

**ALTOONA REDEVELOPMENT AUTHORITY AND ALTOONA LAND BANK**  
**Minutes of Friday, September 18, 2020**

The Redevelopment Authority of the City of Altoona and the Altoona Land Bank Board held their regular monthly meeting on Friday September 18, 2020 in the Fourth Floor Conference Room in City Hall.

**Board Members Present:** Ron Beatty, Mayor Matt Pacifico, Louisa Lobre-Riley, Jessica Sprouse

**Staff Present:** Nic Ardizzone, Attorney Elizabeth Benjamin, Bette Fischer

**Guests Present:** Ken Decker, Altoona City Manager  
Bill Kibler – Altoona Mirror

**1. Call to Order**

The meeting was called to order by Vice-Chair, Louisa Lobre-Riley, at 8:40 a.m.

**2. Approval of the Minutes**

The Minutes of the Friday, August 21, 2020 meeting were reviewed. A motion was made to approve the minutes as read by Ron Beatty and seconded by Jessica Sprouse, which passed unanimously.

**3. Approval of Financial Reports**

Nic Ardizzone presented August 2020 Financial Reports. Louisa Lobre-Riley questioned the Smithmyer Electronics, Inc., Invoice for \$408. Bette will pull the invoice and email it to the Redevelopment Authority members. Matt Pacifico moved to approve the Financial Statements. Motion was seconded by Ron Beatty, which passed unanimously. Attorney Benjamin suggested that we update the signatories on the bank accounts. Bette will send an email showing the current signers.

**4. Public Comment**

None at this time.

**5. Solicitor's Report**

No regular business to report.

## **6. Other Business**

### **a. Request for Letter of Support**

Ken Decker, Altoona City Manager has requested a letter from the Altoona Redevelopment Authority in support of the Altoona Transportation Center Multimodal Grant Application for a grant under the Commonwealth Financing Authority (CFA) Multimodal Transportation Fund (MTF) for completion of improvements at the Altoona Transportation Center, for inclusion into the Grant Application. A letter has been written and if approved will be signed by the Redevelopment Authority for inclusion. A motion was made by Ron Beatty to approve the letter of support. Motion was seconded by Matt Pacifico. Motion passed unanimously.

### **b. "Prophet's Melt Shop Lease Agreement**

Attorney Benjamin reported that the lease agreement for the "Prophet's Melt Shop" has been signed by Evan Kephart and has been received along with a \$500 check representing the first two months' rent of \$150 per month and a security deposit of \$200. The Lease Agreement needs to be signed and executed. Louisa Lobre-Riley will be coming into the office to sign the agreement next week.

### **c. Cleaning Services at the Transportation Center**

Nic Ardizzone reported that we have been receiving complaints about the cleanliness of the Transportation Center along with complaints that trash containers on the Amtran platform have not been emptied. This has been an ongoing problem for some time now. He has gone down to the center two times this week to look at the situation and has noticed that the floors have not been sufficiently cleaned. There are scuff marks and what looks to be dried food splattered on the floor, (which was later identified as paint, that could have been removed). There is dirt under the magazine rack, indicating that it has also not been moved to clean underneath. The tenants have been spraying sanitizer on the cushions. Nic contacted the cleaning company to ask if they were ever directed to follow the CDC's procedures for COVID-19. They say they were never notified. Therefore, no guidelines for sanitation have been followed. It was decided that we need to have a Deep Cleaning and Sanitation completed at the Transportation Center as soon as possible. A motion was made by Jessica Sprouse for Nic to seek three bids for a Deep Cleaning and Sanitation. Motion was seconded by Matt Pacifico. Motion passed unanimously.

The committee has asked that they be kept informed via email as the bids come in.

A brief discussion ensued regarding the current cleaning company. Attorney Benjamin stated that the contract that is enforce dates back to 2017, therefore, it is no longer considered a yearly contract. It is now a month to month contract and if the Redevelopment Authority decides to replace with either a full-time custodian which would be employed by the City of Altoona or another company on a contractual basis for daily cleaning, we would need to give them a 30-day notice.

**7. Adjournment**

There being no other business, a motion was made to adjourn the meeting at 9:15 a.m. by Ron Beatty. Motion was seconded by Jessica Sprouse. Motion passed.

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Approved by