



Friday, June 20, 2025 @ 9:00 AM
Altoona City Hall – 1301 12th Street, 4th Floor Common Room

AGENDA

REDEVELOPMENT AUTHORITY OF ALTOONA (RA)

- I. CALL TO ORDER**
- II. PRESENTATION**
- III. PUBLIC COMMENT**
- IV. REGULAR BUSINESS**
 - 1. Administration
 - a. Approval of RA Minutes – Meeting of May 16, 2025
 - b. Approval of RA Financial Reports – May 31, 2025
 - 2. Discussion
 - a. Proposal – Redevelopment Authority Improvement Program – ABCD Corporation
 - 3. Action Items
 - 4. Management Report
 - 5. Other Redevelopment Authority Business
 - 6. Adjournment

AGENDA

REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK (LB)

V. CALL TO ORDER

VI. PUBLIC COMMENT

VII. REGULAR BUSINESS

1. Administration
 - a. Approval of LB Minutes – Meeting of May 16, 2025
 - b. Approval of LB Financial Reports – May 31, 2025
2. Action Items
 - a. Motion to approve the conveyance by quit claim deed of the property located **1520-22 N 8th Avenue**, Altoona, PA 16601 (Parcel #01.13-21..-080.00-000) to **Joseph and Krista Franks** of 1523 N 7th Avenue, Altoona, PA 16601 for the amount of **two hundred fifty dollars (\$250.00)** for the purpose of side lot beautification, contingent on the new owners maintaining open vehicular access through the area currently used for that purpose.
3. Management Report
 - a. ARROW Report - Judicial Sale (See Attached Agreement) – DJ Rossman
4. Board Discussion Items and Announcements
5. Other Land Bank Business

VIII. ADJOURNMENT

IX. EXECUTIVE SESSION

**REDEVELOPMENT AUTHORITY OF ALTOONA
MINUTES
May 16, 2025**

The Redevelopment Authority (RA) of Altoona held its regularly scheduled meeting on Friday, May 16, 2025 at 9:00 AM in the 4th floor of the Common Room in Altoona City Hall.

Members Present: Chair Richard Fiore, Jr.; Mayor Matthew Pacifico; Councilman Ron Beatty; Vice-Chair Allen Thompson (remote); Jessica Sprouse (remote)

Staff Present: Solicitor Patrick Fanelli; Diana White, Community Development Director; Adam McCoy, Community Development Accounting Manager; James Trexler, Housing Program Manager; Sabrina Appel-McMillen, Planning and Development Manager; Nate Kissell, Public Works Director; Chris McGuire, Altoona City Manager; Rebecca Brown, Codes & Inspections Director; Josh Kaufman, Codes Supervisor/Blight Manager

Guests Present: Laurence Christian, Strategic Solutions; Dan Bradley, Young, Oakes & Brown Co.; Don Rossman, ARROW Solutions, LLC; Bill Kibler, Altoona Mirror

I. REDEVELOPMENT AUTHORITY OF ALTOONA MEETING – CALL TO ORDER

The meeting was called to order by Chairman Fiore at 9:00 AM.

II. PRESENTATION

Dan Bradley of Young, Oakes, & Brown Co. reviewed the 2024 Annual Audit of Redevelopment Authority and the Redevelopment Authority Land Bank. Mr. Bradley emphasized that its ARPA funds must be expended by December 2026. There were no findings on the audit. Mr. Fiore thanked Adam McCoy for the clean report. **Motion to approve and accept the audit was made by Councilman Beatty. Motion was seconded by Mayor Pacifico. Motion passed unanimously.**

III. PUBIC COMMENT

None.

IV. REGULAR BUSINESS

1. Administration

- a. **Approval of Minutes:** Chairman Fiore asked the board if everyone received and reviewed the minutes that were distributed in the board packet. **Motion was made by Mayor Pacifico to approve the minutes of the April 11, 2025 Redevelopment Authority of Altoona meeting. Motion was seconded by Councilman Beatty. Motion passed unanimously.**

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

2. Discussion

- a. **Land Bank Slide Deck:** Laurence Christian presented a draft of the slide deck that Strategic Solutions developed to guide the land bank decision making process with regard to the real estate acquisition and disposition process.
- b. **Executive Director Search Update** - Christopher McGuire provided an update on the search for an executive director for the Redevelopment Authority. The city has interviewed four candidates and will be continuing the search. Strategic Solutions will assist with outreach.
- c. **In-Town Housing Meeting Update** – Nate Kissell and Diana White met with Steve McKnight and Tom Seasoltz at ABCD Corporation regarding reusing the In-Town Housing Program account revolved funds, which at this time totals about \$200,000. ABCD suggested that new guidelines be developed for exterior work for businesses. The board indicated that they would like the assistance to remain a loan. Some options are to reduce the minimum loan amount to \$20,000, lowering the interest rate, opening the program up citywide, and requiring a lower match or no match. It is possible to sign over the funds to ABCD. Approval of loans would remain with the Redevelopment Authority board in any case. Mr. Kissell will follow up with ABCD. ABCD will attend the June meeting.

3. Action Items

None.

4. Management Report

None.

5. Other Redevelopment Authority Business -

None.

6. Adjournment

Motion was made by Mayor Pacifico to adjourn the Altoona Redevelopment Authority meeting at 9:49 AM. Motion was seconded by Councilman Beatty. Motion passed unanimously.

Approved by Ronald L. Beatty, Secretary/Treasurer

Redevelopment Authority Revenue & Expenditures
For the period starting May 1, 2025 and ending May 31, 2025

	Balance 5/1/2025	Revenues May-25	Disbursements May-25	Balance 5/31/2025
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CDBG FUNDS

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

CASH ACCOUNTS

Contingency (U)	4.86%	\$13,696.68	\$45.11	\$0.69	\$13,741.10
In-Town Housing (R)	4.86%	\$207,763.38	\$1,054.15	\$0.00	\$208,817.53
RA City Contingency	3.73%	\$65,549.17	\$210.40	\$188.50	\$65,571.07

CASH TOTAL		\$287,009.23	\$1,309.66	\$189.19	\$288,129.70
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Treasurer Signature: _____

REDEVELOPMENT AUTHORITY OF ALTOONA
Disbursements May 2025

<u>Date</u>	<u>Check No.</u>	<u>Invoice #</u>	<u>Payee</u>	<u>Amount</u>	<u>For</u>
CONTINGENCY FUND					
5/15/2025	1010	25-0005780	City of Altoona	\$ 0.69	April Postage
				<u>\$ 0.69</u>	
INTOWN HOUSING					
					No Activity
				<u>\$ -</u>	
RA CITY CONTINGENCY					
5/15/2025	1013	10272	Fanelli Legal	\$ 188.50	Solicitorship April 2025
				<u>\$ 188.50</u>	
				TOTAL	
				<u>\$ 189.19</u>	

Treasurer Signature: _____

As of May 31, 2025

	2025 BUDGET	BALANCE
Contingency Fund (U)	\$8,701.00	\$8,700.31
Intown Housing Program (R)	\$203,038.91	\$203,038.91
City Contingency Funds	\$15,137.80	\$13,611.77
City Grant 2025	\$50,000.00	\$50,000.00
Total Budget:	\$276,877.71	\$275,350.99

EXPENSES

[illegible]

InTown Housing Loans

Green Avenue Properties - Randy Green	3.99%	Pmt: \$369.59	March-16
Original Loan:		\$50,000.00	
Current Balance:		\$23,067.82	May 31, 2025
Status:		Current	
Vicini Realty - Michael Columbo, Jr.	3.99%	Pmt: \$739.19	November-14
Original Loan:		\$100,000.00	
Current Balance:		\$35,803.28	May 31, 2025
Status:		Current	

**REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK
MINUTES
May 16, 2025**

I. CALL TO ORDER

The meeting of the Redevelopment Authority of Altoona Land Bank was called to order by Chairman Fiore at 9:50 AM.

II. PUBLIC COMMENT

None at this time.

III. ALTOONA CITY LAND BANK BUSINESS

1. Administration

- a. **Approval of Minutes** Chairman Fiore asked if there were any comments on the minutes. Motion was made by Mayor Pacifico to approve the minutes of the April 11, 2025 Redevelopment Authority of Altoona Land Bank meeting. Councilman Beatty seconded the motion. Motion passed unanimously.
- b. **Approval of Financial Report** Motion was made by Councilman Beatty to approve the Financial Report for the Redevelopment Authority of Altoona Land Bank through the April 30, 2025. Motion was seconded by Mayor Pacifico. Motion passed unanimously.

2. Action Items

- a. Motion was made by Mayor Pacifico to approve a resolution of the Redevelopment Authority of Altoona, acting as Land Bank, seeking forgiveness of delinquent taxes for certain recently acquired properties, as per the existing Intergovernmental Agreement with the applicable taxing entities, and further authorizing the Chairman to execute the resolution and the Secretary to attest to same. Motion was seconded by Councilman Beatty. Motion passed unanimously.
- b. **Approval of application for the conveyance by quit claim deed of the property located at 1520-22 N. 5th Avenue, Altoona, PA 16601 (Parcel #01.13-21..080.00-000) to Joseph and Krista Franks of 1523 N. 7th Avenue, Altoona, PA**

16601 for the amount of two hundred fifty dollars (\$250.00) for the purpose of side lot beautification. The motion was tabled. The motion will be reconsidered at the next meeting after Mr. Kissell looks at the property.

3. Management Report

a. ARROW Report - None

4. Board Discussion Items and Announcements

None

5. Other Land Bank Business

None

VII. ADJOURNMENT

Motion was made by Mayor Pacifico to adjourn the meeting at 10:25 AM. Motion was seconded by Councilman Beatty. Motion passed unanimously.

Approved by Ronald L. Beatty, Secretary/Treasurer

Land Bank Revenue & Expenditures

For the period starting May 1, 2025 and ending May 31, 2025

CDBG FUNDS						
	Balance 5/1/2025	Revenues May-25	Disbursements May-25	Current Bank Balance 5/31/2025	Committed Funds 5/31/2025	Adjusted Bank Balance 5/31/2025
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CDBG TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

CASH ACCOUNTS						
	Annual Interest Rate				Bank Interest Earned	ARPA Money to Spend
Old Land Bank Funds	3.73%		\$132,744.06	\$422.65	\$129,106.00	\$129,106.00
ARPA	3.73%		\$988,243.05	\$3,175.98	\$991,419.03	\$925,319.03
Vacant Property (U)	3.73%		\$53,936.87	\$173.30	\$53,474.17	\$59,914.94
Blighted Property (R)	4.86%		\$6,954.69	\$22.90	\$6,977.59	\$865,404.09
Land Bank City Contingency (U)	3.73%		\$9,806.38	\$29.62	\$8,489.50	
CASH TOTAL			\$1,181,878.67	\$3,794.83	\$1,180,976.79	\$1,123,366.29

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ALTOONA LAND BANK
Disbursements May 2025

<u>Date</u>	<u>Check No.</u>	<u>Invoice #</u>	<u>Payee</u>	<u>Amount</u>	<u>For</u>
OLD LAND BANK					
5/15/2025	1019		Altoona Water Authority	\$ 440.34	1307 18th Ave. prior balance water bill
5/15/2025	1020	9	Arrow Land Solutions	\$ 2,192.34	April 2025 Contract
5/15/2025	1020	April Hourly	Arrow Land Solutions	\$ 421.12	Additional property research April 2025
5/15/2025	1021		Branton Strategies	\$ 525.00	Consulting Services - RA Executive Director Position
5/15/2025	1022		City of Altoona	\$ 481.91	Altoona Mirror Ad - RAP 1822-32 14th Ave.
				\$ 4,060.71	
ARPA					
			No Activity	\$ -	
VACANT PROPERTY					
5/20/2025	ACH		1st Summit Bank	\$ 26.00	Ordered Checks
5/15/2025	1075		Lego Services	\$ 610.00	Lawn Mowing
				\$ 636.00	
BLIGHTED PROPERTY					
			No Activity	\$ -	
LAND BANK CITY CONTINGENCY					
5/15/2025	1012	10268	Fanelli Legal	\$ 72.50	Conference - 1221-1231 N 6th Ave.
5/15/2025	1012	10269	Fanelli Legal	\$ 551.00	Correspondences - 2000-18 14th Ave.
5/15/2025	1012	10270	Fanelli Legal	\$ 145.00	Correspondences - Beech Ave. Development
5/15/2025	1012	10271	Fanelli Legal	\$ 375.00	Quiet Title Action 2025
5/15/2025	1012	10272	Fanelli Legal	\$ 203.00	Solicitorship April 2025
				\$ 1,346.50	
			TOTAL	\$ 6,043.21	

Treasurer Signature: _____

2025 ALTOONA LAND BANK BUDGET

As of May 31, 2025

CASH ACCOUNTS

Land Bank - OLD RA Funds	2024 BUDGET	BALANCE
ARPA Funds	\$142,588.35	\$129,353.85
Vacant Property (U)	\$959,852.26	\$953,852.26
Blighted Property Program (R)	\$18,392.89	\$16,669.14
City Contingency Funds	\$6,591.96	\$6,591.96
	\$15,117.40	\$8,557.65
Total Budget:	\$1,142,542.86	\$1,115,024.86

EXPENSES

Incentive Funds	2024 BUDGET	BALANCE
Insurance - Improved Properties/Structures	\$103,000.00	\$103,000.00
Audit Fee	\$1,000.00	\$1,000.00
Branton Strategies LLC	\$4,000.00	\$4,000.00
Legal - Board	\$6,000.00	\$5,475.00
Legal - Real Estate (Title Clearing, Service, Deed Prep, Filing)	\$6,000.00	\$4,499.25
Marketing / Advertising	\$5,117.40	-\$29.35
Utilities	\$2,588.35	\$3,768.77
Mowing and Maintenance	\$18,392.89	\$17,756.89
Acquisition of Property (lien pmt, tax sale, agreed price)	\$5,000.00	\$4,000.00
Due Diligence on Potential Properties (Title Search, etc)	\$20,000.00	\$9,020.07
Construction - (Site Prep)	\$959,852.26	\$953,852.26
Blighted Property Rehab	\$6,591.96	\$6,591.96
Total Expenses:	\$991,444.22	\$973,464.29

Monthly Expenditures													YTD	YTD Income
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
\$1,757.75	\$1,972.29	\$2,594.53	\$3,331.13	\$3,578.80								\$13,234.50	\$2,084.21	
\$-	\$-	\$6,000.00	\$-	\$-								\$6,000.00	\$15,047.55	
\$-	\$1,087.75	\$-	\$-	\$636.00								\$1,723.75	\$25,662.65	
\$-	\$-	\$-	\$-	\$-								\$-	\$119.57	
\$377.00	\$1,072.50	\$2,779.00	\$984.75	\$1,346.50								\$6,559.75	\$186.57	
\$2,134.75	\$4,132.54	\$11,373.53	\$4,315.88	\$5,561.30	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$27,518.00	\$43,100.55	

Monthly Expenditures													YTD	
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ 525.00								\$ 525.00	\$ -	
\$ 377.00	\$ 377.00	\$ 246.50	\$ 297.25	\$ 203.00								\$ 1,500.75	\$ -	
\$ -	\$ 783.25	\$ 2,532.50	\$ 687.50	\$ 1,143.50								\$ 5,146.75	\$ -	
\$ 372.90	\$ 480.81	\$ 377.52	\$ -	\$ -								\$ 1,231.23	\$ -	
\$ -	\$ -	\$ 58.00	\$ -	\$ 440.34								\$ 498.34	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ 636.00								\$ 636.00	\$ -	
\$ -	\$ 1,000.00	\$ -	\$ -	\$ -								\$ 1,000.00	\$ -	
\$ 1,384.85	\$ 1,491.48	\$ 2,159.01	\$ 3,331.13	\$ 2,613.46								\$10,979.93	\$ -	
\$ -	\$ -	\$ 6,000.00	\$ -	\$ -								\$ 6,000.00	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	
\$ 2,134.75	\$ 4,132.54	\$ 11,373.53	\$ 4,315.88	\$ 5,561.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,518.00	\$ -	