



Minutes - Final

Community and Economic Development Committee

Tuesday, August 23, 2016

6:30 PM

Roll Call

Dr. David McGuire stated that we have a quorum. We have Ms. Mota and myself which are members of the committee. Mr. Guridy is on vacation and Mr. O'Connell, our president is with us tonight. We have Bills to bring forward. He asked Ms. Calluori what presently does the department do or the city about lead.

Ms. Shannon Calluori stated that she will bring her colleague Jeff Stout to talk about lead. He has been involved with lead for quite a while.

Mr. Jeff Stout stated in terms of the health department's response to lead poisoned children for decades we have been investigating those cases. Conducting inspections and investigations into the source into the lead that the children may have been exposed to. These new grants that the city has acquired both originated with HUD. One is directly between HUD and the city. That is approximately \$1.51 million over the course of three years. There is a \$350,000 grant that we received from the Pennsylvania Department of Health. Both of these grants will enable us to through the bureau of building standards to assist property owners with the very costly abatement of the lead within their particular properties. We need the personnel in the Lead Program to lead the process to handle the abatement over the next three years.

Dr. David McGuire asked if a new person will be hired to do this.

Mr. Jeff Stout stated that is correct. No one has been doing this job and hasn't been part of the budget in the last five years.

Ms. Shannon Calluori stated much of the personnel dollars that we will use for this grant will supplement current city staff. This is the only brand new position that we need to bring on board to manage the program. This program is managed between the bureau of building standards and health bureau. We will use a significant portion of the funding to remediate the lead.

Dr. David McGurie stated one of the things that are going on is the lead

levels of individual children. They live in a home or an apartment. Using that information and this new person and others in the unit will try to seek out. He stated that he is presuming that not every child gets a blood test.

Mr. Jeff Stout stated that at the present time the Commonwealth of Pennsylvania does not have universal lead screening for children. As a result of the issue and media coverage that took place this year, the Health Department has been active in reaching out to the medical community and encouraging people to have their children tested. We receive those results thus the Pennsylvania Electronic Reporting System. Each time a child is identified with a elevation those reports are made available to us and we can then initiate an investigation to determine the source of the lead. In many cases, it is paint.

Mr. Ray O'Connell asked if it was going to cost the city. He stated that it is a grant. What do you look for and what needs to be their expertise?

Ms. Shannon Calluori stated that it is a grant. It helps the city. We are putting the money in the budget now so that we can hire as soon as possible. Someone with general construction knowledge, based paint remediation and abatement, training that they are required to obtain and certifications required to obtain. Works well with the public, and high school diploma and three years of housing inspection and construction experience.

Ms. Cynthia Mota stated that she is happy that this is happening.

Mr. Jeff Stout stated in order to manage these HUD grants there is a great deal of administrative work that needs to be done.

Ms. Cynthia Mota asked if part of the grant is to educate the community more about lead. Are you planning to literature out in different languages?

Mr. Jeff Stout stated that there is a small component of the grant that would enable us to do more in terms of public education. The bulk of the funds are specifically for the remediation process.

Mr. Tom Hahn, 2016 E. Highland Street, stated that is this a part-time job for three years. The city did not do a study yet. We are going to hire a manager who is going to manage somebody who he has no employees to do the work. Where is this money coming from out of the grant?

Dr. David McGuire stated that we are looking at this to be sent to the full Council. If we recommend these things that would be time for further information.

Ms. Shannon Calluori stated that Mr. Hahn is correct. This position is being funded with grant funds that will end when the grant ends in three years or sooner. We are negotiating with HUD and the Pennsylvania Department of Health for a specific final budget. The purpose of this grant is to remediate the homes. We work with the health bureau to identify the possible clients and the big piece is the building standards manager and contractor. If we test for lead, it is in most of the homes.

Mr. Jeff Stout stated to Mr. Hahn that he has been working in the Health Department for 33 years. I investigated hundreds of child lead poisoning cases here in the City of Allentown. I have not come across a single case that was attributed to water pipes. Every single one was a result of an exposure caused by a parent that worked in a lead industry such as a battery plant or 99 percent of the time it is a result of lead paint exposure in the household. What we are trying to do in this program is prioritize the cases that we would need billions of dollars to remediate all the lead in Allentown. The city does not have the resources to test every single property in Allentown for lead.

Mr. Ray O'Connell stated that you must have been on vacation in the Swiss Alps when we had a presentation. Remember, we are making our kids in Allentown safer down the road.

Dr. David McGuire stated that we will have further opportunities for discussion on this and staff understands some of the questions that are out there. One of the important things is that you can't hire people without money. Any other comments from the public.

Present: 2 - David McGuire and Cynthia Mota

[15-1037](#)

Bill 51 CEDC, Recommended Favorably
Amending the 2016 General Fund by adding the position of Lead Program Manager (10N) in the Bureau of Building Standards and Safety as a result of the City being awarded the Lead-Based Paint Hazard Control Program Grant by HUD and the PA Department of Health.

Sponsors: Administration

Attachments: [Bill 51 Lead Program Manager](#)
[Memo Lead Program Manager](#)
[LEAD PROGRAM MANAGER](#)

Dr. David McGuire asked does anyone on Council have any questions.

Yes: 2 - David McGuire and Cynthia Mota

[15-1030](#)

Bill 48 CEDC, Recommended Favorably

Amending the 2016 General Fund by changing the position title of Construction Codes Supervisor to Building Inspections Supervisor (remaining at 13N) and changing the position title of Codes Coordinator to Building Inspections Assistant Supervisor, upgrading the position from a 10(N) to a 12(N) in the Bureau of Building Standards and Safety.

Sponsors: Administration

Attachments: [Bill 48 Building Standards Reorg 2016B](#)

[Memo BSS Positions](#)

[BS&S Org Chart 8_8_16](#)

[BUILDING INSPECTIONS SUPERVISOR](#)

[BUILDING INSPECTIONS ASSISTANT SUPERVISOR.docx](#)

Dr. David McGuire asked anyone on Council has any comments.

Mr. Ray O'Connell stated that he would like to get an explanation from Shannon and Carmen.

Ms. Shannon Calluori stated that we had two positions leave us suddenly and allowed us an opportunity to look at the work structure. What we need our construction codes superintendent, Bill Harvey worked with us for a number of years and his job was to both manage inspections department as well as review plans. By law we have to review residential construction plans with 15 days and commercial plans within 30 days of receiving them. This is a very busy department. We took the opportunity to share some of the responsibilities. We had a previous position, a Codes Coordinator that we are elevating it to a Building Inspections Assistant Supervisor to review these plans and this Building Inspection Supervisor will manage the bureau.

Mr. Ray O'Connell stated that Carmen is the director and the vacant, Building Inspections Supervisor is the new title and Building Inspections Assistant Supervisor. He asked if there was personnel in the city that can do that now.

Ms. Shannon Calluori stated possibly. We think we might have at least one internal candidate. We are not creating any new positions. We are taking this opportunity to create new titles and realign the actual responsibilities to better fit our needs.

Ms. Cynthia Mota asked how much are we talking about.

Ms. Shannon Calluori stated a \$5,000 difference. We should be able to make this up in personnel. We should be able to make up the difference in our vacancies.

Mr. Ray O'Connell stated that you are getting someone with a little bit more expertise and knowledge in that field.

Ms. Cynthia Mota asked if by law the residential plan have to be reviewed in 15 days.

Ms. Shannon Calluori stated that we met that requirement. What we have done in the last few week is brought on an emergency procurement, Barry Issett to continue those plans.

Dr. David McGuire stated that one other thing is that you will have depth here. You won't be forced into extreme haste or people having to work extreme time. He asked any comments from the audience.

Yes: 2 - David McGuire and Cynthia Mota

Discussion - Budget Preview

From Council's Rules: Committee Review: In August and September of each year, the Standing committees shall conduct a public meeting where the administration shall review their budget priorities, goals and objectives, successes and failures, capital projects and any personnel or organizational changes being considered for the ensuing fiscal year.

Ms. Shannon Calluori introduced the department and stated that they have a Planning Bureau, Building Standards and Safety, Health Bureau, Business Development, and Grants Office. She stated that she put the number of full time positions on the organization chart. She showed the Allentown Transformation Video. The video was the brain-child of my colleague Bernie DeBias.

Ms. Bernadette DeBias stated that essential when she got in Allentown, Sara Hailstone was still here and she told me about the NIZ and I didn't know what that meant. She told me about the arena and this was during the interview stage. After I decided to come and seeing some of the buildings starting to go up, I said to myself, the city is going to go through a major revitalization. This is a moment in history and we need to get this on film. I worked with ANIZDA to be able to start to begin to do that and worked with a creative firm. Between myself, and Digital Feast we went to the school district and asked the students to compete for the script. It was an assembly of five essays that won. They are well over 125,000 views, just organically.

Ms. Shannon Calluori went over some of the areas of focus of each one of our sections. The Planning Bureau is implementing the Upside Allentown Plan. The cover of the plan as well as the geography. They wanted to focus on the attention and challenges with the neighborhoods by the NIZ.

She invited Council to the annual Update to the Community on September 8th at 3:30 PM at St. Luke's Church on 7th Street. They hired a community housing coordinator. Medical Marijuana is now legal in the state of Pennsylvania. The State Department of Health is still writing the legislation around the law. They are reorganizing the Capital Improvement Programs. They review site development plans, working on Zoning Hearing Board cases, working with the Historic Architect Review Board and the Blighted Properties Review Board. Building Standards and Safety received approval to revise our permit fees. They will go live on September 6th. We have 12 inspectors looking at units. We open a lot of permits a year for residential and commercial structures. We are moving the rental housing office from Bridge Works to the 3rd floor at City Hall.

Mr. Ray O'Connell asked about Steve Neratko and who was the Director.

Ms. Shannon Calluori stated that she was until she became the Interim CD Director and prior to me, it was Mike Hefe.

Dr. David McGuire asked how many individual homes do we have in Allentown and how many apartment buildings. He asked about the fees and how much it brings in each year.

Mr. Ray O'Connell stated 33,000.

Ms. Shannon Calluori stated between 33,000 and 37,000. She stated that it is 55 percent rental properties in the city. It is per unit and it is \$75 per unit. She stated that it brings in \$1.9 million. It is used to pay the expenses of that housing office in the Bureau of Building Standards and Safety. It is deposited into the General Fund and used to offset the cost of the Housing Office. Health has been working hard applying for new grants. We have been awarded \$2.4 million of new funding. They are doing a nine month continuing quality improvements process. They launched a citywide walking program and resubmitted for preparedness recognition. The Business Development Office spent a lot of time in NIZ Projects, implemented hospitality training. We engage a national firm to conduct market research to define an economic development strategy. We received 137 responses. We are looking for the community to define what Allentown is. We have launch the retail mosaic.

Mr. Carmen Dragotta stated that 25,000 - 27,000 units.

Mr. Ray O'Connell asked how much money is in the pool.

Ms. Shannon Calluori stated \$150,000. We are continuing to work with people to take advantage of this program. We have a network of

professional services to provide reduced or free service to get started. We do a lot of work to support our mobile vendors in Allentown. We received about \$2.9 million in federal community development block grant money, home investment partnership program money and emergency solutions grant money. In the 2015 - 2016, we received \$3.1 million and a lot of that funding we share with the community and most of the funding we push out to the community. We are working really hard to support the redevelopment of the City of Allentown both from a business perspective as well as a community perspective.

Ms. Cynthia Mota stated you talked about supporting mobile vendors. She asked what is a mobile vendor.

Ms. Shannon Calluori stated a food truck.

Mr. Ray O'Connell asked Ms. Calluori if she seen an increase in the application for food trucks.

Ms. Shannon Calluori stated that no. We have an ordinance that described where they can operate and how they can operate.

Ms. Bernadette DeBias stated that she believe 100 feet.

Dr. David McGuire asked how many vacant positions you presently have. I the budget you submitted did you project all these positions being filled. Has it been a steady decline in your overall staff? What problems do you see ahead?

Ms. Shannon Calluori stated that two inspectors, one in the rental office, about six. She stated yes. They are working on filling all the vacancies right now. Since I have been in the department for three years, the level of staffing remained the same.

Mr. Ray O'Connell stated that Shannon does an excellent job, he doesn't know Steve, but hopefully he will get to meet Steve. Your staff, Carmen, Vicky, Jeff, Bernadette, and Heidi. You continue to work really hard. He commended Shannon and the staff for a continued job well done.

Ms. Shannon Calluori stated that she appreciated Mr. O'Connell's feedback. They do have an amazing team of dedicated people, who do like to come to work every day and work for the citizens of Allentown. We are still in the middle of this year, and plugging away, working to meet our goal this year. One of the upcoming challenges is that we want to get the

position posted.

Dr. David McGuire asked if there are any further questions.

Mr. Ray O'Connell asked if those students were from Allen High School. They presented that at History Day.

Ms. Bernadette DiBais stated that they presented it there. It has been used everywhere.

Mr. Glenn Hunsicker, 844 S. 11th Street, asked the preliminary budget numbers for this department between 2016 - 2017. He asked if people were being moved up in their positions because new titles. He asked about the Vacancy Report. Do you feel you have enough positions for inspections for next year in your projected workload.

Ms. Shannon Calluori stated that they did not finalize the budget yet. There were two positions that we talked about earlier tonight. One position is being elevated from a 10N to a 12 N. Both positions are currently vacant. She stated that they counted about six. She answered yes. We don't have any new Capital Project's within our bureau, but the Planning Department is responsible for managing the capital improvement program. We work side by side with the Finance Department which handles the money piece of this. We work together as a team.

Mr. Ray O'Connell stated that they will probably present it when the budget is presented which is November 1st.

Mr. Tom Hahn stated that he would like to explain that there were questions in the prior budget where the money was put in the budget for a person to be hired and never hired by the administration. The money somehow left the department. Why it wasn't a surplus in the budget?

Ms. Shannon Calluori stated that all of the positions that are currently vacant, we plan on hiring.

[15-1072](#)

CEDC Budget Preview

Attachments: [CED City Council 8 23 16](#)

Adjourned: 7:49 PM