



CITY OF ALLENTOWN

No 30982

RESOLUTION

R219- 2024

Introduced by the Administration on December 18, 2024

HISTORICAL ARCHITECTURAL REVIEW BOARD

Patty Scheirer (Real Estate Broker)

Term Expiration: 12/18/2027

Resolved by the Council of the City of Allentown, That

City Council does hereby give advice and consent to the following appointment to the Historical Architectural Review Board (HARB) submitted to this Council by Mayor Matt Tuerk.

HISTORICAL ARCHITECTURAL REVIEW BOARD

Patty Scheirer (Real Estate Broker)

Term Expiration: 12/18/2027

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Santo Napoli	X	
Natalie Santos	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30982 was adopted by the City Council of Allentown on the 18th day of December, 2024, and is on file in the City Clerk's Office.



 City Clerk

(This form is fillable with any smart device.)

REQUEST FOR APPOINTMENT

DATE 09/16/2024

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: HARB

NAME: Patty Scheirer

ADDRESS: 5854 Musket Road. New Tripoli. PA 18066

BUSINESS

ADDRESS: 4124 W Tilghman St. Allentown. PA 18104

TELEPHONE NO. (RESIDENCE) n/a **BUSINESS** 610-730-6222

EMAIL: pattvscheirer@gmail.com

PRESENTLY EMPLOYED

BY: Weichert Realtors

JOB

TITLE: Realtor. Assistant Manager. Mentor

EMPLOYMENT

(Prior): Wells Fargo

EDUCATION:

HIGH SCHOOL GRADUATE:

☒

YES

NO

COLLEGE OR UNIVERSITY GRADUATE

☐

YES

☒

NO

DEGREE/FIELD OF STUDY

Public Relations/Communications

CURRENT MEMBERSHIP IN ORGANIZATIONS AND

OFFICES: National Association of Realtors, Pennsylvania Association of Realtors

Greater Lehigh Valley Association of Realtors.

(see resume for other current groups/committees I serve)

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: Neighborhood Housing Services (multiple positions), Community &

Diversity Committee (GLVR)

DO YOU LIVE IN THE CITY OF ALLENTOWN: _____ YES ✓ _____ NO

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

I do not have a current allentown residence however I lived in the OAPA district for about 14 years. I currently work in and around Allentown, PA on a daily basis.

ARE YOU A REGISTERED VOTER: ✓ YES NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

Having been on the resident side of the transaction in the past I feel my real estate side could help ease the misconceptions that seem to be a barrier for many historic residents.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: _____ YES _____ ☒ NO

**IF YES,
EXPLAIN:**

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST APPOINTED _____.

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Patricia Scheirer

Signature

09/16/2024

Date

Please forward this request for appointment, along with a resume to:

**Historic Preservation Officer
Planning & Zoning Bureau
Allentown City Hall
435 Hamilton Street
Allentown, PA 18101**

Patricia Scheirer

Feel free to call me "Patty"

5854 Musket Road
New Tripoli, PA 18066
610-730-6222
pattyscheirer@gmail.com

EXPERIENCE

03/15/2021 - Present Weichert Realtors - Allentown/Bethlehem

Assistant Manager/Mentor/BDC/Competing Realtor®

- Onboarding of new associates (both experienced and new hires)
- Ongoing training of current trends, laws, contracts, approaches, etc
- Running trainings and focus groups on a weekly basis with rotating topics pertinent to real estate sales
- Reporting and Goal Maintenance
- Assist Managing Broker on day-to-day needs for two offices (Lehigh Valley)

04/2014 – Present Weichert Realtors - Allentown/Bethlehem

Realtor® - ABR

- Buyer/Seller/Dual Agent
- Assistant Manager to the Broker
- Mentor and Development Coach for new associates
- Prospecting on a regular basis in communities and areas of expertise
- Ethically guiding and advising buyers/sellers in R/E transactions
- Continuing knowledge of ever-changing rules & regs, contracts
- Specialized in Downtown Allentown area and 1st Time Buyers
- Providing consulting, hand holding, referral, & helping navigate process

SKILLS

Customer Service
Market Analysis
Time Management
Work with Profit & Non-Profit Clients
Networking
Account Maintenance
Knowledge Translation
Follow Up
CRM Maintenance
Social Media Marketing
Client Retention
Document Preparation
Scheduling
Resource Training
Transaction Management
Critical Thinking/Information Processing
Due Diligence Processing
Expert/Babysitter/Therapist/Confidante/Chief Of Staff

AWARDS/Certifications

ABR® Designation
Executive Club Level
Directors Club Level
Million Dollar Club Level
Rookie of the Year Winner

09/2008-07/2013 Wells Fargo

Allentown, PA

Store/Branch Manager

- Leading a sales team to meet daily/weekly/monthly/annual goals
- Assisting in day-to-day HR needs/scheduling
- Hiring and training new employees on a continuous basis
- Responsible for large amounts of physical cash, personal information, account information
- Ethically adhering to daily interactions and industry demands
- Updating and maintaining security procedures & confidential information
- Building market share based on location

Misc.

2020- present: Member of the Grievance Committee with GLVR (Ethics board process)

2018-2019 Advisory board member for Neighborhood Housing Services (NHSLV)

2018-2019 Member of Upside Allentown housing subcommittee (City of Allentown)

2019 Member of GLVR Diversity Committee

2019 2015-2018 Member of the active board for Neighborhood Housing Services (NHSLV)

06/1999-09/2008 King George Inn

Allentown, PA

General Manager

- Bookkeeping/Accounting of daily ledgers
- Maintaining customer satisfaction with FOH activities
- Responsible for vast amounts of valuable inventory
- Scheduling/Inventory/HR practices/Training new Employees
- Cultivating/Scheduling/Planning/Executing different parties & events
- Providing excellent service while maintaining daily contact with owner
- Bartender, Service, Hostess, Historic Tour Guide

As needed: speaker/presenter at First Time Homebuyer Seminars (CACLV/NHS)

