



Friday, January 16th, 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 December 19, 2025
 - b. Approval of RA Financial Reports – December 31, 2025
 2. Discussion
 3. Action Items
 4. Management Report
 - a. 1819 5th Avenue update
 5. Adjournment

**REDEVELOPMENT AUTHORITY OF ALTOONA
MINUTES
December 19, 2025**

The Redevelopment Authority (RA) of Altoona held its regularly scheduled meeting on Friday, December 19, 2025 at 9:00 AM in the 4th floor Common Room of Altoona City Hall.

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

Staff Present: Solicitor Patrick Fanelli; Diana White, Deputy Director, Community Development Department; Chris McGuire, Altoona City Manager; Sabrina Appel-McMillen, Planning and Development Manager; Adam McCoy, Community Development Accounting Manager; Josh Kaufman, Codes Supervisor/Blight Manager Codes and Inspections; Bette Fischer, Clerical Associate III, Community Development.

Guests Present: 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 Chair Richard Fiore at 9:02 AM.

II. PUBIC COMMENT

None

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 was made by Mr. Thompson to approve the minutes of the November 21, 2025 Redevelopment Authority of Altoona meeting. Motion was seconded by Ms. Sprouse. Motion passed unanimously.**
- b. **Approval of Financial Report:** Mr. McCoy reviewed the financial report. **Motion was made by Mayor Pacifico to accept the financial report for November 30, 2025, as presented. Mr. Thompson seconded the motion. Motion passed unanimously.**

2. Discussion

- a. Mr. McCoy presented an amendment to the proposed Redevelopment Authority budget for 2026.
- b. Fanelli Legal – Mr. McCoy presented the proposed rate increase for legal services.

3. Action Items

- a. **Motion was made by Mayor Pacifico to approve the proposed budget as presented. Mr. Thompson seconded the motion. Motion passed unanimously.**
- b. **Motion to approve Fanelli Legal Services rate increases effective January 1, 2026 was made by Mr. Thompson. Motion was seconded by Ms. Sprouse. Motion passed unanimously.**
- c. **Motion adopting a resolution to acquire property and authorizing the solicitor to file the declaration of taking for 1819 5th Avenue, Altoona, PA 16602 (Parcel #01.06-12.-009.00-000) and take all actions necessary to effectuate the same was made by Mr. Thomspson. Motion was made by Ms. Sprouse. Motion passed unanimously.**

4. Management Report

Mr. McGuire reported that the PA Department of Community and Economic Development has approved an annual allotment of approximately \$325,000 in Neighborhood Assistance Program tax credit funding for the Redevelopment Authority for the next 5 years. The application designated \$100,000 for acquisition, \$100,000 for demolition and \$125,000 infrastructure.

5. Other Redevelopment Authority Business –

None

6. Adjournment

There being no other business. Motion was made by Mayor Pacifico to adjourn the meeting at 9:23 A.M. The motion was seconded by Mr. Thompson. Motion passed unanimously.

Approved by Ronald L. Beatty, Secretary/Treasurer

Redevelopment Authority Revenue & Expenditures

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

		Balance 12/1/2025	Revenues December-25	Disbursements December-25	Balance 12/31/2025
CASH ACCOUNTS					
Contingency (U)	3.69%	\$13,929.28	\$35.53	\$2.96	\$13,961.85
In-Town Housing (R)	3.70%	\$251,398.28	\$1,010.99	\$0.00	\$252,409.27
RA City Contingency	3.73%	\$57,601.12	\$149.84	\$7,518.00	\$50,232.96
CASH TOTAL		\$322,928.68	\$1,196.36	\$7,520.96	\$316,604.08

Treasurer Signature: _____

REDEVELOPMENT AUTHORITY OF ALTOONA
Disbursements December 2025

<u>Date</u>	<u>Check No.</u>	<u>Invoice #</u>	<u>Payee</u>	<u>Amount</u>	<u>For</u>
<u>CONTINGENCY FUND</u>					
12/15/2025	1015	25-0006108	City of Altoona	\$ 2.96	November 2025 Postage
				<u>\$ 2.96</u>	
<u>INTOWN HOUSING</u>					
			No Activity	<u>\$ -</u>	
<u>RA CITY CONTINGENCY</u>					
12/18/2025	1020	10627	Fanelli Legal	\$ 493.00	Solicitation November 2025
12/18/2025	1021	84622	Young, Oakes, Brown & Co	\$ 3,512.50	2024 Year End Audit
12/22/2025			Transfer to Land Bank City Contingency	\$ 3,512.50	
				<u>\$ 7,518.00</u>	
			TOTAL	\$ 7,520.96	

Treasurer Signature: _____

2025 REDEVELOPMENT AUTHORITY OF ALTOONA BUDGET

As of December 31, 2025

CASH ACCOUNTS

Contingency Fund (U)	\$8,654.18	BALANCE
Intown Housing Program (R)	\$203,038.91	
City Contingency Funds	\$4,224.27	
City Grant 2025	\$50,000.00	
Total Budget:	\$276,877.71	\$265,917.36

	Monthly Expenditures												YTD	YTD Income
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
\$ -	\$ -	\$ -	\$ -	\$ 0.69	\$ 32.96	\$ 2.07	\$ -	\$ 5.18	\$ -	\$ 2.96	\$ -	\$ -	\$ 48.82	\$ 502.37
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,439.78
\$ 130.50	\$ 478.50	\$ 536.50	\$ 192.03	\$ 188.50	\$ 426.75	\$ 261.00	\$ 188.50	\$ 261.00	\$ 565.50	\$ 166.75	\$ 7,518.00	\$ -	\$ 10,913.53	\$ 1,582.66
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
\$130.50	\$478.50	\$536.50	\$192.03	\$189.19	\$459.71	\$263.07	\$188.50	\$266.18	\$565.50	\$169.71	\$7,520.96	\$10,960.35	\$10,960.35	\$102,524.81

EXPENSES

Legal - Real Estate/Project	\$3,747.30	BALANCE
Legal - Board Meetings, Policy	\$3,501.97	
Audit - RA	\$4,000.00	
Intown Housing Program (R) Loans	\$203,038.91	
Office Expense	-\$6,038.86	
Misc. Expense	\$7,668.04	
Staffing Cost	\$50,000.00	
Total Expenses:	\$272,739.91	\$265,917.36

	Monthly Expenditures												YTD
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
\$ -	\$ 87.00	\$ -	\$ -	\$ -	\$ 231.00	\$ -	\$ -	\$ -	\$ 72.50	\$ -	\$ -	\$ -	\$ 390.50
\$ 130.50	\$ 391.50	\$ 536.50	\$ 192.03	\$ 188.50	\$ 195.75	\$ 261.00	\$ 188.50	\$ 261.00	\$ 493.00	\$ 166.75	\$ 493.00	\$ -	\$ 3,498.03
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ 0.69	\$ -	\$ 2.07	\$ -	\$ 5.18	\$ -	\$ 2.96	\$ -	\$ -	\$ 7,038.86
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32.96
\$130.50	\$478.50	\$536.50	\$192.03	\$189.19	\$459.71	\$263.07	\$188.50	\$266.18	\$565.50	\$169.71	\$7,520.96	\$10,960.35	\$10,960.35

InTown Housing Loans

Green Avenue Properties - Randy Green 3.99% Pmt: \$369.59 March-16

Original Loan: \$50,000.00

Current Balance: \$21,295.40 December 31, 2025

Status: Current

AGENDA

REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK (LB)

IV. CALL TO ORDER

V. PUBLIC COMMENT

VI. REGULAR BUSINESS

1. Administration

- a. Approval of LB Minutes – Meeting of December 19, 2025
- b. Approval of LB Financial Reports – December 31, 2025

2. Discussion

- a. EADS presentation- Garfield School Site

3. Action Items

- a. Motion to approve the proposal from the EADS Group for engineering services related to the Garfield School Site project and Cricket Knoll.
- b. Motion to approve Arrow Land Solutions contract for 2026.

4. Management Report

- a. 1329 21st Avenue
- b. 323 Wopsononock Avenue
- c. 1809 18th Avenue
- d. 1928 Pine Avenue
- e. 1008 Chestnut Ave

5. Board Discussion Items and Announcements

6. Other Land Bank Business

VII. ADJOURNMENT

VIII. EXECUTIVE SESSION

**REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK
MINUTES
December 19, 2025**

IV. CALL TO ORDER

The meeting of the Redevelopment Authority of Altoona Land Bank was called to order by Chairman Mr. Fiore at 9:25 A.M.

V. PUBLIC COMMENT

None.

VI. ALTOONA CITY LAND BANK BUSINESS

1. Administration

- a. **Approval of Minutes** Mr. Fiore asked if there were any comments on the minutes. **Motion was made by Mr. Thompson to approve the minutes of the November 21, 2025 Redevelopment Authority of Altoona Land Bank meeting. Ms. Sprouse seconded the motion. Motion passed unanimously.**
- b. **Approval of Financial Report.** Mr. McCoy presented the financial report. **Motion was made by Mr. Thompson to approve the Financial Report for the Redevelopment Authority of Altoona Land Bank through November 30, 2025. Motion was seconded by Ms. Sprouse. Motion passed unanimously.**

2. Discussion

- a. Mr. McCoy presented an amendment to the proposed budget for 2026.
- b. ARROW Report

3. Action Items

- a. **Motion to approve the budget as presented was made by Mr. Thompson. Motion was seconded by Councilman Beatty. Motion passed unanimously.**
- b. **Motion to enter into a Property Agreement with Lawrence J. McAleer and Linda R. McAleer of 560 Overlook Drive, Hollidaysburg, PA 16648 for the acquisition of the parcel located at 1008 Chestnut Avenue, Altoona, PA, 16601 (Parcel #01.01-05.-075.00-000) in consideration of One Hundred Thousand (\$100,000.00) Dollars and further authorizing the Chairman to execute and take any/all actions necessary to effectuate same. Contingent that there is a satisfactory review of a structural engineer was made by Mayor Pacifico. Motion was seconded by Mr. Thompson. Motion passes unanimously.**

- c. **Motion to enter into a Property Agreement with James A. McDermitt of 531 East Bell Avenue, Altoona, PA 16602, with his son Scott McDermitt acting on his behalf in his capacity as power of attorney, for the acquisition of the parcel located at 1928 Pine Avenue, Altoona, PA 16601, (Parcel #01.09-08.-054.00-000) in consideration of Fifteen Thousand (\$15,000.00) Dollars and further authorizing the Chairman to execute and take any/all actions necessary to effectuate same by Mr. Thompson. Motion was seconded by Ms. Sprouse. Motion passed unanimously.**
- d. **Motion to approve the conveyance by quit claim deed on the property located 213 4th Street, Altoona, PA 16602 (Parcel #01.08-04.-170.00-000) to RSG Property Management LLC of 1011 Lasalle Lane, Altoona, PA 16602 for the amount of Two Hundred Fifty (250.00) Dollars for the purpose of side lot beautification and that the RA to request that the owner merge the lots, and further authorizing the Chairman to execute the deed and the Secretary to attest to same, was made by Mr. Thompson. Motion was seconded by Ms. Sprouse. Motion passed unanimously.**
- e. **Motion to approve a proposal by The EADS Group for engineering services related to redevelopment of the 6th Avenue housing development project (Task Order #1) contingent on receiving grant funding sources was made by Mr. Thompson. Motion was seconded by Mayor Pacifico. Motion passed unanimously.**

After some discussion, the Board tabled action on the Garfield School site (Task Order #2) motion until January's meeting after action was taken to adjust zoning requirements. Mr. Beyer agreed to bring another concept plan to the January meeting designed using the new setbacks. Cricket Knoll II will be discussed at the January meeting also.

4. Management Report

None

5. Board Discussion Items and Announcements

None

6. Other Land Bank Business

None

VII. ADJOURNMENT

Motion was made by Mayor Pacifico to adjourn the meeting. Motion was seconded by Mr. Thompson. Motion passed unanimously. Meeting adjourned at 10.00 A.M.

Land Bank Revenue & Expenditures

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

	Annual Interest Rate	Balance 12/1/2025	Revenues December-25	Disbursements December-25	Current Bank Balance 12/31/2025	Committed Funds 12/31/2025	Adjusted Bank Balance 12/30/2025	Bank Interest Earned \$79,151.18	ARPA Money to Spend \$757,267.87
CASH ACCOUNTS									
Old Land Bank Funds	3.73%	\$90,177.95	\$251.44	\$50,903.40	\$39,525.99	\$0.00	\$39,525.99		
ARPA	3.73%	\$854,109.23	\$2,309.82	\$0.00	\$856,419.05	\$20,000.00	\$836,419.05		
Vacant Property (U)	3.73%	\$36,912.24	\$100.26	\$7,515.00	\$29,497.50	\$0.00	\$29,497.50		
Blighted Property (R)	3.70%	\$7,095.32	\$18.10	\$0.00	\$7,113.42	\$0.00	\$7,113.42		
Land Bank City Contingency (U)	3.73%	\$792.79	\$3,514.57	\$4,301.75	\$5.61	\$0.00	\$5.61		
CASH TOTAL		\$988,294.74	\$2,679.62	\$58,418.40	\$932,555.96	\$20,000.00	\$912,561.57		

Treasurer Signature: _____

ALTOONA LAND BANK
Disbursements December 2025

<u>Date</u>	<u>Check No.</u>	<u>Invoice #</u>	<u>Payee</u>	<u>Amount</u>	<u>For</u>
<u>OLD LAND BANK</u>					
12/18/2025	1043		Arrow Land Solution	\$ 3,638.00	November 2025 Contract
12/18/2025	1043		Arrow Land Solution	\$ 1,165.40	November 2025 Hourly Work
12/18/2025	1044		JLC Holdings	\$ 46,100.00	1329 21st Ave Incentive Payment
				<u>\$ 50,903.40</u>	
<u>ARPA</u>					
			No Activity	<u>\$ -</u>	
<u>VACANT PROPERTY</u>					
12/18/2025	1100	1230	Becker's Lawn Care	\$ 715.00	November 2025 Mowing
12/18/2025	1101		Lego Services	\$ 6,800.00	2025 Lawn Mowing
				<u>\$ 7,515.00</u>	
<u>BLIGHTED PROPERTY</u>					
			No Activity	<u>\$ -</u>	
<u>LAND BANK CITY CONTINGENCY</u>					
12/18/2025	1020	10627	Fanelli Legal	\$ 217.50	Solicitorship - November 2025
12/18/2025	1020	10626	Fanelli Legal	\$ 357.25	Little Orchard Park Lawsuit
12/18/2025	1020	10625	Fanelli Legal	\$ 214.50	1329 21st Ave Deed Prep
12/18/2025	1021	84622	Young, Oakes, Brown & CO	\$ 3,512.50	2024 Year End Audit
				<u>\$ 4,301.75</u>	
			TOTAL	<u>\$ 62,720.15</u>	

Treasurer Signature: _____

2025 ALTOONA LAND BANK BUDGET

As of December 31, 2025

CASH ACCOUNTS

Land Bank - OLD RA Funds	2025 BUDGET	BALANCE
ARPA Funds	\$142,588.35	\$37,588.93
Vacant Property (U)	\$959,852.26	\$799,616.06
Blighted Property Program (R)	\$18,352.89	-\$14,861.66
City Contingency Funds	\$6,591.96	\$6,591.96
	\$15,117.40	-\$10,720.01
Total Budget:	\$1,142,542.86	\$818,115.28

EXPENSES

Incentive Funds	2025 BUDGET	BALANCE
Insurance - Improved Properties/Structures	\$103,000.00	\$96,800.00
Audit Fee	\$1,000.00	\$1,000.00
Branlon Strategies LLC	\$4,000.00	\$487.50
Legal - Board	\$6,000.00	\$5,475.00
Legal - Real Estate (Title Clearing, Service, Deed Prep, Filing)	\$6,000.00	-\$320.25
Utilities	\$5,117.40	-\$12,143.69
Marketing / Advertising	\$5,000.00	\$2,993.10
Mowing and Maintenance	\$2,588.35	\$2,027.78
Acquisition of Property (lien pmt, tax sale, agreed price)	\$18,392.89	\$3,231.89
Due Diligence on Potential Properties (Title Search, etc)	\$5,000.00	-\$186,934.34
Construction - (Site Prep)	\$20,000.00	-\$15,045.55
Blighted Property Rehab	\$959,852.26	\$953,852.26
	\$6,591.96	\$6,591.96
Total Expenses:	\$991,444.22	\$758,463.93

	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	\$5,822.22	\$25,030.18	\$3,053.57	\$1,558.88	\$2,453.43	\$2,943.44	\$50,903.40	\$104,999.42	\$4,268.12
	\$-	\$-	\$6,000.00	\$-	\$-	\$-	\$-	\$-	\$154,236.20	\$-	\$-	\$-	\$160,236.20	\$34,283.79
	\$-	\$1,087.75	\$-	\$-	\$636.00	\$17,677.12	\$2,166.95	\$1,248.55	\$944.66	\$715.00	\$1,363.52	\$7,515.00	\$32,817.71	\$33,354.55
	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$255.40
	\$377.00	\$1,072.50	\$2,779.00	\$984.75	\$1,346.50	\$1,587.75	\$4,302.91	\$2,821.50	\$2,752.00	\$2,037.00	\$1,874.75	\$4,301.75	\$25,837.41	\$10,975.80
Total Budget:	\$2,134.75	\$4,132.54	\$11,373.53	\$4,315.88	\$5,561.30	\$25,087.09	\$31,500.04	\$6,923.62	\$5,255.34	\$159,441.63	\$5,981.71	\$62,720.15	\$324,427.60	\$92,601.82

	Monthly Expenditures												YTD	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$46,100.00	\$46,100.00
	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$3,512.50	\$3,512.50
	\$-	\$-	\$-	\$-	\$525.00	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$525.00	\$525.00
	\$377.00	\$377.00	\$246.50	\$287.25	\$203.00	\$87.25	\$304.50	\$838.00	\$1,258.50	\$1,447.00	\$166.75	\$217.50	\$6,320.25	\$6,320.25
	\$-	\$783.25	\$2,532.50	\$687.50	\$1,143.50	\$1,000.50	\$4,155.36	\$1,917.05	\$1,723.16	\$590.00	\$2,156.52	\$571.75	\$17,261.09	\$17,261.09
	\$372.90	\$480.81	\$377.52	\$-	\$-	\$-	\$775.67	\$-	\$-	\$-	\$-	\$-	\$2,006.90	\$2,006.90
	\$-	\$-	\$58.00	\$-	\$440.34	\$-	\$62.23	\$-	\$-	\$-	\$-	\$-	\$560.57	\$560.57
	\$-	\$1,000.00	\$-	\$-	\$636.00	\$1,740.00	\$2,010.00	\$1,115.00	\$715.00	\$715.00	\$715.00	\$7,515.00	\$15,161.00	\$15,161.00
	\$1,384.85	\$1,491.48	\$2,159.01	\$3,331.13	\$2,813.46	\$5,822.22	\$4,105.53	\$2,838.07	\$1,435.43	\$2,264.93	\$2,798.44	\$4,803.40	\$191,934.34	\$191,934.34
	\$-	\$-	\$6,000.00	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$6,000.00	\$6,000.00
Total Expenses:	\$2,134.75	\$4,132.54	\$11,373.53	\$4,315.88	\$5,561.30	\$25,087.09	\$31,500.04	\$6,923.62	\$5,255.34	\$159,441.63	\$5,981.71	\$62,720.15	\$324,427.60	\$92,601.82

TASK ORDER NO. 02

PROJECT UNDERSTANDING / SCOPE OF SERVICES

PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES DESIGN OF GARFIELD SCHOOL LAND DEVELOPMENT CITY OF ALTOONA, BLAIR COUNTY, PENNSYLVANIA

We understand the Project to consist of the surveying and civil engineering design of sidewalks, driveways, grading, utilities and stormwater management for three or four single family houses located at the prior Garfield School located at the intersection of 14th Avenue and 20th Street in the City of Altoona. This Task Order #02 will include final coordination of a Subdivision Plan for a total of approximately four lots and complete the Land Development Plan for the proposed improvements.

Scope of services to be provided under this proposal includes:

I. DESIGN

Prepare Land Development Plans to submit to City and the Blair County Planning Commission. Plans and documents will be in accordance with municipal, county and state requirements. The improvements to prior Garfield School lot located at the intersection of 14th Avenue and 20th Street includes developing on lot parking spaces, drainage improvements, sidewalk improvements along two sides of the property (14th Avenue and 20th Street) and layout for gas, water and sanitary sewer for each lot. The plans and documents shall include preparing a site plan, grading plan along with drainage improvements and a utility plan for the proposed development. EADS will prepare and submit an Erosion and Sedimentation Control Plan and submit to the Blair County Conservation District and address comments as required for approval. It is assumed the site will be under one acre and an NPDES Permit will not be required for this Project.

EADS will conduct various design review meetings with the Redevelopment Authority of Altoona and other stakeholders as necessary to complete the project.

II. PERMITS/APPROVALS REQUIRED FOR PROJECT

The following permits / approvals are anticipated to be required for this project: City Subdivision/Land Development, Blair County Conservation District erosion and sedimentation control plan under one acre of earth disturbance and the Blair County Planning Commission. EADS will prepare the applications and submit to the jurisdiction having authority for review and approval.

III. SCHEDULE

The schedule for the project is subject to the Redevelopment Authority of Altoona's approval and related requirements such as reviews, approvals and budget constraints.

<u>Milestone</u>	<u>Estimated Date</u>
Design and Permits	February - April 2026
Advertise Project for Bids	May 2026
Bid Opening	June 2026
<i>(Allow for approx. 4 wks. Bid Period)</i>	
Review / Tabulate Bids	June 2026
Award Construction Contract	July 2026

Issue Notice to Proceed

August 2026

IV. ASSUMPTIONS / STIPULATIONS / SERVICES NOT INCLUDED:

- A. The following services/items are NOT included in this proposal:
1. Environmental Reviews, PNDI search or NPDES Permit.
 2. State Historic Preservation Office Review.
 3. Archaeological surveys (e.g., Phase I, Phase II) and reviews.
 4. Geotechnical Engineering services.
 5. Construction administration or observation.
 6. Surveying services during construction or construction stakeout for the proposed work.
 7. The Proposal does not include tasks, permits, approvals, studies and investigations not specifically mentioned in the Scope of Work.
 8. All permit or approval application, review and inspection fees will be paid by the Redevelopment Authority of Altoona.

V. FEES

This purchase order, when approved by the Redevelopment Authority of Altoona, as indicated in the above-mentioned scope of work, will not change without written authorization from the Redevelopment Authority of Altoona. We offer our services to provide the aforementioned Scope of Work for an hourly fee with an estimated amount of **\$32,450.00**.

TASK ORDER NO. 03 PROJECT UNDERSTANDING / SCOPE OF SERVICES

PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES CONCEPT PLAN FOR CRICKET KNOLL CITY OF ALTOONA, BLAIR COUNTY, PENNSYLVANIA

We understand the Project to consist of a civil engineering concept plan to provide an opportunity to better understand the Redevelopment Authority's needs and provide an initial construction cost estimate to proceed with financial planning for the Cricket Knoll development. The Cricket Knoll project site is located near the intersection of Kettle Street and Cherry Avenue in the City of Altoona. This Task Order #03 will include two concept plans and construction cost estimates for the proposed improvements.

Scope of services to be provided under this proposal includes:

I. CONCEPT PLAN

Conduct project kickoff meeting for the purpose of discussing goals and priorities so that EADS can present the ideas and develop solutions to best meet the needs of the goals and priorities.

Prepare two Concept Plans utilizing existing topographic and mapping.

Present the Concept Plans and opinion of probable project cost estimates to the Redevelopment Authority

EADS will conduct various concept plan review meetings with the Redevelopment Authority of Altoona and other stakeholders as necessary to complete the concept plan.

II. PERMITS/APPROVALS REQUIRED FOR PROJECT

No permits will be submitted for the concept plan.

III. SCHEDULE

The schedule for the project is subject to the Redevelopment Authority of Altoona's approval.

IV. ASSUMPTIONS / STIPULATIONS / SERVICES NOT INCLUDED:

- A. The following services/items are NOT included in this proposal:
1. This Proposal does not include design development drawings.
 2. This Proposal does not include any permit applications.

V. FEES

This purchase order, when approved by the Redevelopment Authority of Altoona, as indicated in the above-mentioned scope of work, will not change without written authorization from the Redevelopment Authority of Altoona. We offer our services to provide the aforementioned Scope of Work for an hourly fee with an estimated amount of **\$10,000.00**.



Altoona Redevelopment Authority Land Bank ROW Services Open End Technical Approach

SCOPE OF SERVICES

Altoona Redevelopment Authority and the City of Altoona are looking to extend their relationships with ARROW Land Solutions to aid with research and negotiations for select blighted properties throughout the city. ARROW intends this scope to cover services outlined below with an open-end, not-to-exceed cap of \$38,000.

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

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

I. SCOPE

- ARROW to provide title abstracting services to the Altoona Redevelopment Authority and the City of Altoona for properties of interest to the Land Bank
- ARROW will provide their findings in an organized Title Report showing all ownership interests, liens, judgements or rights-of-way of note for the Authority's review and consideration.
- Per direction from the Blighted Property Review Board, the City of Altoona and the ARA will assign properties of interest to ARROW to pursue amicable negotiations before condemnation proceedings.
- ARROW will provide a status reports of contacts made with the property owners and their interest in negotiating the sale of their property to the Authority at monthly board meetings.
- ARROW to provide eminent domain acquisition aid to the ARA and its solicitor, as needed.
- ARROW to offer use of its Escrow Services for disbursement of Fair Market Value (FMV) settlements to lien holders and property owners upon amicable settlement of select properties, as needed.

II. TECHNICAL APPROACH

Title Services

Our dedicated Title Abstractor will provide full 21-year title research for parcels as identified by the Authority. This research will include finding the owner of record through the Assessment Office records. ARROW will complete a search of the Recorder of Deeds based on the Assessed Owner of Record securing a copy of the base deed and ensuring there are no exceptions or reservations noted in the base deed that could create an issue for negotiations. Finally, ARROW will perform a search of the Prothonotary's office records to obtain records of any liens, judgements or other civil encumbrances upon the property. This search will cover 21 years from the current date of the search or back to the first Purchase-Money

Mortgage. This information will be compiled into a clear title report for the Authority's review and consideration.

Owner Contact & Negotiations Services

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

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

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

Added contacts or more trips to the project may result in a change order request.

ARROW Escrow & Disbursement Services

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

Quality Control/Assurance

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

Project Management/Oversite

ARROW ensures that the project continues as scheduled and adheres to the terms of this scope by using our status reports that track all claimant contacts and project milestones. The project manager will oversee the status report and will continually work with the land agents to ensure efficiency. Using Project Tracking Reports, the Project Manager will also communicate project status to the ARA and the City of Altoona on a regular basis. This management style allows ARROW to foresee potential problems and issues before they cause delays in achieving a final clearance of the project.

III. TOTAL COSTS NOT TO EXCEED

ARROW assumes that total contacted costs are not to exceed \$38,000 for the services outlined. ARROW will submit invoices for services rendered to the Authority monthly. If additional tasks are requested a new scope and price will be prepared and submitted for approval.

ARROW Assumptions

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