



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Meeting Agenda - Final

### City Council

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Wednesday, March 6, 2024

6:30 PM

Council Chambers

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#### Invocation:

#### Pledge to the Flag

#### Roll Call

#### Courtesy of the Floor

#### Courtesy and Privilege of the Floor Rules

*Please observe the Rules of Council when addressing the body. A full copy of Council Rules can be found on the city website at the bottom of the council agenda. The city website also includes all the meetings and material for the agenda; videos of previous meetings and livestreams the council meetings in real time.*

*If you would like to speak this evening, we are asking that you fill out a card – they are on the back table - and provide them to the clerk before speaking. Include your address.*

*Please address the Council President. You are given privilege of the floor to provide public comment, it is not a question-and-answer session. If you are speaking on behalf of yourself, you have three minutes and if you are speaking on behalf of a group that has several members present, you will be given five minutes.*

*Courtesy of the Floor is meant to provide public comment on items that are not on the agenda; Council will take all comments under advisement and have the appropriate officials get back to you if necessary. If you have materials for Council, please distribute the material to the Clerk. Council has a full agenda ahead of us with business that needs to be taken care of.*

*Public comment during consideration of ordinances, resolutions and motions is limited by topic – your comments must be relevant. Public comments are taken before council votes on items.*

*Council will not entertain personal insults or attacks, name calling or other behavior that is inconsistent with the purpose of conducting official business. Please address the Council President. Refrain from using offensive language, cursing, and making noises while other people are speaking. Act with decorum. Remove your hat and turn cell phones off.*

*Please be aware that comments and/or behavior in violation of these rules will result in a forfeiture of all remaining time and you will be asked to return to your seat.*

**Contract Approvals:** There are four contracts for approval – R25, the Clean Team was tabled pending getting more information on the contract. The general idea for approving contract pursuant to the legislation passed by council is you are approving a resolution acknowledging that proper procurement procedures were followed pursuant to the city code. Ask the Clerk to read the resolution. The Purchasing Agent, Sarrah McNeil, who is on TEAMS, will explain the proposal. After staff explains the process, ask for comments from the dais and the public before a vote.

#### R25

Authorization for Contract with Allentown Rescue Mission Clean Team, LLC for an estimated sum of \$349,127.38 to provide maintenance services for the City's Central Business District for year one with a possible 3% CPI increase yearly. This estimated sum includes costs for Special Events Assistance, snow clean up, and special cleanup project on an as needed basis. The estimated sum for the 5-year base contract is \$2,132,098.62. This was competitively bid through the RFP process.

**Sponsors:** Administration

**Attachments:** [R25 - Clean Team](#)

#### R32

Authorization for Contract with Landmarks SGA, LLC in the amount of \$49,781.00 to conduct architectural surveys of properties within the existing historic districts and update existing property inventories. The firm will also review the efficacy of the City's historic district ordinance and examine existing City policies, including the zoning code and building codes, to make recommendations for continued improvements to the historic preservation program. The scope of work will also include assisting City staff with the enforcement of the historic district ordinance and assisting City staff with public outreach and methods of increasing public awareness of the historic districts. The firm will identify opportunities to increase the historic preservation incentives and investment within the City, work with staff to develop grant proposals to support the City's historic preservation efforts and provide general assistance in implementing the City's Historic Preservation Plan.

On November 30, 2023, the City advertised a solicitation for a Historic Preservation firm to conduct architectural surveys of properties within the existing historic districts and update existing property inventories. The firm will also review the efficacy of the City's historic district ordinance and examine existing City policies, including the zoning code and building codes, to make recommendations for continued improvements to the historic preservation program. The scope of work will also include assisting City staff with the enforcement of the historic district ordinance and assisting City staff with public outreach and methods of increasing public awareness of the historic districts. The firm will identify opportunities to increase the historic preservation incentives and investment within the City, work with staff to develop grant proposals to support the City's historic preservation efforts and provide general assistance in implementing the City's Historic Preservation Plan. On January 25, 2024, the public opening was held for which the City received three (3) proposals, which were distributed to all committee members via Teams for

evaluations. The Technical evaluation was held on February 5, 2024, all committee members were present. The proposals were scored based on the following: IBE Preference (10 Points), Approach & Methodology (45 Points), and Ability & Capacity (45 Points). The cost proposals were opened on February 5, 2024, and distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The Cost evaluation was held on February 14, 2024, all committee members were present. The committee members discussed the cost proposals (10 Points). The committee made the decision not to move forward with oral interviews. The committee decided to award based on the firm's qualifications and overall score. The committee is recommending award to Landmarks SGA, LLC. The Contract term shall commence upon full execution and shall cease one (1) year thereafter.

Upon, written agreement, this contract may be extended for an additional two (2) one (1) year terms beyond the contract expiration period.

**Sponsors:** Administration

**Attachments:** [R32 - Landmark](#)

### R33

Authorization for Contract with CDR Maguire. Inc. in the amount of \$172,365.88 for the Construction Inspection for the Bogert's Bridge Rehabilitation, bid through the state as a result of a PennDOT TASA Grant. This contract is the product of a solicitation published and advertised by the State.

**Attachments:** [R33 - CDG Maguire](#)

### R34

Authorization for Contract price increase of 10% or more for an existing Contract over \$40,000.00, that was previously Bid and Awarded under City Policies, with James Duncan & Associates, Inc. in the estimated amount of \$63,055.00 that was previously bid for urban planning consultant to support the City of Allentown Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) updated, and other City planning and zoning initiatives.

On April 29, 2020, both parties entered into an agreement that the contractor would urban planning consulting services for the City of Allentown. At this time, the department is looking to extend the contract to have more Community Engagement and Meetings due to this starting during Covid-19 they were unable to hold as many as they planned to due to the restrictions. After that they would also like to have a "Year-One Ordinance Tuneup" to review and discuss everything and revise where needed.

Contract Sum:	\$193,095.00
Requested Increase:	\$ 63,055.00 (Estimated)
New Contract	\$256,150.00

The current contract expires March 29, 2024 and a two (2) year extension is being requested.

**Sponsors:** Administration

**Attachments:** [R34 - Contract Increase - James Duncan](#)

**Communications:Chasers: If you parked in the city lot next to City Hall, please see the City Clerk for a voucher.**

### **Minutes of Previous Meeting**

#### **Old Business:**

**Council President Mota Notes: Resolution Number 30791 was passed on February 7th – there was an oversight in the first Whereas of the resolution; if there are no questions the Clerk can make the adjustment to reflect what was in the lease that was attached and discussed at the council meeting as follows:**

#### **Original:**

**WHEREAS, the City of Allentown is desirous of leasing the property, located at 1126 Lehigh Street, Allentown, PA 18103 to Muhlenberg College for the period of January 1, 2024, through December 31, 2033, with a one (1) ten (10) year renewal option.**

#### **Change to this:**

**WHEREAS, the City of Allentown is desirous of leasing the property, located at 1126 Lehigh Street, Allentown, PA 18103 to Muhlenberg College for the period of January 1, 2024, through December 31, 2033, with a one (1) ten (10) year renewal option followed by one (1) nine (9) year eleven (11) month renewal term.**

Bicentennial Park - Muhlenberg Lease - modification to refer for specifically to conditions of the lease

#### **Original:**

WHEREAS, the City of Allentown is desirous of leasing the property, located at 1126 Lehigh Street, Allentown, PA 18103 to Muhlenberg College for the period of January 1, 2024, through December 31, 2033, with a one (1) ten (10) year renewal option.

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**Attachments:**      [BP Res](#)  
                                  [BP Lease](#)

**REPORTS****Budget and Finance: Chair Napoli, Hendricks, Gerlach**

The Committee met on February 28th; the next meeting is scheduled for March 27th, time to be determined.

**Community and Economic Development: Chair Hendricks, Mota, Napoli**

The committee has not met since the last council meeting; the next meeting is scheduled for March 13th at 6:00 PM.

**Human Resources, Administration and Appointments: Chair Affa, Napoli, Santos**

The Committee met on February 28th; there are no future meetings scheduled at this time.

**Parks and Recreation: Chair Santos, Affa, Gerlach**

The Committee has not met since the last council meeting; the next meeting is scheduled for March 13th at 5:30 PM.

**Public Safety: Chair Zucal, Hendricks, Mota**

The committee has not met since the last council meeting; the next meeting is scheduled for March 20th at 5:30 PM.

**Public Works: Chair Gerlach, Affa, Zucal**

The Committee has not met since the last council meeting; the next meeting is scheduled for March 20th at 6 PM.

**Rules, Chambers, Intergovernmental Relations, and Strategy: Chair Mota, Napoli, Gerlach**

The committee has not met since the last Council meeting; there are no future meetings scheduled at this time.

**Controller's Report (3 minutes)****Mayor's Report (3 minutes)**

Controller Reports

**Attachments:**      [4th QUARTER 2023 SUMMARY OF PENSION CASH FLOWS](#)

[Bank Recon](#)

[Check Review](#)

**ORDINANCES FOR FINAL PASSAGE (To be Voted On):**

Bill 5    Budget and Finance, forwarded favorably.

Amending Part I Administrative Legislation, Chapter 5 Administration of Government, Article IV Financial Procedures, Section 21 Contracts by updating the language in Part A;

Requiring Council approval of items under cooperative purchasing agreements.

**Sponsors:** Administration

**Attachments:** [Bill 5 Section 5-21 Contracts Amendment](#)

### **CONSENT AGENDA: THERE ARE NO ITEMS ON THE CONSENT AGENDA**

The Consent Agenda is for items that are considered ‘no brainers’ – the objective is to vote on all the resolutions at one time if there are no issues. The President asks if there is any request to remove any item from the Consent Agenda. If not, the clerk will read the resolutions. The President will ask for public comments, prior to council voting on the bundle.

### **RESOLUTIONS FOR FINAL PASSAGE (To be Voted On):**

R35

Sewage Planning Module at 25 – 27 North 10th Street

**Attachments:** [R35 25 27 North 10th Street - Sewage Planning Module](#)

[Empire Property Construction c o Jennifer de Jesus SMP 25 27 N 10th Sewer F](#)

R36

Authorizes the confirmation of the City to serve as the Local Project Sponsor of the Center Square Redesign at 7th St Hamilton St to be eligible for discretionary funding from the Pennsylvania Department of Transportation up to two million five hundred thousand dollars (\$2,500,000.00) with no match required.

**Sponsors:** Administration

**Attachments:** [R36 - Center Square Local Project Sponsor](#)

### **ORDINANCES FOR INTRODUCTION (To be referred to Committee with public comment prior to referral)**

Bill 13 Refer to the Public Works Committee

Providing for the vacation of Type Street from the centerline of South Eighth Street to its West Terminus in the Third Ward of the City of Allentown:

**Attachments:** [Bill 13 Type Street - Street Vacation](#)

[Type Street - Street Vacation Map](#)

[Type Street from S 8th Street to its West Terminus - Street Vacation Petition \(N](#)

[Staff Engineering Report for Type Street - Street Vacation](#)

[Letter from the Lehigh Valley Planning Commission regarding Type Street from](#)

[Allentown City Planning Commission Action on Vacation of Type Street](#)

[Planning Staff Report - Vacation of Type Street](#)

[Planning Commission Minutes February 13, 2024](#)

[Type Street from S 8th Street to its West Terminus - Mailing Labels](#)

Bill 14 Refer to the Parks and Recreation Committee

Amending the 2024 Capital Fund Budget to provide for an appropriation in the amount of

One Hundred Thousand Dollars (\$100,000.00) from the Trexler Fund to the WPA Structures capital projects account. These funds will be used to repair the stage and columns at Union Terrace Park. This is part of the 2024-25 Trexler Capital Project allocation.

**Attachments:**      [Bill 14 Parks 2024 WPA Allocation](#)

Bill15    Refer to Parks and Recreation

Amending the 2024 Capital Fund Budget to provide for a transfer of Nine Thousand Five Hundred Dollars (\$9,500.00) from WPA Capital Project into the Franklin Park Capital Project. These funds will be utilized for the creation of a concept plan for Franklin Park as part of a grant application.

**Sponsors:**            Administration

**Attachments:**      [Bill 15 Parks WPA to Franklin](#)

Bill 16    Refer to the Public Safety Committee

Amending the 2024 General Fund Budget to provide for a supplemental appropriation of Twenty-Three Thousand Nine Hundred and Fifteen Dollars (\$23,915.00) from the 2023 United States Department of Justice Edward Byrne Memorial JAG Grant that will be passed through from the Lehigh County to the City of Allentown Police Department. These funds will be used to purchase traffic equipment.

**Sponsors:**            Administration

**Attachments:**      [Bill 16 2023 JAG - Lehigh County Funds](#)

Bill 17    Refer to the Public Safety Committee

Amending the 2024 General Fund Budget to provide for a supplemental appropriation of Three Hundred Eighty-Five Thousand Dollars (\$385,000.00) from the Pennsylvania Commission on Crime and Delinquency (PCCD) Grant to the City of Allentown Police Department. These funds will be utilized for reimbursement of expenses for the purchase of integrated fingerprint technology license plate readers and integrated gunshot technology.

**Sponsors:**            Administration

**Attachments:**      [Bill 17 PCCD Grant](#)

Bill 18    Refer to the Public Safety Committee

Amending the 2024 General Fund Budget to provide for a supplemental appropriation of One Million One Hundred Eighty-Three Thousand Fifty-Four Dollars (\$1,183,054.00) from the Pennsylvania Commission on Crime and Delinquency (PCCD) Grant to the City of Allentown Police Department. These funds will be utilized for reimbursement of expenses for the purchase of new city cameras, new in-car cameras for the entire police fleet and new body-worn cameras.

**Sponsors:**            Administration

**Attachments:**      [Bill 18 PCCD Grant 2](#)

Bill 19    Refer to the Public Safety Committee

Amending the 2024 General Fund Budget to provide for a supplemental appropriation of

Twenty-Five Thousand Five Hundred Dollars (\$25,500.00) from the United States Department of Justice Edward Byrne Memorial JAG Grant to the City of Allentown Police Department for the purpose of funding overtime pay of patrol presence in an effort to suppress violent crimes and drug investigations in the Keystone Opportunity Zone in Allentown.

**Sponsors:** Administration

**Attachments:** [Bill 19 Police JAG Grant Appropriation](#)

Bill 20 Refer to the Public Works Committee  
Amending the 2024 Capital Fund Budget to provide for an increase of Three Hundred Fifty Thousand Dollars (\$350,000.00) to the Capital Project Martin Luther King Jr. Drive. These funds have been awarded as an MTF-DCED grant and will be reimbursed when the project is completed. The project includes the replacement of the existing rusted streetlights with 24 new LED luminaires and street light poles.

**Sponsors:** Administration

**Attachments:** [Bill 20 MLK Jr Dr Lighting Funds](#)

Bill 21 Refer to the Public Works Committee  
Amending the 2024 General Fund budget to provide for a supplemental appropriation of Three Thousand Dollars (\$3,000.00) from the Khan Partnership for traffic signal improvements.

**Attachments:** [Bill 21 Traffic Signal Contributions](#)

Bill 22 Refer to the Community and Economic Development Committee  
City Council authorizes the City to enter into an Intergovernmental Cooperation Agreement with the Redevelopment Authority of Allentown.

**Attachments:** [Bill 22 RACA Intergovernmental Agreement](#)

Bill 23 Refer to the Budget and Finance Committee  
Amending Section § 5-21 Contracts, E (2) to read as follows:: The selection process shall be based on the objective criteria contained in the RFP and shall be conducted by a Selection Committee composed of the Director of Finance, Department Head, Bureau Manager, and any other staff deemed appropriate except in the case of an investigation authorized by ordinance under Section 201 of the Home Rule Charter wherein the ordinance shall authorize a selection committee.

**Sponsors:** Gerlach, Hendricks and Mr. Zucal

**Attachments:** [Bill 23 Investigation](#)

## **RESOLUTIONS FOR INTRODUCTION (Can be voted on or Referred to Committee):**

R 37 Refer to the Public Safety Committee  
Establishes a Special Committee to provide a framework for Understanding, Implementing and Evaluating Co-responder Public Safety Models

**Sponsors:** Gerlach, Santos, Mota, Napoli and Mr. Zucal

**Attachments:** [R37 Special Committee](#)



R 38 Refer to the Community and Economic Development Committee  
Denial of a Certificate of Appropriateness – 425 N. 10th Street

**Sponsors:** Administration

**Attachments:** [R38 HARB Resolution to DENY - 425 N. 10th St](#)  
[425 N 10th Street Final Report](#)

## NEW BUSINESS

## GOOD AND WELFARE

## ADJOURN

*Council meetings are held on the first and third Wednesday of each month beginning at 6:30 pm in Council Chambers. For copies of the agenda or meeting announcements, please visit our website at [www.allentownpa.gov](http://www.allentownpa.gov) or contact the Clerk at [Michael.Hanlon@allentownpa.gov](mailto:Michael.Hanlon@allentownpa.gov) to receive an email notice of the meetings.*

Reference Materials:

Council Rules

Procurement Code

Ethics Code

**Attachments:** [Council Rules](#)  
[Procurement Code](#)  
[Ethics Code](#)