recording
7/21/2026	ACH		Columns	\$ 76.50	1819 5th Ave. Silewalk RFP Mirror Ad
7/21/2026	ACH		Columns	\$ 88.33	Monthly Meeting Date Change Mirror Ad
7/21/2026	ACH		Columns	\$ 76.50	Monthly Meeting Date Change Mirror Ad
7/23/2026	1070	0 - 2026	Arrow Land Solutions	\$ 1,022.86	June 2026 Contract Work
7/23/2026	1071		Bayghman Locksmith	\$ 76.00	Lock Replacement at 516 E Atlantic Ave.
7/23/2026	1072		Joseph Mooney	\$ 9,800.00	Purchase of 4038 5th Ave
7/23/2026	1073		Pentecost	\$ 72.11	1928 Pine & 1008 Chestnut Ave. Electric Bill
7/23/2026	1074		Blair County Recorder of Deeds	\$ 14,000.00	Transfer of funds from Old Land Bank to Blair County Recorder of Deeds
7/27/2026			Transfer	\$ 25,372.80	Transfer of funds from OLD LB to LB City Contingency
ARPA					
7/10/2026	1034	Multiple	84 Lumber	\$ 45,918.24	Garfield School Site Houses - Building Materials
7/10/2026	1036	Multiple	84 Lumber	\$ 27,508.92	Garfield School Site Houses - Building Materials
7/15/2026	1037	4654	Luther Sileworks Solutions	\$ 54,000.00	Garfield School Site Houses - Labor
7/16/2026	1038		APR Supply	\$ 12,503.99	Garfield School Site House #1102 HVAC
7/16/2026	1039	5013104695	Blair County Recorder of Deeds	\$ 59.76	Blair County Recorder of Deeds
7/18/2026	1040		Blair County Recorder of Deeds	\$ 59.76	Water Authority Easement House #1406
7/23/2026	1041		84 Lumber	\$ 7,649.69	Garfield School Site Houses - Building Materials
7/23/2026	1042	18922	Construction Supply Center	\$ 28.62	Garfield School Site Houses - Building Materials
7/23/2026	1043	1049	Luther Sileworks Solutions	\$ 37,000.00	Garfield School Site Houses - Labor
7/23/2026	1044	1049	Luther Sileworks Solutions	\$ 4,000.00	Garfield School Site Houses - Labor
7/23/2026	1045	254250	The EDUS Group	\$ 250.00	Garfield School Site Houses - Building Materials
7/23/2026	1046		Blair County Recorder of Deeds	\$ 30.00	House Plans (easement)
7/28/2026	1047		Blair County Recorder of Deeds	\$ 150.00	Garfield School Site Subdivision plan recording
7/28/2026	1048		Blair County Recorder of Deeds	\$ 32.80	Garfield School Site Developer Agreement recording
7/28/2026	1049		Blair County Recorder of Deeds	\$ 1,000.00	Garfield School Site Developer Agreement recording
7/28/2026	1050		R.E. Mohr Company	\$ 1,200.05	Garfield School Site Houses - Building Materials
7/28/2026	1051			\$ 195,210.55	
VACANT PROPERTY					
7/23/2026	1117	1462	Bedder's Lawn Care	\$ 1,554.80	Mowing June 2026
7/23/2026	1117	1403	Bedder's Lawn Care	\$ 1,430.00	Mowing May 2026
7/23/2026	1118	18054	Logo Services	\$ 750.00	Mowing June 2026
7/23/2026	1119	18056	Logo Services	\$ 700.00	Mowing June 2026
				\$ 5,474.80	1819 5th Ave. Cleanup
BLIGHTED PROPERTY					
			No Activity	\$ -	
LAND BANK CITY CONTINGENCY					
7/23/2026	1030	11021	Fanelli Legal	\$ 1,289.00	June 2026 Solicitorship
7/23/2026	1030	1020	Fanelli Legal	\$ 64.00	Orchard Park lawsuit
7/23/2026	1030	11017	Fanelli Legal	\$ 280.00	1307 18th Ave. Deed Prep
7/23/2026	1030	11018	Fanelli Legal	\$ 629.80	4038 5th Ave Acquisition
7/23/2026	1031	38603	Young, Cohen, Brown & Co.	\$ 3,035.00	2025 LO Audit
				\$ 5,688.50	
LAND BANK GRANT FUNDS					
7/23/2026	1001	Multiple	Construction Supply Center	\$ 9,041.01	Garfield School Site - Silework Materials
7/23/2026	1002	Multiple	Luther Silework Solutions	\$ 642.67	Garfield School Site - Silework Materials
7/23/2026	1003	Multiple	New Enterprise Stone & Lime	\$ 10,850.74	Garfield School Site - Silework Materials
7/23/2026	1004	Multiple	Charger Bros.	\$ 7,321.14	Garfield School Site - Silework Materials
MAP Program					
7/6/2026	1001	Multiple	84 Lumber	\$ 701.02	Garfield School Site - Silework Materials
7/6/2026	1002		Alcona Water Authority	\$ 4,105.00	Water setup - House #1102
7/6/2026	1003		Alcona Water Authority	\$ 4,105.00	Water setup - House #1114
7/6/2026	1004		Alcona Water Authority	\$ 4,105.00	Water setup - House #1406
7/6/2026	1005		Alcona Water Authority	\$ 4,105.00	Water setup - House #1406
7/6/2026	1006		APR Supply Center	\$ 3,681.70	Garfield School Site - Silework Materials
7/6/2026	1007		Ken West Hauling & Septic	\$ 115.00	Garfield School Site - Silework Materials
7/6/2026	1008		Luther Silework Solutions	\$ 40,632.28	Garfield School Site - Silework Labor
7/6/2026	1009		Mike Vienna Excavating	\$ 2,302.50	Garfield School Site - Silework Materials
7/6/2026	1010		Mike Vienna Excavating	\$ 2,302.50	Garfield School Site - Silework Materials
7/6/2026	1011		Chicago Bros.	\$ 8,733.40	Garfield School Site - Silework Materials
7/6/2026	1012		Thompson Plans	\$ 125.00	Garfield School Site - Silework Materials
				\$ 74,390.47	
			TOTAL	\$ 231,944.85	

Treasurer Signature: _____

2026 ALTOONA LAND BANK BUDGET

As of July 31, 2026

CASH ACCOUNTS

2026 BUDGET	BALANCE
Land Bank - OLD RA Funds	\$179,064.41
ARPA Funds	\$364,525.99
Vacant Property (U)	\$620,027.91
Blighted Property Program (R)	\$3,183.53
City Contingency Funds	\$7,113.42
Grant Funds	\$117,487.11
NAP Funds	\$0.00
	\$0.00
Total Budget:	\$1,275,043.07
	\$807,454.07

EXPENSES

2026 BUDGET	BALANCE
Incentive Funds	\$10,804.17
Insurance - Improved Properties/Structures	\$1,000.00
Audit Fee	\$3,625.00
Branton Strategies LLC	\$6,000.00
Legal - Board	\$14,000.00
Legal - Real Estate (Title Clearing, Service, Deed Prep, Filing)	\$31,400.00
Marketing / Advertising	\$5,000.00
Utilities	\$1,000.00
Mowing and Maintenance	\$33,129.44
Acquisition of Property (Item pmt, tax sale, agreed price)	\$35,000.00
Due Diligence on Potential Properties (Title Search, etc)	\$20,000.00
Construction - (Site Prep)	\$851,028.31
Construction - Garfield Silework	\$350,000.00
Construction - Garfield Site - House Building Materials	
Construction - Garfield Site - Labor	
Blighted Property Rehab	
	\$7,123.21
Total Expenses:	\$1,263,151.52
	\$707,014.52

Monthly Expenditures												YTD	YTD Income
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
\$3,200.92	\$25,261.40	\$117,616.56	\$3,572.57	\$4,926.46	\$5,510.87	\$25,372.80						\$185,461.68	\$329,870.76
\$ -	\$ 8,617.72	\$ 14,631.34	\$ 7,161.61	\$ 6,083.63	\$ 4,686.29	\$195,210.55						\$236,391.14	\$12,329.83
\$ 95.75	\$ -	\$ -	\$ -	\$ 2,820.30	\$17,923.12	\$ 5,474.80						\$ 26,313.97	\$5,332.95
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$1,719.02
\$ 406.00	\$ 648.00	\$ 2,895.00	\$ 3,498.04	\$ 4,143.27	\$ 1,945.50	\$ 5,886.50						\$ 19,422.31	\$32,052.91
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,319.42	\$ 28,455.56					\$ 56,774.98	\$56,931.34
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,380.47						\$ 74,380.47	\$74,553.86
\$3,702.67	\$34,527.12	\$135,142.90	\$14,232.22	\$17,973.66	\$58,385.20	\$334,780.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$598,744.45	\$512,790.67

Monthly Expenditures												YTD	YTD
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
\$ -	\$21,700.00	\$ -	\$ -	\$ -	\$ -	\$ -						\$ 21,700.00	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,625.00						\$ 3,625.00	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ 6,728.33
\$ 130.50	\$ 288.00	\$ 920.00	\$ 562.00	\$ 2,170.00	\$ 1,168.00	\$ 1,499.83						\$ 10,140.61	\$ 10,140.61
\$ 275.50	\$ 360.00	\$ 2,005.00	\$ 2,946.04	\$ 3,296.57	\$ 977.50	\$ 280.00						\$ 3,590.61	\$ 3,590.61
\$ -	\$ -	\$ -	\$ 1,384.84	\$ 1,776.59	\$ 350.68	\$ 78.50						\$ 37.20	\$ 37.20
\$ -	\$ -	\$ -	\$ -	\$ 494.10	\$ 70.99	\$ 72.11						\$ 14,629.80	\$ 14,629.80
\$ -	\$ -	\$ -	\$ -	\$ 1,527.00	\$ 7,552.00	\$ 5,550.80						\$137,788.11	\$137,788.11
\$ 95.75	\$ -	\$116,005.49	\$ 633.00	\$ -	\$10,458.87	\$ 10,505.00						\$ 18,348.20	\$ 18,348.20
\$3,200.92	\$ 3,581.40	\$ 1,581.07	\$ 1,554.73	\$ 2,625.77	\$ 4,801.45	\$ 1,022.86						\$ 49,990.69	\$ 49,990.69
\$ -	\$ 8,617.72	\$ 14,631.34	\$ 7,161.61	\$ 6,083.63	\$ 4,686.29	\$ 8,810.10						\$131,745.45	\$131,745.45
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,810.45						\$ 94,810.45	\$ 94,810.45
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,000.00						\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$584,744.45	\$584,744.45
\$3,702.67	\$34,527.12	\$135,142.90	\$14,232.22	\$17,973.66	\$58,385.20	\$334,780.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$598,744.45	\$512,790.67

AGREEMENT FOR CONSULTING SERVICES

This agreement ("Agreement") is entered into by and between Branton Strategies LLC and the Altoona Redevelopment Authority and Land Bank.

WHEREAS, the Altoona Redevelopment Authority is designated by the City of Altoona to operate as the City's land bank in accordance with the Pennsylvania Land Bank Law;

WHEREAS, Branton Strategies has provided and continues to provide consulting services to the Altoona Redevelopment Authority and Land Bank regarding land bank operations;

WHEREAS, Branton Strategies submitted a proposal to the Altoona Redevelopment Authority and Land Bank to conduct an organizational assessment and prepare a plan for operational enhancement of the Altoona Redevelopment Authority and Land Bank ("Proposal");

WHEREAS, at the meeting of the Altoona Redevelopment Authority and Land Bank ("Altoona RA/LB") on July 24, 2026, the Board of Directors approved the Proposal;

NOW THEREFORE, For and in consideration of the mutual promises, covenants and agreements hereinafter set forth, and intending to be legally bound hereby, Altoona RA/LB ("Client") and Branton Strategies ("Consultant") agree to the following:

1. **Scope of Services:** Consultant is hereby engaged to provide the consulting services as set forth in the Proposal, a copy of which is attached as Exhibit A and incorporated into this Agreement ("Consulting Services").
2. **Consulting fee:** These consulting services shall be provided on a fixed fee basis plus reimbursable travel expenses. The fixed fee is \$28,000. Consultant shall submit invoices for: (i) \$7,000 plus reimbursable travel expenses on or about September 1, 2026; (ii) \$7,000 plus reimbursable travel expenses on or about October 1, 2026; and (iii) \$7,000 plus reimbursable travel expenses on or about November 1, 2026; and (iv) \$7,000 plus reimbursable travel expenses within ten (10) days of delivery of the Final Report to the Client. Client agrees to pay Consultant within forty-five (45) days of receipt of an invoice.
3. **Not Legal Services:** The Consulting Services being provided under this Agreement are not legal services, and the protection of a client-lawyer relationship does not exist with respect to the provision of the Consulting Services to Client.
4. **Confidential Information:** Consultant expressly agrees not to divulge, publish, or communicate any information regarding Client or its financial condition to any person without the express written consent of Client. All information obtained by Consultant during this engagement and all suggestions and recommendations received by Client

shall remain the property of Client and Consultant shall keep all such matters confidential unless otherwise directed by Client.

5. **Term and Termination:** Unless terminated as provided herein, this Agreement will extend to and terminate upon the completion of the Consulting Services. Client may terminate this Agreement without cause upon fourteen days (14) days written notice. In the event of termination without cause, Client agrees to pay Consultant for all Consulting Services performed up to the date of termination. Either party may terminate this Agreement for material breach upon written notice.
6. **Warranty and Disclaimer:** Consultant warrants that the Consulting Services will be provided in accordance with the terms and timeframes for completion set forth in this Agreement, in a workmanlike manner, and in conformity with generally prevailing industry standards. This warranty is exclusive and is in lieu of all other warranties, whether express or implied, including any oral or written representations, proposals or statements made on or prior to the effective date of this Agreement.
7. **Limitation of Remedies:** Client's sole and exclusive remedy for any claim against Consultant with respect to the quality of the Consulting Services will be the correction by Consultant of any material defects or deficiencies therein, of which Client notifies Consultant in writing within fifteen (15) business days after the completion of that portion of the Consulting Services, or the cost to Client of having such defects or deficiencies corrected, subject to Paragraph 8 of this Agreement. In the absence of any such notice, the Consulting Services will be deemed satisfactory to and accepted by Client.
8. **Limitation of Liabilities:** CLIENT AND CONSULTANT SHALL HAVE NO LIABILITY FOR ANY CLAIM RELATING TO THIS AGREEMENT IN EXCESS OF THE FEES AND EXPENSES PAID TO CONSULTANT. IN NO EVENT SHALL CLIENT AND CONSULTANT BE LIABLE TO EACH OTHER FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, EVEN IF CLIENT AND CONSULTANT HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
9. **Independent Contractor:** Nothing herein shall be construed to create an employer-employee relationship between Client and Consultant. Consultant is an independent contractor and is not an employee, servant, agent, partner, or joint venture of the Client. Client shall determine the work to be done by Consultant, but Consultant shall determine the legal means by which she accomplishes the work specified by Client, including but not limited to subcontracting the work to be performed to a qualified subcontractor. Client is not responsible for withholding, and shall not withhold, FICA or taxes of any kind from any payments which Client owes Consultant. Neither the Consultant nor any of her employees shall be entitled to receive any benefits which employees of Client are entitled to receive and shall not be entitled to workers' compensation, unemployment compensation, medical insurance, life insurance, paid

vacations, paid holidays, pension, profit sharing, or Social Security on account of his/her work for Client. It is further understood that Consultant is free to contract for similar services to be performed for other clients while under contract with Client.

- 10. Notice:** Any notice or other communication by one party to the other hereunder shall be in writing and shall be given, and be deemed to have been given, if either (i) hand delivered, (ii) emailed, or (iii) mailed, postage prepaid, certified mail (return receipt requested) addressed as follows:

If to Consultant:

Winifred M. Branton, Esquire
Branton Strategies LLC
250 S. 18th Street, Unit 1201
Philadelphia, PA 19103
wbranton@brantonstrategies.com

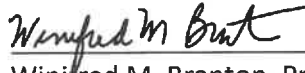
If to Client:

Christoper McQuire
City Manager
City of Altoona
1301 12th Street
Altoona, PA 16601
cmcguire@altoonapa.gov

- 11. Assignment:** Neither party may assign this Agreement, in whole or in part, without the prior written consent of the other party.
- 12. Governing Law:** This Agreement shall be construed according to the laws of the Commonwealth of Pennsylvania.
- 13. Force Majeure:** Neither party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed party's reasonable control.
- 14. Severability:** If any term of this Agreement is found to be unenforceable or contrary to law, it will be modified to the least extent necessary to make it enforceable, and the remaining portions of this Agreement will remain in full force and effect.
- 15. Entire Contract:** This Agreement may only be modified in writing and contains the entire terms of the agreement between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives on this 21st day of August 2026.

ON BEHALF OF BRANTON STRATEGIES LLC

A handwritten signature in black ink, appearing to read "Winifred M. Branton", is written over a horizontal line.

Winifred M. Branton, Principal
Branton Strategies LLC

ON BEHALF OF THE REDEVELOPMENT AUTHORITY OF ALTOONA

Richard Fiore, Jr.
Chairman, Board of Directors

EXHIBIT A



PROPOSAL

Organizational Assessment and Operational Enhancement of the Altoona Redevelopment Authority/Land Bank

Introduction

The City of Altoona (City) and the Altoona Redevelopment Authority and Land Bank (RA/LB) currently operate under a Shared Services Agreement through which the City provides administrative services to the RA/LB under the direction of the City Manager in lieu of an annual financial contribution of \$50,000. The current Agreement extends from October 1, 2025, through September 30, 2027, and may be terminated by either party with six months' written notice.

Since its establishment, the Altoona Redevelopment Authority/Land Bank has developed into a mature and effective organization with extensive experience addressing vacant, abandoned, deteriorated, and tax-delinquent properties. Through the City's leadership, the work of the Redevelopment Authority/Land Bank, and the Blighted Property Review Committee, Altoona has built one of Pennsylvania's more coordinated local approaches to neighborhood revitalization.

As the organization continues to evolve, this is an appropriate time to evaluate whether its administrative structure, operating framework, governance, and policies remain aligned with its current responsibilities and long-term goals. Rather than focusing solely on revising individual documents, this project will assess how the organization's governance, staffing, operational systems, and municipal partnerships function together to support an effective and sustainable land bank.

Branton Strategies has been asked to conduct this organizational assessment and develop recommendations to strengthen the administrative framework supporting the RA/Land Bank. Specifically, the project will:

- Evaluate the effectiveness of the current Shared Services Agreement and administrative structure.
- Assess the Land Bank Operating Plan and recommend revisions that improve organizational performance and operational effectiveness.
- Review existing Policies and Procedures and recommend updates that strengthen transparency, accountability, compliance, and administrative efficiency.

- Ensure these documents function as an integrated framework that supports the Land Bank's long-term mission and evolving role within the City's broader neighborhood revitalization strategy.
-

Project Approach

Altoona has established many of the core components of a successful land reuse system. Strong code enforcement, strategic property acquisition, redevelopment initiatives, and collaborative partnerships have positioned the City as a leader in addressing vacant and abandoned properties throughout Pennsylvania.

The next stage of Altoona's evolution is ensuring these individual tools operate as an integrated system rather than as independent programs.

The effectiveness of a land bank depends not only on its governing documents, but on whether governance, staffing, municipal partnerships, operational procedures, and property disposition strategies work together to advance community goals. This project will evaluate those relationships and identify opportunities to strengthen coordination, improve organizational efficiency, and better align resources with the City's priorities for housing, neighborhood stabilization, and redevelopment.

Although the primary focus is the Redevelopment Authority/Land Bank, recommendations will also consider how the broader network of blight prevention, code enforcement, acquisition, redevelopment, and property disposition tools can work together more effectively. The result will be a stronger organizational framework that supports both day-to-day operations and long-term community revitalization.

Deliverables

1. Organizational Assessment and Shared Services Recommendations

A comprehensive assessment of the current administrative structure, including:

- Evaluation of the existing Shared Services Agreement
- Assessment of staffing needs and administrative responsibilities
- Review of governance and organizational roles
- Comparison with administrative models used by other Pennsylvania land banks
- Recommended staffing structure and allocation of responsibilities

- Recommended revisions to the Shared Services Agreement
-

2. Revised Land Bank Operating Plan

A fully revised Operating Plan that incorporates current best practices and strengthens organizational performance, including:

- Updated organizational framework
 - Clear operational roles and responsibilities
 - Property acquisition and disposition workflow
 - Decision-making framework
 - Coordination with City departments and partner organizations
 - Recommended performance measures and operational benchmarks
-

3. Revised Policies and Procedures

Revised Policies and Procedures that align with the updated Operating Plan and support:

- Transparency
 - Accountability
 - Legal compliance
 - Administrative efficiency
 - Consistent decision-making
 - Clear documentation of organizational practices
-

4. Implementation Roadmap

A practical implementation strategy identifying:

- Immediate actions (0–6 months)
- Medium-term priorities (6–18 months)
- Longer-term organizational improvements

- Recommended responsibilities
 - Opportunities for ongoing evaluation and continuous improvement
-

Project Team

Branton Strategies

Winnie Branton, President of Branton Strategies LLC, will serve as Project Director.

She brings extensive experience and a deep understanding of Altoona's neighborhood revitalization efforts. Winnie facilitated development of the City's Comprehensive Blight Strategy, helped establish the Land Bank through the Redevelopment Authority, and worked closely with City staff and the RDA Board to develop the current Land Bank Operating Plan and associated policies and procedures.

Since 2014, Branton Strategies has assisted communities across Pennsylvania in establishing and strengthening land banks through technical assistance, consulting, strategic planning, and organizational development.

Winnie also serves as Senior Advisor to the Pennsylvania Land Bank Network, providing statewide leadership through technical assistance, peer learning, advocacy, and training.

She holds a Bachelor of Arts in Urban Studies and a Master of Public Administration from the University of Pennsylvania, as well as a Juris Doctor from Temple University Beasley School of Law.

Indigo Collaborative LLC

Branton Strategies will partner with Indigo Collaborative LLC to provide national expertise in land bank operations and organizational best practices.

Kim Graziani, President of Indigo Collaborative, is a nationally recognized leader in land banking, vacant property revitalization, and coordinated land reuse systems. Throughout her career, she has assisted more than 300 communities in 35 states in developing strategies that integrate land banking, code enforcement, tax foreclosure, housing development, and public property management.

Kim helped establish the National Land Bank Network and previously led the Center for Community Progress' nationally recognized Technical Assistance Program. She currently serves as Senior Technical Assistance Advisor for the Center for Community Progress and is a certified Housing Development Finance Professional.

Kim is currently leading a countywide land bank feasibility and land reuse systems assessment for Allegheny County, Pennsylvania, with Branton Strategies serving as a project partner. The lessons and best practices emerging from this work, together with the firms' previous collaborations on Pennsylvania land bank initiatives, will bring additional value and national perspective to Altoona's organizational assessment.

Scope of Work

The project is anticipated to include one or two on-site visits, virtual meetings, stakeholder interviews, document review, peer research, development of recommendations, and presentation of final findings. A project kickoff meeting will establish priorities, confirm stakeholder participation, and finalize the project schedule.

Phase 1 – Organizational Assessment

Shared Services Agreement

Activity 1

Review the current Shared Services Agreement and supporting documentation.

Activity 2

Conduct interviews with members of the RDA Board, City leadership, administrative staff, and legal counsel to understand current roles, responsibilities, challenges, and opportunities.

Activity 3

Evaluate the effectiveness of the existing administrative structure, staffing model, and service delivery.

Activity 4

Research administrative and staffing models employed by comparable Pennsylvania and national land banks.

Phase 2 – Operating Framework Assessment

Land Bank Operating Plan

Activity 1

Evaluate implementation of the current Operating Plan and identify strengths, gaps, and opportunities.

Activity 2

Assess how current operational practices support property acquisition, management, disposition, and redevelopment.

Activity 3

Develop a revised Operating Plan that establishes a clear organizational framework, improves operational efficiency, and supports long-term organizational sustainability.

Phase 3 – Policies and Procedures Review**Activity 1**

Review current Policies and Procedures for consistency with organizational goals and legal requirements.

Activity 2

Compare Altoona's policies with leading practices from other Pennsylvania and national land banks.

Activity 3

Prepare recommended revisions to improve governance, consistency, transparency, accountability, and administrative effectiveness.

Phase 4 – Recommendations and Implementation

Prepare a comprehensive final report including:

- Organizational assessment findings
- Recommended revisions to the Shared Services Agreement
- Revised Operating Plan
- Revised Policies and Procedures
- Organizational recommendations
- Staffing recommendations
- Governance recommendations
- Implementation roadmap

Present findings and recommendations at an in-person meeting of the Redevelopment Authority Board.

Schedule

The project is anticipated to be completed over approximately three to four months.

Milestone	Timing
Project Kickoff	Mid-August
Stakeholder Interviews and Site Visit(s)	August–September
Organizational Assessment	September
Draft Recommendations	October
Review and Refinement	November
Final Report and Presentation	Late November/Early December

Budget

Professional services will be provided on a fixed-fee basis.

The proposed project budget is **\$28,000**, plus reimbursable travel expenses.

The budget includes project management, stakeholder engagement, document review, peer research, organizational assessment, preparation of revised documents, development of implementation recommendations, and presentation of final findings.