



Friday, July 18, 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 June 20, 2025
 - b. Approval of RA Financial Reports – June 30, 2025
2. Discussion
3. Action Items
 - a. Motion to approve the attached revised InTown Housing Program guidelines, now to be known as the **Redevelopment Authority Improvement Loan (RAIL) Program** and further authorizing the Chairman or his designee to take any/all actions necessary to effectuate said program.
4. Management Report
5. Other Redevelopment Authority Business
6. Adjournment

REDEVELOPMENT AUTHORITY OF ALTOONA
MINUTES
June 20, 2025

The Redevelopment Authority (RA) of Altoona held its regularly scheduled meeting on Friday, June 20, 2025 at 9:00 AM in the 4th floor Common Room in Altoona City Hall.

Members Present: Vice-Chairman Allen Thompson; Mayor Matthew Pacifico; Councilman Ron Beatty

Members Absent: Chairman Richard Fiore, Jessica Sprouse

Staff Present: Solicitor Patrick Fanelli; Eric Luchansky, Director, Community Development; Diana White, Deputy Director, Community Development; Adam McCoy, Accounting Manager, Community Development; James Trexler, Housing Program Manager, Community Development; Sabrina Appel-McMillen, Planning and Development Manager, Community Development; Nate Kissell, Director, Public Works; Chris McGuire, City Manager; Rebecca Brown, Director, Codes & Inspections; Bette Fischer, Clerical Associate III, Community Development.

Guests Present: Don Rossman, ARROW Solutions, LLC; Steve McKnight, ABCD Corporation; Tom Seasoltz, ABCD Corporation; Elijah Washington, City Resident; Brian Durbin, Developer; Bill Kibler, Altoona Mirror.

I. REDEVELOPMENT AUTHORITY OF ALTOONA MEETING – CALL TO ORDER

The meeting was called to order by Vice-Chairman Thompson at 9:00 AM.

II. PRESENTATION

None.

III. PUBIC COMMENT

None.

IV. REGULAR BUSINESS

1. Administration

- a. **Approval of Minutes:** Vice-Chairman Thompson 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 May 16, 2025 Redevelopment Authority of Altoona meeting. Motion was seconded by Councilman Beatty. 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 as presented. Councilman Beatty seconded the motion. Motion passed unanimously.**

2. Discussion

- a. In-Town Housing Meeting Update** – Steve McKnight and Tom Seasoltz presented draft revised guidelines for the reuse of revolved funds totaling approximately \$200,000 under the In Town Housing Program as requested by the RA. Based upon feedback received from the board, they will bring a revised set of guidelines to the next meeting for action.

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 9:20 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 June 1, 2025 and ending June 30, 2025

Balance 6/1/2025	Revenues June-25	Disbursements June-25	Balance 6/30/2025
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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

CASH ACCOUNTS

Contingency (U)	3.69%	\$13,741.10	\$39.67	\$32.96	\$13,747.81
In-Town Housing (R)	3.70%	\$208,817.53	\$1,342.95	\$0.00	\$210,160.48
RA City Contingency	3.73%	\$65,571.07	\$190.60	\$426.75	\$65,334.92

CASH TOTAL		\$288,129.70	\$1,573.22	\$459.71	\$289,243.21
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Treasurer Signature: _____

REDEVELOPMENT AUTHORITY OF ALTOONA
Disbursements June 2025

<u>Date</u>	<u>Check No.</u>	<u>Invoice #</u>	<u>Payee</u>	<u>Amount</u>	<u>For</u>
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CONTINGENCY FUND

6/19/2025	1011	141818756.1	PA Turnpike	\$ 32.96	Sabrina/Adam Westmoreland RA Summit
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\$ 32.96

INTOWN HOUSING

No Activity

\$ -

RA CITY CONTINGENCY

6/19/2025	1014	10321	Fanelli Legal	\$ 231.00	Beech Ave Lawsuit Correspondences
6/19/2025	1014	10323	Fanelli Legal	\$ 195.75	Solicitorship May 2025

\$ 426.75

TOTAL \$ 459.71

Treasurer Signature: _____

InTown Housing Loans

Green Avenue Properties - Randy Green			
	3.99%	Pmt: \$369.59	March-16
Original Loan:		\$50,000.00	
Current Balance:		\$22,774.86	June 30, 2025
Status:		Current	
Vicini Realty - Michael Columbo, Jr.			
	3.99%	Pmt: \$739.19	
Original Loan:		\$100,000.00	November-14
Current Balance:		\$35,183.14	June 30, 2025
Status:		Current	

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 June 20, 2025
- b. Approval of LB Financial Reports – June 30, 2025

2. Action Items

- a. Motion to enter into a Property Agreement with S&A Custom Homes, Inc. of 2121 Old Gatesburg Road, State College, PA 16803 for the acquisition of the parcel located at **919 Hill Street, Altoona, PA 16601** (Parcel # 01.11-23.-001.00-000) in consideration of One Hundred and Fifty Thousand (\$150,000.00) Dollars and further authorizing the Chairman to execute and take any/all actions necessary to effectuate same.

3. Management Report

- a. ARROW Report - DJ Rossman

4. Board Discussion Items and Announcements

5. Other Land Bank Business

VIII. ADJOURNMENT

IX. EXECUTIVE SESSION

**REDEVELOPMENT AUTHORITY OF ALTOONA LAND BANK
MINUTES
June 20, 2025**

I. CALL TO ORDER

The meeting of the Redevelopment Authority of Altoona Land Bank was called to order by Vice-Chair Thompson at 9:21 AM.

II. PUBLIC COMMENT

None.

III. ALTOONA CITY LAND BANK BUSINESS

1. Administration

- a. **Approval of Minutes** Vice-Chairman Thompson asked if there were any comments on the minutes. Motion was made by Mayor Pacifico to approve the minutes of the May 16, 2025 Redevelopment Authority of Altoona Land Bank meeting. Councilman Beatty seconded the motion. Motion passed unanimously.
- b. **Approval of Financial Report.** Mr. McCoy presented the financial report. Motion was made by Mayor Pacifico to approve the Financial Report for the Redevelopment Authority of Altoona Land Bank through the May 31, 2025. Motion was seconded by Councilman Beatty. Motion passed unanimously.

2. Action Items

- a. Motion was made by Mayor Pacifico 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. Motion was seconded by Councilman Beatty. Motion passed unanimously.

3. Management Report

- a. **ARROW Report** – Mr. Rossman of ARROW reported that the RA successfully exercised its priority bids on properties listed as part of the attached Option Agreement with the Blair County Tax Claim Bureau at the

judicial sale that was held on June 18, 2025. The deeds will be available after 30 days.

4. Board Discussion Items and Announcements

None

5. Other Land Bank Business

None

VII. ADJOURNMENT

Motion was made by Councilman Beatty to adjourn the meeting at 9:35 AM. Motion was seconded by Mayor Pacifico. Motion passed unanimously.

Approved by Ronald L. Beatty, Secretary/Treasurer

Land Bank Revenue & Expenditures
For the period starting June 1, 2025 and ending June 30, 2025

Balance 6/1/2025	Revenues June-25	Disbursements June-25	Current Bank Balance 6/30/2025	Committed Funds 6/30/2025	Adjusted Bank Balance 6/30/2025
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CDBG FUNDS

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

Old Land Bank Funds	3.73%	\$129,106.00	\$373.11	\$5,822.22	\$123,656.89	\$0.00	\$123,656.89	Bank Interest Earned	ARPA Money to Spend
ARPA	3.73%	\$991,419.03	\$2,887.04	\$0.00	\$994,306.07	\$66,100.00	\$928,206.07	\$52,801.98	\$855,404.09
Vacant Property (U)	3.73%	\$53,474.17	\$132.91	\$17,677.12	\$35,929.96	\$0.00	\$35,929.96		
Blighted Property (R)	3.70%	\$6,977.59	\$20.15	\$0.00	\$6,997.74	\$0.00	\$6,997.74		
Land Bank City Contingency (U)	3.73%	\$8,489.50	\$23.45	\$1,587.75	\$6,925.20	\$0.00	\$6,925.20		
CASH TOTAL		\$1,180,976.79	\$3,413.21	\$23,499.34	\$1,160,890.66	\$66,100.00	\$1,101,715.86		

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ALTOONA LAND BANK
Disbursements June 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>					
6/19/2025	1023	10	Arrow Land Solutions	\$ 1,890.82	May 2025 Contract
6/19/2025	1023	May Hourly	Arrow Land Solutions	\$ 1,757.40	Additional property research May 2025
6/19/2025	1024	C64415	Clyde E Yon & Associates	\$ 2,000.00	Cricket Knoll Appraisal
6/19/2025	1025	10320	Fanelli Legal	\$ 174.00	Cricket Knoll Correspondences
<u>ARPA</u>				\$ 5,822.22	
No Activity				\$ -	
<u>VACANT PROPERTY</u>					
6/19/2025	1076		Blair County Tax Claim Bureau	\$ 15,937.12	Tax Sale Purchases
6/19/2025	1077		Becker's Lawncare	\$ 1,740.00	Lawn Mowing April 2025
<u>BLIGHTED PROPERTY</u>				\$ 17,677.12	
No Activity				\$ -	
<u>LAND BANK CITY CONTINGENCY</u>					
6/19/2025	1013	10323	Fanelli Legal	\$ 587.25	Solicitorship May 2025
6/19/2025	1013	10322	Fanelli Legal	\$ 957.00	Quiet Title Action 2025
6/19/2025	1013	10319	Fanelli Legal	\$ 43.50	Correspondences - Beech Ave. Development
TOTAL				\$ 25,087.09	
				\$ 1,587.75	

Treasurer Signature: _____

2025 ALTOONA LAND BANK BUDGET

As of June 30, 2025

CASH ACCOUNTS

	2024 BUDGET	BALANCE
Land Bank - OLD RA Funds	\$142,588.35	\$123,531.63
ARPA Funds	\$959,852.26	\$953,852.26
Vacant Property (U)	\$18,392.89	-\$1,007.98
Blighted Property Program (R)	\$6,591.96	\$6,591.96
City Contingency Funds	\$15,117.40	\$6,969.90
Total Budget:	\$1,142,542.86	\$1,089,937.77

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD Income
\$ 1,757.75	\$ 1,972.29	\$ 2,594.53	\$ 3,331.13	\$ 3,578.80	\$ 5,822.22							\$19,056.72	\$2,457.32
\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -							\$ 6,000.00	\$17,934.59
\$ -	\$ 1,087.75	\$ -	\$ -	\$ 636.00	\$ 17,677.12							\$19,400.87	\$25,795.56
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$139.72	\$139.72
\$ 377.00	\$ 1,072.50	\$ 2,779.00	\$ 984.75	\$ 1,346.50	\$ 1,587.75							\$ 8,147.50	\$210.02
\$2,134.75	\$4,132.54	\$11,373.53	\$4,315.88	\$5,561.30	\$25,087.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$52,605.09	\$46,537.21

EXPENSES

	2024 BUDGET	BALANCE
Incentive Funds	\$103,000.00	\$103,000.00
Insurance - Improved Properties/Structures	\$1,000.00	\$1,000.00
Audit Fee	\$4,000.00	\$4,000.00
Branton Strategies LLC	\$6,000.00	\$5,475.00
Legal - Board	\$6,000.00	\$3,912.00
Legal - Real Estate (Title Clearing, Service, Deed Prep, Filing)	\$5,117.40	-\$1,029.85
Marketing / Advertising	\$5,000.00	\$3,768.77
Utilities	\$2,588.35	\$2,090.01
Mowing and Maintenance	\$18,392.89	\$16,016.89
Acquisition of Property (lien pmt, tax sale, agreed price)	\$5,000.00	-\$11,937.12
Due Diligence on Potential Properties (Title Search, etc)	\$20,000.00	\$3,197.85
Construction - (Site Prep)	\$959,852.26	\$953,852.26
Blighted Property Rehab	\$6,591.96	\$6,591.96
Total Expenses:	\$991,444.22	\$951,704.95

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
\$ -	\$ -	\$ -	\$ -	\$ 525.00	\$ -							\$ 525.00
\$ 377.00	\$ 377.00	\$ 246.50	\$ 297.25	\$ 203.00	\$ 587.25							\$ 2,088.00
\$ -	\$ 783.25	\$ 2,532.50	\$ 687.50	\$ 1,143.50	\$ 1,000.50							\$ 6,147.25
\$ 372.90	\$ 480.81	\$ 377.52	\$ -	\$ -	\$ -							\$ 1,231.23
\$ -	\$ -	\$ 58.00	\$ -	\$ 440.34	\$ -							\$ 498.34
\$ -	\$ 1,000.00	\$ -	\$ -	\$ 636.00	\$ 1,740.00							\$ 2,376.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,937.12							\$16,937.12
\$ 1,384.85	\$1,491.48	\$ 2,159.01	\$3,331.13	\$2,613.46	\$ 5,822.22							\$16,802.15
\$ -	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -							\$ 6,000.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
\$2,134.75	\$4,132.54	\$11,373.53	\$4,315.88	\$5,561.30	\$25,087.09	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$52,605.09



REDEVELOPMENT AUTHORITY IMPROVEMENT LOAN PROGRAM



Guidelines and Application Process

PROGRAM INTRODUCTION

The Altoona Redevelopment Authority Improvement Loan Program is designed to stimulate investment in commercial buildings within the defined program area, with a main focus on the Central Business District. To encourage economic vitality of storefront businesses, the Redevelopment Authority will provide loan funding to underwrite costs of improving and enhancing building facades up to \$50,000 that meet the program eligibility criteria. The Improvement Program hopes to accomplish the following goals:

1. Visually improve storefronts and streetscapes;
2. Enhance prominent retail and commercial buildings in the downtown area; and
3. Rehabilitate or replace historic building features.

PROGRAM ELIGIBILITY

Applicants must meet the following eligibility criteria:

1. Any for-profit developers, individuals or non-profit organizations
2. Project must be located within the defined program area, running from parts of 18th Street to 4th Street and parts of 10th Avenue to 16th Avenue. A detailed map outlining the eligible area is attached to these guidelines.
3. Eligible project costs to exterior commercial building facades include the following:
 - Doors
 - Windows
 - Brick / Siding / Soffit & Fascia
 - Roof
 - Painting
 - Lighting
 - Signage
 - Other exterior improvements to a building façade as appropriate
4. Commercial buildings shall include non-owner-occupied, multi-unit residential properties. No residential duplexes or single-family homes are eligible for funding.
5. A single developer or business is eligible for one (1) loan award under the Improvement Program within a 12-month period.

FUNDING AND AMOUNTS

1. The maximum loan amount is \$50,000.
2. The minimum loan amount is \$10,000.
3. No private match is required. The program may fund up to 100% of the eligible costs, subject to the maximums.

4. Costs incurred prior to receiving Redevelopment Authority approval are ineligible for consideration.
5. A non-prejudicial approval may be requested prior to receiving Redevelopment Authority approval. This approval allows the developer to begin the project and include eligible costs for reimbursement, but proceed at their own risk subject to formal loan approval by the Redevelopment Authority.

Funding is limited and all loans are based on funding availability.

LOAN TERMS AND RATES

Interest Rate:	1.00%
Loan Terms:	Loan term will not exceed 15 years
Collateral:	The Redevelopment Authority will secure the loan with the highest available mortgage lien position on the property, subject to meeting underwriting standards. Additional collateral may be required. Any 20% or more owner in the project may be required to provide a personal guarantee on the financing.

APPLICATION, REVIEW & FUNDING PROCESS

The Redevelopment Authority has contracted with the Altoona-Blair County Development Corporation to administer the application process on its behalf.

The steps in the application process are as follows:

1. Applicant will complete the application and submit to ABCD Corp for review. Included in the application will be:
 - Applicant and site information;
 - Applicant financial information as described in the application;
 - Project information and scope of work details;
 - Vendor/Contractor estimates;
 - Copy of applicant's business license (if applicable);
 - Form W-9;
 - If the applicant is a tenant but does not own the building, the application must also include the property owner's signature;
2. Applications can be sent directly to ABCD Corp staff, per the contact information included in these guidelines.
3. ABCD Corp staff will review the application and compile information to confirm the eligibility of applicants.
4. ABCD Corp staff will present application to the Redevelopment Authority board to ensure the project meets the goals and objectives of the program and the Authority.

5. Upon the Redevelopment Authority's concurrence, ABCD Corp staff will prepare credit analysis and underwriting and present to the ABCD Corp loan review committee for approval.
6. If approved, ABCD Corp staff will notify the Redevelopment Authority and issue a commitment letter to the borrower.
7. When the project is complete, ABCD Corp staff will coordinate a legal loan closing with the borrower and the Redevelopment Authority to fund the loan.
8. Borrower may make up to two draws on the loan.
9. Funds must be spent up-front to be reimbursed. This ensures that the project is completed as indicated prior to disbursing RA funds. A borrower may secure short-term financing from a bank to "bridge" the RA loan, or fund costs by other means.
10. Proof of work such as invoices, purchase orders, etc. along with copies of checks must be supplied to draw down loan funding.
11. The borrower must draw the entire loan amount within six (6) months of the approval letter. The awardee is responsible for contacting ABCD Corp staff to request an extension if necessary (an extension is not guaranteed).

FEES

The Altoona Blair County Development Corporation will charge an administration fee, paid by the applicant, only if the application is approved. This fee will help underwrite the cost of administering the program. The fee is equal to 1% of the loan amount.

Additional legal fees, paid directly to the closing attorney, may apply to prepare loan documents, file mortgages and any other costs as applicable.

CONTACT INFO

Interested applicants may contact ABCD Corporation to discuss their projects at the following:

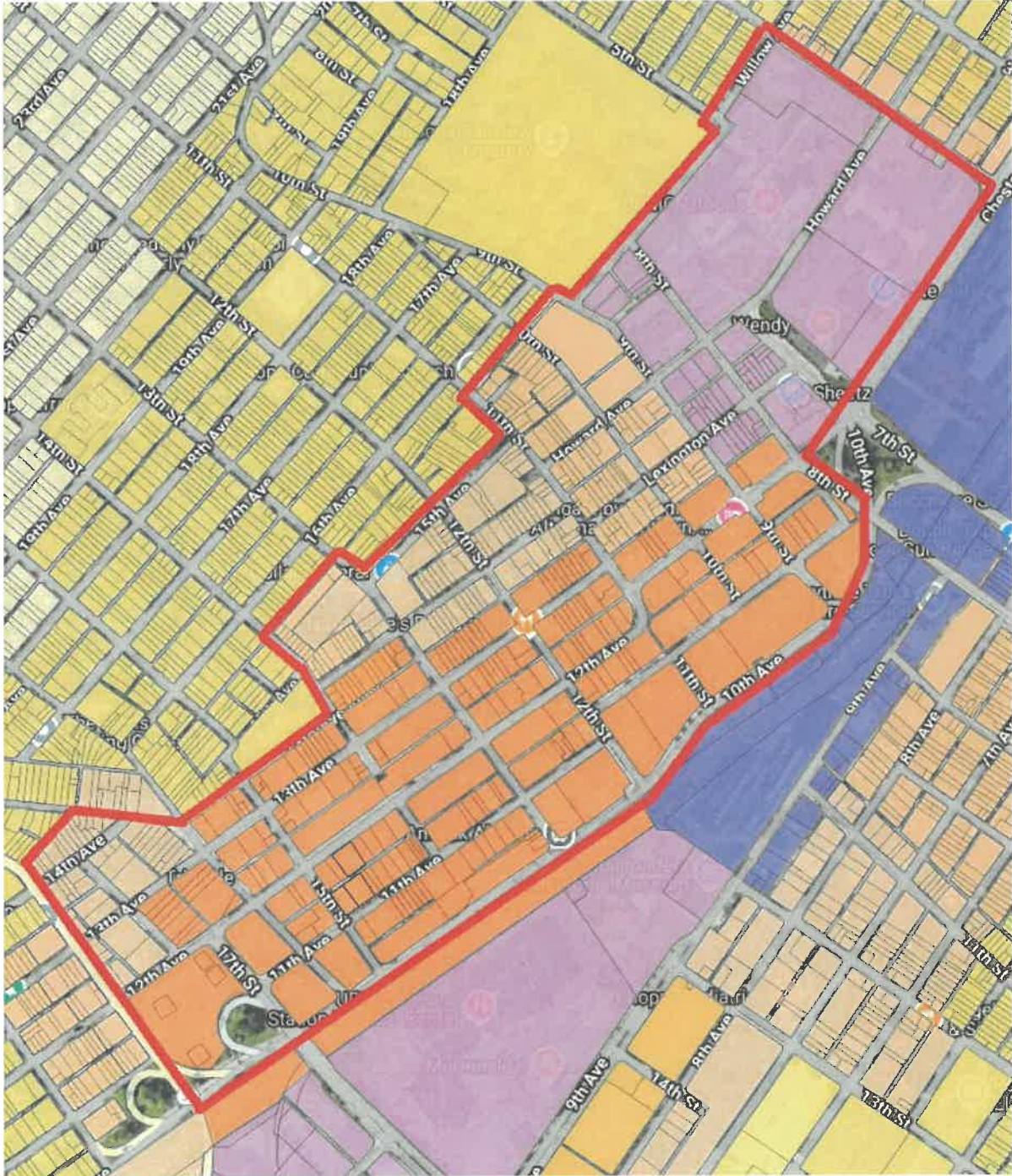
Tom Seasoltz
Marcus Edwards
Renae Lynn

toms@abcdcorp.org
marcuse@abcdcorp.org
renael@abcdcorp.org

Or by phone at (814) 944-6113.

PROGRAM MAP

Projects must fall within the designated boundaries identified in the map below:



PROPERTY AGREEMENT

AND NOW, this 3rd day of July 2025, this Agreement is made between S & A HOMES, INC., a Pennsylvania corporation, of State College, Pennsylvania, (hereinafter "Seller"),

A N D

The REDEVELOPMENT AUTHORITY OF ALTOONA, a Pennsylvania redevelopment authority, located in Altoona, Pennsylvania (hereinafter "Buyer").

IN CONSIDERATION of the mutual covenants and promises herein contained and the consideration set forth, the parties do hereby agree as follows:

1. Seller hereby agrees to sell and Buyer hereby agrees to buy the premises located in Altoona, PA, and identified as Blair County Tax Map Number 01.11-23..-001.00-000.
2. Buyer shall pay to Seller, in consideration for this sale, the sum of One hundred Fifty thousand dollars (\$150,000.00), to be paid in cash, certified check, or lawyers trust account check, at the time of closing.
3. Seller shall be responsible for the cost of the deed preparation. Buyer shall be responsible for any title search, recording fees, costs associated with financing, and tax certifications it chooses to acquire.
4. The settlement and closing shall take place on or before August 31, 2025, unless such deadline is extended by mutual agreement of the parties.
5. Seller shall give to Buyer a Special Warranty Deed conveying clear and marketable title as may be insured by a title insurance company, free and clear of any judgments, liens or encumbrances excepting therefrom any exceptions, reservations or restrictions which may appear of record or otherwise are described herein. If the title search by Buyer reveals any title defects or liens or other encumbrances, then at Buyer's option the Buyer may accept the deed and assume such liens or other encumbrances. If Buyer so determines, in its sole discretion, it may declare this Agreement void in the event the title search reveals any liens, debts, judgments, or other encumbrances the Buyer is unwilling to assume.
6. Risk of loss of the premises shall remain with the Seller until the date of closing, at which time the risk shall pass to the Buyer.
7. All recurrent year eal estate taxes assessed upon the premises shall be pro-rated to

the date of closing upon a fiscal/calendar year basis.

8. All realty transfer taxes as may be assessed in connection with the sale of this property shall be split equally between Buyer and Seller.

9. This Agreement contains the whole agreement between the Seller and Buyer and there are no other terms, obligations, covenants, or representations, statements or conditions, oral or otherwise, of any kind whatsoever.

10. This Agreement may be assigned or transferred by the Buyer without the written consent of the Seller first being obtained.

IN WITNESS WHEREOF, the parties have hereunto affixed their hands and seals the day and year first above written.

SELLER



By: 
CFO

BUYER

By: _____