

**Ray O'Connell, Interim Mayor**  
City of Allentown  
435 Hamilton St, 5th Floor  
Allentown, PA 18101-1699  
Office 610.437.7546  
Fax 610.437.8730  
Ray.OConnell@allentownpa.gov

**TO:** Michael Hanlon  
City Clerk

**FROM:** Ray O'Connell *ROC*  
Interim Mayor

**DATE:** January 11, 2019

**SUBJECT:** Authorities, Boards, Commissions Appointments

Mayor O'Connell has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Zachary Matthews	Allentown Housing Authority	11/05/2022

Mr. Matthews will be replacing Alan Jennings on this Authority. I have attached Mr. Matthews resume for your review.

ROC/kal

Attachments

**RECEIVED**

DEC 17 2018

MAYOR'S OFFICE

**REQUEST FOR APPOINTMENT**

**DATE:** 12/14/2018

**AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT**

**TO:** The Allentown Housing Authority

**NAME:** Zachary Matthews

**HOME ADDRESS:** 2130 W. Gordon Street, Allentown, Pa 18104

**BUSINESS ADDRESS:** 519 Linden Street, Allentown, Pa 18101

**TELEPHONE NO. (RESIDENCE):** (484)-767-5721 **BUSINESS:** (610)- 439-1965

**EMAIL:** zackmatthews@gmail.com

**PRESENTLY EMPLOYED BY:** Judd Roth Real Estate Development

**JOB TITLE:** Project Coordinator

**EMPLOYMENT (Prior):** New York Urban LLC/Assembly88

**EDUCATION:**

**HIGH SCHOOL GRADUATE:**

William Allen High School

**COLLEGE OR UNIVERSITY GRADUATE:**

Lehigh University

**DEGREE/FIELD OF STUDY:**

B.A. Liberal Arts

**CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:**

- 91.7fm WMUH Allentown, Muhlenberg College
- City of Allentown Mobile Vendor Approval Committee

**PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD:**

- 91.3fm WLVR Bethlehem, Lehigh University

**DO YOU LIVE IN THE CITY OF ALLENTOWN:** Yes

**HAVE YOU EVER BEEN ARRESTED?** No

**IF SO, WHY?** N/A

**DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:** Owned a 5-unit apartment building in Allentown. Sold in September of 2018. No other business interests exist.

**ARE YOU A REGISTERED VOTER:** Yes

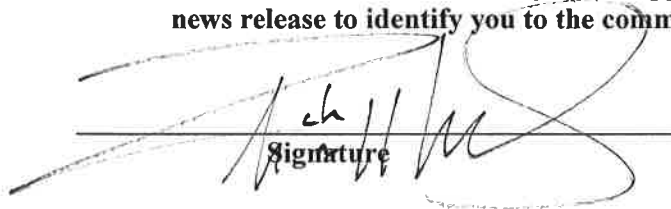
**WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:** I wish to participate in the preservation and further development of Allentown's affordable housing for low and moderate income families, the elderly, and disabled households. Under my current job, I consult on affordable housing funding for non-profit, for profit, and public housing agencies across the country. I have successfully submitted multiple applications to the The Federal Home Loan Bank's (FHLB) Affordable Housing Program (AHP). I also work on Low Income Housing Tax Credit Applications (LIHTC) from multiple State Housing Finance Agencies. Additionally, I am working with developers planning to invest and develop in the newly formed Opportunity Zones located across the county. If appointed to The Allentown Housing Authority's Board of Directors I believe that I will be able to use my knowledge of low-income housing development for the betterment of the community.

**DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION:** No

**IF YES, EXPLAIN:** N/A

**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.

  
Signature

12 / 17 / 18  
Date

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

**Mayor's Office  
City Hall  
435 Hamilton Street  
Allentown, PA 18101**

# Zachary Matthews

2130 Gordon Street, Allentown Pa, 18104

[zackmatthews@gmail.com](mailto:zackmatthews@gmail.com)

(484) 767 5721

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## ALLENTOWN Housing Authority

**ADMINISTRATION & MANAGEMENT • MARKETING & ADVERTISING • HUMAN RESOURCES  
PRESENTATIONS & COMMUNICATIONS • CREATIVE & STRATEGIC PLANNING**

Dynamic self-motivated results driven real estate development consultant with experience in low-income housing development and preservation. Proven in fluency of ideas, cultivating strategic relationships, complex problem solving, motivating and achieves profitable outcomes while meeting deadlines. Enjoys enterprising opportunities involved with starting up and carrying out projects that involve leading innovative initiatives. Values working independently & with teams.

### QUALIFICATION HIGHLIGHTS

Critical Thinking • Organizing, Prioritizing Work • Grant Writing • Budget Building  
Solving Problems • Reading Comprehension • Decision Making

**Excellent written and verbal communication skills**

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## WORK EXPERIENCE

### **Judd Roth Real Estate Development Project Coordinator**

Sept 2016 - Present

Consult on affordable housing funding for non-profit, for profit, and public housing agencies. Draft and submit grant application to The Federal Home Loan Bank in request of Affordable Housing Program funds. Draft and submit Low Income Housing Tax Credit Applications to State Housing Finance Agencies. Identify additional sources of funding at the state and federal level for low-income housing developments such as HOME, SAIL, state historic tax credits, and disaster relief. Locate and evaluate potential low and moderate income housing sites within the newly defined national opportunity zones.

### **Assembly88, Allentown, PA Store Director, Lead Buyer**

Oct 2014 – Sept 2016

Direct administrative activities related to marketing products and providing services. Review financial statements, sales reports, and performance data. Hire, and evaluate sales staff. Design and approve marketing strategies for web, publications, billboard, and inter-store. Work with suppliers to purchase goods and manage stock.

### **J. Crew, Lehigh Valley, PA Associate Manager**

May 2010– Oct 2014

Recruit, evaluate, and hire additional management and sales staff. Conduct quarterly performance evaluations of management and sales staffs.

### **Disk Jockey, 91.7FM WMUH/91.3FM WLVR, Lehigh Valley, PA**

Sept. 2012-Present

Write, edit, and present a weekly radio broadcast. Research appropriate topics and themes. Review music and audio to ensure conformance to production and broadcast standards.

## EDUCATION

**Lehigh University. Bethlehem, PA, Bachelor of Arts**

May 2007