



# Allentown

435 Hamilton Street  
Allentown, Pa. 18101

## Minutes - Final

### City Council

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Wednesday, February 23, 2022

6:00 PM

Council Chambers

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**Special City Council Meeting to review draft procedures relating to the American Rescue Plan funding and to gather information on the Allentown Housing Authority's Little Lehigh Project.**

#### Roll Call: President Mota

**Present:** 7 - Candida Affa, Cynthia Mota, Daryl Hendricks, Ed Zucal, Ce-Ce Gerlach, Joshua Siegel, and Natalie Santos

[15-4926](#) ARPA Draft Procedures

**Attachments:** [Draft Policy and Procedure](#)

Mr. Leonard Lightner stated that what they submitted was a draft form plan. They provided an application and a scoring process and the state and local recovery fund. They are trying to mirror the CDBG process. Every organization or entity has to fill out the application. He went over the process on going to the scoring team. He broke down the guidelines. The city has to report the quarterly, outcomes, capacity and record keeping.

Ms. Cynthia Mota asked Mr. Lightner what do you mean with record keeping.

Mr. Leonard Lightner stated that they have to report back. If the nonprofit or organization state, they are going to use the \$1 million and they are going to build housing. The city has to have that documentation to show where that money went.

Ms. Cynthia Mota asked how long does the nonprofit have to be in existence.

Mr. Leonard Lightner stated that they did not put that in place. The normal requirement is that they have to have at least two years and show your 990s or tax returns.

Mr. Ed Zucal stated that he read through to pretty closely and did not see any criminal penalties if the money is misused.

Mr. Leonard Lightner stated that they did not put it in the guidelines. He

would have to ask legal on how to go for someone who misappropriation of the funds.

Mr. Ed Zucal stated that it would save them down the road if it is not accurately used. He stated that Council has some ideas and he read the plan and it is actually really good. He stated that he understands that people are familiar with that. He talked about the actual expenditures categories. He stated broadband and housing. If it is housing, would it be affordable housing or rentals. He asked about the range of funding. He asked if there is a spot on the application for their prior income and funds they received from another source.

Mr. Leonard Lightner stated he and the mayor discussed it as a draft. The wanted to make sure that they were able to allocate at least \$15 million. He stated that is one thing they can look at based on their score and need. It is good judgment based on the committee coming together. He stated that they can put it on there and can asked for that information.

Mr. Ed Zucal suggested to have a few public meetings to get the public input on some of their ideas.

Mr. Leonard Lightner stated that they have a public hearing just like they have with CDBG. They will do a Public Notice and they have x number of days to apply. Then there will be a Public Hearing. There is a timeline. He asked if the forms will be in Spanish and English.

Mr. Ed Zucal stated that Mr. Lightner touched on the scoring process and touched on the audit part and the Controller's roles.

Ms. Ce Ce Gerlach asked about an expenditures category for affordable housing. What are the other ones? She stated that in a previous meeting they talked about the scoring rubric. She asked about giving additional points to organizations that are doing right by Allentown and have majority of residents working in Allentown. Their boards are people in Allentown. Their executive level staff are consumed by Allentown residents. Give points to organizations that have people from marginalized communities actually leading and running those organizations and the people that they are serving tend to be from marginalized communities. That is not mentioned anywhere in the scoring rubric and that would be great. What she gathered reading from the documentation from the federal government, that is kind of what it is supposed to do. Address systemic inequalities.

Mr. Leonard Lightner stated that they know that housing is an issue. Cost has gone up. They are looking at how many units to go online.

Ms. Cynthia Mota thanked Ms. Gerlach and stated before she makes a motion, are there any questions from the dais.

Mr. Leonard Lightner stated that they can go back to the drawing board. They did change the rubric.

Attorney Charles Smith stated that he was thinking about Mr. Lightner's comment about the Public Hearing. There will be an announcement for example: \$15 million will be available for public housing and they will have so many days to apply then a Public Hearing will be held. Is that Public Hearing held after the applications are received or on the front end to determine if they want to submit an application.

Mr. Leonard Lightner stated that they hold a 30-day comment period and then send out an application for interested parties. The applications are reviewed and scored within 14 days of submittal.

Ms. Cynthia Mota asked what is the plan that you may have to let the community know that this is a certain amount of money the city has, and they are able to apply.

Mr. Leonard Lightner stated that there will be public notice and they will do social media. The city will notify their partners and let them know they can put it on the website as well.

Ms. Cynthia Mota stated including radio and different newspapers.

Mr. Daryl Hendricks stated that for those that are interested, the draft form is available now on the city's website. Keep in mind, it is just a draft. It is not the finished document.

Mr. Seth O'Neil stated that it is safe to say that the mayor and the administration is committed to much like a bond to creating long-term capital assets viabilities. It is something that this body should consider. It is maximizing the lifespan. Mr. Ed Zucal stated that when we are doing this, as far as application scoring is that they need to give the money to those organizations that would be able to sustain themselves in the future and not rely on the city to give to them again.

Ms. Cynthia Mota asked Mr. Zucal to explain it. She said like what.

Mr. Ed Zucal stated that if Joe Blow nonprofit has an operating budget of \$80,000 per year, but they provided very good application to prove they needed money for something else. They are not going to depend on us two years from now to continue that project. They already have enough

funding.

Ms. Cynthia Mota stated that she wanted to make sure that it is recorded.

**A motion was made by Ed Zucal, seconded by Ce-Ce Gerlach, that any discussion on ARPA allocations be Tabled at this time, including any presentations this evening until the Rules and Procedures are approved by the City Council in a form of a Resolution which will include items referred to the above as well as items presented by the administration and recognize the final allocation must be by Ordinance. The Ordinance will follow the same format as the allocations that are made to social organizations with the CDBG funding.**

**Yes:** 7 - Candida Affa, Cynthia Mota, Daryl Hendricks, Ed Zucal, Ce-Ce Gerlach, Joshua Siegel, and Natalie Santos

[15-4781](#)

R215 Refer to Special Committee next year  
Preliminary sketching out some principals, thoughts, and procedures for dealing with ARPA Funding that will be further developed and put into a workable form.

**Attachments:** [R215 ARPA Funds](#)

[15-4908](#)

Bill 11  
Amending the 2022 ARPA Fund Budget to provide for a transfer of Two Million Seven Hundred Thousand (\$2,700,000) Dollars for the Little Lehigh Project.

**Sponsors:** Administration

**Attachments:** [Bill 11 ARPA - LITTLE LEHIGH](#)  
[LITTLE LEHIGH PROJECT DESCRIPTION](#)

**ADJOURNED: 6:23 PM**