

Redevelopment Authority of Easton

Meeting Agenda

Wednesday, February 19th 2025 @ 5:30 p.m.
3rd Floor Conference Room/Webex
123 South Third Street Easton, PA 18042

Type of Meeting: RDA BOD Meeting

Invitees: Ms. Lauritzen; Mr. Pesaresi; Ms. Vulcano; Mr. Houston; Ms. Lozada; Legal Counsel Will Oettinger

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL of MINUTES: January 15, 2025
- IV. APPROVAL of BILLS: January, 2025
- V. PUBLIC COMMENT
- VI. MONTHLY MEETING: February 19, 2025

A. Open Issues

- 1. Projects Report

B. New Business

- 1. Expand Hours for Grant & Fiscal Tech Resolution
- 2. Federal Funding for RDA Operations
- 3. RDA Budget
- 4. Kaplan Loan
- 5. Landlord Training Presentation

C. Old Business

D. Staff Report

E. Other Business

- VII. ADJOURNMENT
- VIII. EXECUTIVE SESSION

REDEVELOPMENT AUTHORITY of EASTON, PA

Board of Directors Meeting Minutes

For the **Wednesday, January 15th, 2025** regularly scheduled monthly meeting
Held in 3rd floor Conference Room of City Hall at 123 South 3rd Street, Easton, PA as well as via Webex

CALL TO ORDER Meeting was called to order at 5:31 p.m. by Ms. Anne Lauritzen

ROLL CALL Members present: Anne Lauritzen, Reno Pesaresi, Sandra Vulcano, William Houston and Melissa Lozada.

Solicitor William Oettinger attended.

Members Absent: None

Staff present: John Kingsley, Mike Brett, Sara Eddings, Kelley Joseph and Tarea Roach-Pritchett

Public Attendees: Danny Cohen, Jared Mast

APPROVAL OF MINUTES: November 20, 2024

Motion to approve minutes of November 20th, 2024 meeting made by R. Pesaresi, seconded by S. Vulcano; all approved.

APPROVAL OF BILLS

Motion to approve November & December 2024 bills made by M. Lozada, seconded by S. Vulcano; all approved.

PUBLIC COMMENT: Danny Cohen thanked everyone for the dinner. Jared Mast made a comment that PA DCED may need to be contacted regarding the GEDP/Vagabond Loan Administration Agreement Terms

MONTHLY MEETING: January 15, 2025

A. Open Issues

1. *Projects Report:* M. Brett updated on the following properties: 138 Bushkill Street – Marketing will begin next week pending status. Safe Harbor has a lot of contacts for those looking to lease. Sandy asked if we determine the rental cost. M. Brett said, “Yes, determined using HUD and will be at threshold. He will follow up with Haley Weber and the landlord report. Church Project – A good article was published by the Morning Call. The outside is taking shape and dry walling in the interior will begin in two weeks. Coal Street – Outside is “buttoned up” and will begin on the interior once there is warmer weather. 140 Bushkill – Kelley Joseph is creating specs for the building. Reconstruction will begin soon. The rest of the properties are in various stages and planning. M. Lozada asked if anyone is set up for Ferry Street. M. Brett is working with Safe Harbor and their transitional housing program. S. Vulcano asked if these will be for families. M. Brett stated that we are limited to three people, mostly singles and couples.
2. *Amended Employment Terms RDA Program Specialist:* M. Brett stated that H. Weber, the part-time specialist, needs a little carryover to tie up loose ends. Final edits need to be made before she presents to the City Council. M. Lozada asked if she will be able to complete. M. Brett said that she needs to complete modules. A motion was made to extend employment to March 31, 2025 by M. Lozada, seconded by R. Pesaresi and approved by all.

EXECUTIVE SESSION

No executive session was held.

B. New Business

1. *Electronic Funds Transfer Utility Bills:* S. Eddings stated that utilities for rental properties have dramatically increased and it is difficult to get all paid on a timely basis utilizing checks. She checked with our accountant and no resolution is needed in order to pay by electronic funds transfer. She will still have people on the Board approve payments.
2. *HOME Easton MOU:* M. Brett said that a small board meeting was held yesterday to discuss the MOU. He recommends that timesheets for himself and T. Roach-Pritchett be done as they are currently. An amount of \$22,00 has been allocated. Within the next six months, he is not sure we’ll get a full MOU

stating responsibilities. M. Lozada can see allocated time. She does not see that much time being taken

3. *Real Estate Disposition Discussion:* M. Brett reported on the following: 360 Wilkes Barre – Blighted and condemned last fall. Plans to renovate. 748 Washington Street is really blighted and is in worse shape than 360 Wilkes Barre. Needs to take priority with funds shifted to it. Recommends turning over to HOME Easton as it's first project. Makes sense to start with a brick and mortar. He will find out what the HOME Easton Board wants to do and then respond. S. Vulcano prefers owner occupied. There is an abundance of rentals at this time. M. Brett said the 300 block is mostly owner occupied. Asked if there is a preference between owner occupied or deconversion. A. Lauritzen prefers deconversion. Coal Street properties – After the ground-breaking ceremony last fall, there were three interested and given applications with basic information. Two responded, one in a five-person household and one in a two-person household. Both are first time buyers. M. Brett asked how much information about each family should be revealed. W. Oettinger said that only business information such as credit history should be divulged. M. Brett said that each applicant must get their own funding with 20 years affordability. The properties were appraised at \$312,000 each with approval up to \$250,000. A note will be issued for the difference for a period of the affordability. M. Lozada asked for the cost to build. M. Brett said under \$225,000. Porter School lot – J. Kingsley stated this will be the first "ground up" development. RDA will do preliminary work. City is ready to transact the property and would go on the agenda as soon as next Wednesday and then will be ready for the next step. Only introducing the ordinance to be read at next meeting and voted on the meeting after. The address of the property is 101 Klienmans. S. Vulcano said her biggest concern will be for five houses and the difficulty of parking. M. Brett stated that four units fit very comfortably. More than four creates new issues. J. Kingsley asked if the Board had any issues with a response of no objections, no concerns, no questions.

C. Old Business: Consideration of Revision of GDP/Vagabond Loan Administration Agreement Terms: A. Lauritzen asked if everyone saw the response from Theresa Hogan and what were their thoughts. Asked what is the actual cost to manage the loan. S. Eddings said RDA was down to one loan and is probably half and half between herself and T. Roach-Pritchett. W. Oettinger said that it comes down to about 3 hours per month. J. Kingsley suggested reassigning the loan to GDP as a solution. J. Mast said that it may need to be approved by PA DCEd, but J. Kingsley said that was probably not needed. A. Lauritzen stated that the Board is not deeply involved, don't know if 5% is adequate and would rely on RDA's recommendation. M. Brett prefers to reassign to GDP. W. Oettinger suggested going to Theresa Hogan to suggest reassignment, but will need actual hourly rates before discussion.

D. Staff Report: M. Brett is applying for home program funding. Most likely with partner with HOME Easton. S. Eddings stated she put the staff report back in the agenda because it's required by the by-laws. **E. Other Business:** J. Kingsley will take the dog run suggestion to the next City Council meeting. The City has applied for a grant to construct the dog run. A resolution will be introduced to dedicate this to Danny Cohen. The date of the meeting is February 12th and all were asked to attend in support.

ADJOURNMENT: Adjournment at 6:15 PM was made by A. Lauritzen, seconded by S. Vulcano.

ATTEST:

BY:

DATE:

Melissa Lozada, Secretary/Treasurer

Anne Lauritzen, Chair

Expense Payment List

As of January 31, 2025

	Date	Num	Memo	Class	Amount
Berkheimer Tax Administrator - HAB MISC	01/07/2025	2047	2024-2025 Real Estate Taxes (School)	CDBG	-2,189.97
Total Berkheimer Tax Administrator - HAB MISC					-2,189.97
Campbell, Rappold & Yurasits	01/15/2025	2501	2023 Audit	General	-7,500.00
	01/15/2025	2050	2023 Audit	CDBG	-9,500.00
Total Campbell, Rappold & Yurasits					-17,000.00
Coronado Brothers	01/15/2025	2499	1096 Glendon Ave Facade	General	-1,650.00
	01/15/2025	2500	1096 Glendon Ave Facade	General	-500.00
Total Coronado Brothers					-2,150.00
Easton Suburban Water Authority	01/09/2025	1174	Application for New Construction 824 Ferry St	HOME	-20,100.00
	01/16/2025	EFT11625	1/25 Water	CDBG	-48.00
Total Easton Suburban Water Authority					-20,148.00
Grim, Biehn & Thatcher	01/30/2025	2505	Legal Fees	General	-171.00
	01/30/2025	2053	Legal Fees	CDBG	-494.00
Total Grim, Biehn & Thatcher					-665.00
High Point Select Services	01/30/2025	2506	Labor & Materials	General	-1,005.00
	01/30/2025	2510	138 Bushkill Renovations Unit 2 & 3	General	-35,573.20
	01/30/2025	2054	Labor & Materials	CDBG	-29.00
Total High Point Select Services					-36,607.20
Kressler, Wolff & Miller, Inc.	01/30/2025	2507	Change Endorsement Add 140 Bushkill St	General	-2,733.62
Total Kressler, Wolff & Miller, Inc.					-2,733.62
Lawn & Landscape Gods	01/07/2025	2048	Mowing, Shoveling RDA Owned Properties	CDBG	-660.00
	01/07/2025	2497	Mowing, Shoveling RDA Owned Properties	General	-240.00
	01/15/2025	2502	Mowing, Shoveling RDA Owned Properties	General	-240.00
	01/15/2025	2504	Mowing, Shoveling RDA Owned Properties	General	-240.00
	01/15/2025	2051	Mowing, Shoveling RDA Owned Properties	CDBG	-660.00
	01/15/2025	2052	Mowing, Shoveling RDA Owned Properties	CDBG	-660.00
	01/30/2025	2508	Mowing, Shoveling RDA Owned Properties	General	-240.00
	01/30/2025	2055	Mowing, Shoveling RDA Owned Properties	General	-660.00
Total Lawn & Landscape Gods					-3,600.00
Matrix Trust Company	01/13/2025	79	457 Plan Employer Portion Disbursement Pay Period End 1/3/25	Payroll	-392.88
	01/23/2025	80	457 Plan Employer Portion Disbursement - Pay Period End 1/17/25	Payroll	-405.02
Total Matrix Trust Company					-797.90
Met Ed	01/16/2025	EFT_11625	Utility Electric 1/25	CDBG	-59.11
	01/30/2025	EFT7608702	Utility Electric 1/25	CDBG	-21.72
Total Met Ed					-80.83
NJ Advance Media	01/30/2025	2509	Public Notice HOME Application	General	-857.08
	01/30/2025	2056	Legal Ad - RFP 748 Washington	CDBG	-294.03
Total NJ Advance Media					-1,151.11
Northampton County Real Estate Taxes	01/30/2025	2057	NorCo Real Estate Taxes	CDBG	-532.38
Total Northampton County Real Estate Taxes					-532.38
PAHRA	01/30/2025	2058	PAHRA Membership Dues 2025	CDBG	-400.00
Total PAHRA					-400.00

Redevelopment Authority of Easton
Expense Payment List
As of January 31, 2025

PSAB U/C Plan				
Date	Num	Memo	Class	Amount
01/09/2025	2049	PSAB UC Plan Qtr 4 2024	COBG	-202.64
01/09/2025	2498	PSAB UC Plan Qtr 4 2024	General	-419.06
Total PSAB U/C Plan				-621.70
Shamisky Electric				
01/15/2025	2503	140 Bushkill St Electrical Work	General	-992.14
Total Shamisky Electric				-992.14
UGI Utilities, Inc				
01/17/2025	EFT 11725	140 Bushkill St. Utility Gas 1/25	General	-684.56
01/17/2025	EFT 011725	138 Bushkill St. Utility Gas 1/25	General	-325.54
Total UGI Utilities, Inc				-1,010.10
WSL Incorporated				
01/03/2025	1173	322 Coal St Completion of Rough-Ins	HOME	-199,841.75
Total WSL Incorporated				-199,841.75
TOTAL				-290,521.70

RESOLUTION 2025-01

February 19, 2025

**RESOLUTION OF THE REDEVELOPMENT AUTHORITY OF EASTON, PENNSYLVANIA TO
RESTRUCTURE BY EXPANDING STAFF POSITION**

WHEREAS, the Redevelopment Authority of Easton, Pennsylvania has determined a need to expand the Fiscal Technician position to 25 hours per week.

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AUTHORITY OF EASTON, PENNSYLVANIA that the Authority hereby approves the restructuring detailed below:

The Fiscal Technician will process Environmental Reviews, compiling and releasing Subrecipient Agreements for 2023, upload 2025 CDBG applications to Neighborly and monitor CDBG Subrecipients beginning in March.

FURTHER BE IT RESOLVED that this position is dependent upon administrative funding being made available through the grants administered by the Authority, including, but not limited to, the CDBG, HOME, ARPA & BEN Programs, for failure of which one or more positions shall be terminated in the sole discretion of the Authority Board unless and until funding is restored.

Be it further resolved this resolution takes effect on February 3, 2025.

ATTEST:

BY:

Chair

Secretary

DATE: _____

SEAL:

IOIAL

\$27035.33 is remainder from EAC window project; remainder may be phantom funds

2025 ADMINISTRATIVE BUDGET (ALL FUNDING STREAMS)

TOTALS	927.00	1,060.00	2,485.00	14,441.00	2,313.00	258.00	-532.00	215,626.00	14,843.00	6,738.00	13,363.00	7,021.00	793.00	2,324.00	35,319.00	2,280.00	577.00	3,927.00	477.00
---------------	---------------	-----------------	-----------------	------------------	-----------------	---------------	----------------	-------------------	------------------	-----------------	------------------	-----------------	---------------	-----------------	------------------	-----------------	---------------	-----------------	---------------

PAYROLL SUMMARY 2024						
	MIKE BRETT	SARA EDDINGS	KELLEY JOSEPH	TAREA ROACH-PRITCHETT	HALEY WEBER	
CDBG-100-Admin	\$ 21,913.13	\$ 33,792.74	\$ 4,140.00	\$ 6,448.00	\$ 112.50	
CDBG-100-Personal	\$ 1,232.25	\$ 750.75	\$ 450.00	\$ -	\$ -	
CDBG-100-Holiday	\$ 3,255.00	\$ 2,752.75	\$ 2,310.00	\$ -	\$ -	
CDBF-100-Sick	\$ 1,488.00	\$ 3,020.88	\$ 1,650.00	\$ -	\$ -	
CDBG-100-Vacation	\$ 3,929.25	\$ 3,047.69	\$ 1,605.00	\$ -	\$ -	
CDBG-110-Disposition	\$ 2,394.75	\$ 8,258.29	\$ 1,740.00	\$ 1,066.00	\$ -	
CDBG-112-Blight	\$ 2,987.63	\$ 1,912.65	\$ 570.00	\$ 754.00	\$ -	
CDBG-115-Acquisition	\$ 2,092.50	\$ 1,787.55	\$ 1,080.00	\$ 1,040.00	\$ -	
CDBG-130-Rehab	\$ 6,905.25	\$ 1,805.42	\$ 1,875.00	\$ 1,007.50	\$ -	
HOME-105-Admin	\$ 6,324.00	\$ -	\$ 697.50	\$ -	\$ 150.00	
HOME-107-ARP	\$ 2,464.50	\$ -	\$ 360.00	\$ -	\$ -	
ARRA HDC	\$ 9,393.00	\$ 3,968.28	\$ 375.00	\$ 1,963.00	\$ 5,400.00	
ARRA-AF HSG	\$ 10,811.25	\$ 35.75	\$ 4,747.50	\$ -	\$ 400.00	
ARRA FAÇADE	\$ 7,347.00	\$ 3,467.79	\$ 30,045.00	\$ 1,475.50	\$ -	
BEN LEAD	\$ 1,813.50	\$ -	\$ 1,710.00	\$ -	\$ -	
General-160 Admin	\$ 279.00	\$ 464.76	\$ 1,245.00	\$ 494.00	\$ -	
Health Insurance	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -	\$ -	
457 Plan-Employer	\$ 4,231.50	\$ 3,253.25	\$ 2,730.00	\$ -	\$ -	
TOTALS	\$ 90,811.51	\$ 70,268.55	\$ 59,280.00	\$ 14,248.00	\$ 6,062.50	

GRAND TOTAL
\$ 240,670.56