

AGENDA
REGULAR MEETING OF COUNCIL
June 10, 2019
6:00 PM

1. ROLL CALL
2. READING OF MINUTES
3. REPORTS & COMMUNICATIONS FROM MAYOR & HEADS OF DEPARTMENTS AND INTERESTED PARTIES AND CITY CLERK'S NOTES
 - 3.A SINGLE TAX OFFICE CITY FUNDS DISTRIBUTED COMPARISON REPORT 2018-2019 YEAR TO DATE MAY 31, 2019.

[Single Tax Office City Funds Distributed May 2018-2019.pdf](#)
 - 3.B TAX ASSESSOR'S RESULTS REPORTS FOR HEARING DATES HELD MAY 22 AND MAY 29, 2019.

[Tax Assessor's Results Reports for 5-22-19 & 5-29-19.pdf](#)
 - 3.C CORRESPONDENCE RECEIVED FROM MAYOR'S OFFICE DATED MAY 6, 2019 REGARDING DELINQUENT REFUSE BILLING.

[Correspondence from Mayor Courtright dated 5-6-19.pdf](#)
 - 3.D CORRESPONDENCE RECEIVED FROM NORTHEAST REVENUE SERVICE, LLC DATED MAY 22, 2019 REGARDING DELINQUENT TRASH ACCOUNT FEE COLLECTION.

[Correspondence from Northeast Revenue Service dated 5-22-19.pdf](#)
 - 3.E CORRESPONDENCE RECEIVED FROM ELLIOTT GREENLEAF DATED MAY 15, 2019 REGARDING NORTHEAST REVENUE SERVICE, LLC.

4. CITIZENS PARTICIPATION

5. INTRODUCTION OF ORDINANCES, RESOLUTIONS,
APPOINTMENT AND/OR RE-APPOINTMENTS TO BOARDS &
COMMISSIONS MOTIONS & REPORTS OF COMMITTEES

5.A MOTIONS

- 5.B FOR INTRODUCTION - AN ORDINANCE - CREATING AND ESTABLISHING SPECIAL CITY ESCROW ACCOUNT NO. 02.229640 ENTITLED "RENTAL REGISTRATION TENANT ESCROW" TO ACCEPT AND DISBURSE FUNDS RECEIVED FROM RENTAL PAYMENTS FROM TENANTS WHOSE LANDLORDS HAVE FAILED TO COMPLY WITH REGISTERING THEIR RENTAL PROPERTIES IN THE CITY OF SCRANTON PURSUANT TO FILE OF THE COUNCIL NO.58, 2016 (AS AMENDED).

[Ordinance-2019 Special City Acct Rental Registration Tenant Escrow.pdf](#)

6. CONSIDERATION OF ORDINANCES - READING BY TITLE

- 6.A READING BY TITLE - FILE OF THE COUNCIL NO. 65, 2019 - AN ORDINANCE - AMENDING FILE OF THE COUNCIL NO. 9, 2010 AN ORDINANCE REPEALING FILE OF THE COUNCIL NO. 95, 2009 (AS AMENDED) AN ORDINANCE, ENTITLED "SIGNIFYING THE INTENTION AND DESIRE OF THE COUNCIL OF THE CITY OF SCRANTON TO ORGANIZE AN AUTHORITY TO BE KNOWN AS THE SCRANTON PUBLIC LIBRARY AUTHORITY UNDER PROVISIONS OF THE ACT OF THE GENERAL ASSEMBLY, KNOWN AS THE MUNICIPALITY AUTHORITIES ACT, 53 PA.C.S.A. 56; SETTING FORTH AND AUTHORIZING EXECUTION OF ARTICLES OF INCORPORATION; APPOINTING AND FIXING THE TERMS OF THE FIRST MEMBERS OF THE BOARD OF SUCH AUTHORITY; AND UPON ORGANIZATION CONVEYING TITLE TO THE AUTHORITY FOR THE PROPERTIES ON WHICH THE ALBRIGHT MEMORIAL LIBRARY, THE GREEN RIDGE LIBRARY AND THE SILKMAN HOUSE ARE LOCATED; AUTHORIZING ALL OTHER NECESSARY ACTION; AND

REPEALING ALL INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES, RESOLUTIONS OR PARTS OF RESOLUTIONS” TO REVIVE THE SCRANTON PUBLIC LIBRARY AUTHORITY.

[Ordinance - Amending FOC No. 9, 2010 Scranton Public Library Authority.pdf](#)

7. FINAL READING OF RESOLUTIONS AND ORDINANCES

- 7.A FOR CONSIDERATION BY THE COMMITTEE ON COMMUNITY DEVELOPMENT - FOR ADOPTION - RESOLUTION NO. 121, 2019 - AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO EXECUTE AND ENTER INTO AN AGREEMENT WITH URBAN DESIGN VENTURES, LLC, 212 EAST SEVENTH AVENUE, HOMESTEAD, PENNSYLVANIA 15120 TO PERFORM A FIVE YEAR CONSOLIDATED PLAN FOR YEARS 2020-2024, ANNUAL ACTION PLAN FOR 2020 AND AN ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE FOR THE CITY OF SCRANTON, PENNSYLVANIA.

[Resolution - Agreement with Urban Design Ventures, LLC.pdf](#)

- 7.B FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 122, 2019 - AUTHORIZING RE-APPOINTMENT OF MICHAEL BURKE, 74 SNOOK STREET, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HOUSING APPEALS REVIEW BOARD FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE MAY 16, 2019. MR. BURKE’S PRIOR TERM EXPIRED NOVEMBER 24, 2018 AND WAS HELD OVER UNTIL MAY 16, 2019. HIS NEW TERM WILL EXPIRE ON NOVEMBER 24, 2023.

[Resolution - Michael Burke - Housing Appeals.pdf](#)

- 7.C FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 123, 2019 - AUTHORIZING RE-APPOINTMENT OF GERALD SMURL, 300 PROSPECT AVENUE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HOUSING APPEALS REVIEW BOARD FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE MAY 16, 2019. MR. SMURL’S PRIOR TERM EXPIRED ON NOVEMBER 24, 2018 AND WAS HELD OVER TO MAY 16, 2019. HIS NEW TERM WILL EXPIRE ON NOVEMBER 24, 2023.

[Resolution - Re Appt Gerald Smurl - Housing Appeals.pdf](#)

- 7.D FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 124, 2019 - AUTHORIZING APPOINTMENT OF ROBERT KEIPER, 406 ROANOKE LANE, SCRANTON, PENNSYLVANIA, 18504, TO THE CIVIL SERVICE COMMISSION. MR. KEIPER'S EFFECTIVE DATE WILL BE MAY 16, 2019. MR. KEIPER WILL BE REPLACING JEFF MACKIE WHO RESIGNED EFFECTIVE MAY 14, 2019. MR. KEIPER'S TERM WILL EXPIRE WITH THE TERM OF MAYOR WILLIAM L. COURTRIGHT.

[Resolution - Appt Robert Keiper - Civil Service Commission.pdf](#)

- 7.E FOR CONSIDERATION BY THE COMMITTEE ON RULES - FOR ADOPTION - RESOLUTION NO. 125, 2019 - AUTHORIZING APPOINTMENT OF ROBERT SHUMAKER, 617 COLFAX AVENUE, SCRANTON, PENNSYLVANIA, 18510, AS A MEMBER OF THE SCRANTON MUNICIPAL RECREATION AUTHORITY EFFECTIVE MAY 16, 2019. MR. SHUMAKER WILL BE REPLACING EMANUEL JOHNSON WHO RESIGNED MAY 8, 2019. MR. SHUMAKER WILL FULFILL THE UNEXPIRED TERM OF MR. JOHNSON WHOSE TERM IS SCHEDULED TO EXPIRE ON DECEMBER 31, 2022.

[Resolution - Appt Robert Shumaker - Scr Municipal Recreation Authority.pdf](#)

8. ADJOURNMENT

**SINGLE TAX OFFICE
CITY FUNDS DISTRIBUTED
COMPARISON 2018 - 2019**

	<u>YTD</u> <u>5/31/2019</u>		<u>YTD</u> <u>5/31/2018</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Pct.</u>
Real Estate	\$24,253,212.85	\$	24,497,488.79	(\$244,275.94)	-1.00%
Delinquent Real Estate	\$1,005,665.94	\$	945,581.15	\$60,084.79	6.35%
LST/EMS	\$2,479,019.16	\$	2,421,324.66	\$57,694.50	2.38%
Bus Priv/Merc	\$2,067,663.80	\$	2,056,635.69	\$11,028.11	0.54%
	\$ 29,805,561.75	\$	29,921,030.29	\$ (115,468.54)	

RECEIVED

MAY 31 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

TAX ASSESSOR'S REPORT

Hearing Date: 05/22/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Curren t Assesed Value	After Appeal Value
10:00 AM	MAIN SWETLAND LLC	SCRANTON	15613050012	SAMUEL FALCONE JR	288650	288650
10:10 AM	CALIXTO ZURIZADAY & JOSE A	SCRANTON	16718020046		17000	17000
10:20 AM	BARRETO MILAGROS	SCRANTON	15616050034		22000	18700
10:30 AM	1230 KEYSER LLC	SCRANTON	13410010029	KURT LYNOTT	65000	55000
10:40 AM	SANDY FRANK J JR & LISA M	SCRANTON	1550802000220		18000	18000
10:50 AM	DEBLASIO JOSEPH & SHARON	CLIFTON	23401030013		34800	21420
11:10 AM	LUKASHEFSKI JOSHUA VINCENT	DUNMORE	13520010016		17200	15000
11:20 AM	ALBANO ANGELA & FOWLER GERAL	SCOTT TWP	10102060018		35000	32000
11:30 AM	KELLY EDWARD J & JOYCE M	THORNHURST	2500101000202		34000	25800
11:40 AM	FARRELL DANIEL & ADA	CLARKS SUMMIT	0901001000800		25000	22500
11:50 AM	GLEASON LESLIE L	NORTH ABINGTON	07002020006		50000	50000
12:00 PM	SHAYKA DEREK & CARLY	ARCHBALD	09402050063		47000	32000
12:10 PM	MUSHOW JASON A&MELLOW LINDS	DICKSON CITY	1240701000223		32800	30000
12:20 PM	BURCHELL WILLIAM & MARGO	GREENFIELD TWP	02104010006		66500	42700
12:30 PM	MEGIVERN JAMES J & FOI JOSEPH	GREENFIELD TWP	0210301000101		54000	34000
12:40 PM	MEHOLIC JOHN R & GLORIA A	JERMYN	0732004002800	JEFFREY NEPA	14000	13000
12:50 PM	CHEARNEY JOSEPH H II & REBECC	JEFFERSON TWP	16102030002	KEVIN SMITH	27250	24250
1:00 PM	GIOMBETTI PETER & JOAN	JEFFERSON TWP	13802040009		41000	29000
1:10 PM	CALPIN GERALD J & VALERIE A	NEWTON TWP	1410201000501		55400	42000
1:20 PM	ARONICA CHARLES & REGINA	JEFFERSON	1390301000194		23000	23000
1:30 PM	GAUGHAN JAMES J	TAYLOR	16614030022	GREG PASCALE	22000	16000
1:40 PM	CASTALDI JAMES J & MAUREEN	SPRINGBROOK TWP	20401010033		21800	18000
1:50 PM	CUCHARA JOSEPH A & MARY E	OLYPHANT	1250209000129		46700	28000
2:00 PM	MCKARM SAMUEL III & LINDA L	CARBONDALE TWP	0750201000904		2500	2500
2:00 PM	MCKARM SAMUEL III & LINDA L	CARBONDALE TWP	0750201000905		3000	3000
2:00 PM	MCKARM SAMUEL III & LINDA L	CARBONDALE TWP	0750201000906		2500	2500
2:00 PM	MCKARM SAMUEL III & LINDA L	CARBONDALE TWP	0750201000907		3000	3000
2:00 PM	MCKARM SAMUEL III & LINDA L	CARBONDALE TWP	0750201000908		3000	3000
2:00 PM	MCKARM SAMUEL III & LINDA L	JEFFERSON TWP	07504010005		1000	1000
2:00 PM	MCKARM SAMUEL III & LINDA L	JEFFERSON TWP	07504010006		2000	2000
2:00 PM	MCKARM SAMUEL III & LINDA L	CARBONDALE TWP	0750201000903		3000	3000

TOTAL RECORDS

31

RECEIVED

JUN 03 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Thursday, May 30, 2019

Page 1 of 1

Linda Crofton 5709636385

(02/02) 05/31/2019 07:02:39 PM

6

3B

TAX ASSESSOR'S REPORT

Hearing Date: 05/29/19

Time	Name	Boro/Twp.	Pin Number	Attorney	Proposed/Current Assessed Value	After Appeal Value
10:00 AM	JONES CARL E & BARBARA	ARCHBALD	0940402000124		52300	31300
10:10 AM	MCLAIN JAMES B & PATRICIA	SCRANTON CITY	12320080013		15500	15500
10:20 AM	MCALLISTER LYNN	MAYFIELD BOROUGH	07406040016		16000	16000
10:30 AM	CARROLL THOMAS D & ANN MARIE	OLYPHANT	1250209000182		54000	26000
10:40 AM	SEYMOUR BARRY A & BARBARA	MOOSIC	1850102001032		43750	32750
10:50 AM	BESKO JERRY	MADISON TWP	20703LL0404		17000	17000
11:00 AM	KNIGHT MARION	ARCHBALD	09402040002		28000	28000
11:10 AM	HOWE ANDREW T & AMANDA L	MADISON TWP	2080103000408		44000	36000
11:20 AM	STACKHOUSE DAVID S	CARBONDALE TWP	0550401000202		6000	4500
11:40 AM	MOSLEY DONALD J & JUDITH	SCOTT TWP	06207010023		5500	1500
11:50 AM	EMPUR LLC	BENTON TWP	02903020019	PATRICK LAVELLE	34000	18500
12:00 PM	BERKOWITZ JASON & MELISA	MOSCOW	1900401012137		42000	42000
12:20 PM	VALS ENTERPRISE LLC	SCRANTON	15710020006		14500	14500
12:30 PM	BLAKENEY ROBERT D	NEWTON TWP	09903010007		39000	32500
12:40 PM	SHEA MICHAEL F & NANCYN ANN	SCRANTON	15753030023	KEVIN SMITH	27100	13500
12:50 PM	EMMI ANTHONY P & HARRIET B	SCRANTON	14514090032	JEFFREY NEPA	22000	19100
1:00 PM	NGUYEN NGOC	SCRANTON	15609010038		19000	17000
1:05 PM	TUCKY JOSHUA A & ASHLEY A	DUNMORE	14713020028		15500	15500

TOTAL RECORDS 18

RECEIVED

JUN 05 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

(01/01) 06/04/2019 09:15:40 PM

Melissa Maguire 5709636385



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

May 6, 2019

RECEIVED
MAY - 7 2019
OFFICE OF CITY
COUNCIL/CITY CLERK

Lori Reed, City Clerk
Council of the City of Scranton
Municipal Building
340 North Washington Avenue
Scranton, PA 18403

RE: Delinquent Refuse Billing

Dear Ms. Reed:

Mayor Courtright asked me to respond to you on his behalf, regarding your letter to him dated May 1, 2019.

With regard to your inquiry on reevaluating and rebidding the City's contract with NRS, the Business Administrator and Treasurer are contemplating this issue further and the City Solicitor is reviewing the contract.

With regard to your question on taking a more aggressive approach to collecting delinquent refuse bills, the Business Administrator and Solicitor are evaluating all available options.

Respectfully,

Kay Garvey
Kay Garvey, Confidential Secretary

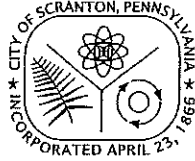
cc: Jessica Eskra, Esquire, City Solicitor
David Bulzoni, Business Administrator
Wayne Beck, City Treasurer

Council of the City of Scranton

340 No. Washington Avenue • Scranton, Pennsylvania 18503 • Telephone (570) 348-4113 • Fax (570) 348-4207

Lori Reed
City Clerk

Amil Minora, Esq.
Counsel



Pat Rogan, President
Timothy Perry, Vice President
William Gaughan
Wayne Evans
Kyle Donahue

May 1, 2019

The Honorable William L. Courtright
Mayor, City of Scranton
340 North Washington Avenue
Scranton, PA 18503

Dear Mayor Courtright:

At the Scranton City Council meeting held Monday, April 22, 2019 a discussion was held between all Council members regarding the City's collection of delinquent refuse bills and the contract the City has with Northeast Revenue Services (NRS).

Councilman Bill Gaughan would like to know if you would consider re-evaluating this contract with NRS, and to possibly rebid it. Would the administration consider bringing the collection of delinquent refuse bills in-house?

Councilman Gaughan would also like to know what your plan is to more aggressively collect delinquent refuse bills. Will you consider stopping the collection of garbage where residents are delinquent with their refuse bills? If so, how would the City enforce this?

If you have any questions, please do not hesitate to contact me. As always, thank you for your time and consideration.

Sincerely,

Lori Reed
City Clerk

cc: David M. Bulzoni, Business Administrator
Wayne Beck, City Treasurer
Scranton City Council

NORTHEAST REVENUE SERVICE, LLC



1170 Highway 315, Suite 5 • Plains PA 18702
Tel: 570-270-5557 • Fax: 570-270-5559 • www.nerevenue.com

May 22, 2019

Hon. William L. Courtright
Mayor
340 North Washington Ave.
Scranton, PA 18503

RECEIVED

MAY 29 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Mayor Courtright:

We take great pride in assisting the City of Scranton with collecting delinquent trash account fees. While many of the recent discussions regarding the delinquent accounts have become part of political discussions, it is important that all city stakeholders, officials and residents are provided with the facts so that we can work together toward improving collections.

Since Northeast Revenue Services was first contracted in 2012 to assist Scranton with its delinquent trash fees, we have collected more than \$7 million for the city. Additionally, we worked with the city to clear about \$2 million from its books over this same period from identified vacant properties. A breakdown of our collection efforts by billing year includes:

Billing Year	Total Collected to Date
2011	\$741,593
2012	\$824,276
2013	\$678,291
2014	\$1,256,450
2015	\$1,229,414
2016	\$1,080,623
2017	\$970,294
2018	\$315,458*
*Northeast Revenue Services received the delinquent accounts January 2019 and includes collections for only two months.	

In 2014, when the city increased the trash fee by almost 70 percent, the total outstanding balance increased by 113 percent from the prior year. While this resulted in increased collections as indicated above, there was also an increase of 462 parcels from the prior year that fell into delinquency.

Furthermore, while there is about \$9.7 million currently owed to the city, almost \$2 million is from billing years prior to 2011. Unfortunately, we are unable to take legal action to collect these amounts due

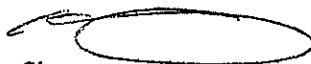
to the fact that the City of Scranton did not file liens prior to our firm being appointed. This amount is considered virtually uncollectable and we urge the city to review policies that would write off this balance from its books, which is an industry best practice.

While we continue to aggressively pursue delinquent accounts through filing liens and our collection procedures, we recommend the Lackawanna County Sheriff's Office conduct Sheriff's Sales of habitual delinquent properties. The enclosed Attachment A includes the steps involved with the Sheriff Sale process. Since there is a Sheriff's fee of \$2,000 per property, we propose moving the top 10 delinquent properties to sale. **As a good faith gesture, we are willing to advance all costs in order to proceed with the collection of the delinquent refuse fees for the top 10 delinquent properties. We will also not charge attorney's fees despite the fact that it will cost thousands of dollars to take each property to sale. This is part of our commitment to assisting the City of Scranton with these collection efforts.**

After completing the sale for the top delinquent properties, we would request that the City Solicitor and City Council meet with us to discuss and evaluate the results in order to determine how to proceed regarding the remaining delinquent accounts with significant outstanding balances. This could include analyzing at a tax amnesty program or other measures where we would assist the city. These measures are to help the city generate revenues from unpaid fees and clear its delinquencies from the books.

We look forward to working with your administration and City Council and continuing our efforts that have collected millions of dollars in unpaid trash fees. If you have any questions or require any additional information, please do not hesitate to contact me.

Sincerely,



Sean Shamany
Northeast Revenue Service LLC

cc: Pat Rogan, Council President, City of Scranton ✓
Jessica Eskra, City Solicitor, City of Scranton

[enclosure]

ATTACHMENT A

PROCEDURE FOR SHERIFF SALES

Unlike the Treasures Sale of properties for delinquent taxes, in order to collect delinquent refuse fees the properties have to be sold individually. The process will be as follows:

- a) We will begin by filing a Writ of Scire Facias sur Municipal Claim with the Lackawanna County Clerk of Courts in order to initiate an "in rem" proceeding to enforce the claim. The Writ of Scire Facias will be served by the Lackawanna County Sheriff or the Sheriff in the County in which the property owner resides. The Sheriff's Service fees will vary based on the type and location of service.
- b) A property owner who wishes to challenge the validity of the municipal lien must file an affidavit within fifteen (15) days of service of the Writ of Scire Facias. In the event that an Affidavit in Defense is filed, the property owner will be required to provide evidence to rebut the presumption that the municipal claim is valid. In the event that the property owner does not file a defense, we will obtain a judgment by default and damages will be assessed. In the event that a defense is filed, a trial will be held and, if we are successful at the conclusion of the trial a judgment will be obtained. The cost of filing a judgment is \$18.
- c) Upon obtaining a judgment, we will file a Writ of Execution to Sell the property. To commence the Sheriff's Sale process we will pay the Sheriff \$2,000 per property. The property will first be subject to an upset sale. If the upset price which includes all mortgages, taxes, municipal fees and costs is not obtained, we will petition the Lackawanna County Court of Common Pleas to sell the property free and clear of all taxes, municipal claims, mortgages and judgments. At the free and clear sale, the initial bid will be for costs.

Elliott Greenleaf

A Professional Corporation

RECEIVED
MAY 17 2019OFFICE OF CITY
COUNCIL/CITY CLERKElliott Greenleaf & Dean
15 Public Square - Suite 310
Wilkes-Barre, Pennsylvania 18701
Phone: (570) 371-5290 • Fax: (570) 371-5550
www.elliottgreenleaf.comJOHN G. DEAN
EMAIL: JGD@ELLIOTTGREENLEAF.COM

May 15, 2019

VIA FIRST CLASS MAILAmil Minora, Esquire
Scranton City Hall
340 North Washington Avenue
Scranton, Pennsylvania 18503**Re: Northeast Revenue Service, LLC**

Dear Amil:

My firm represents Northeast Revenue Service, LLC including in connection with a potential class action lawsuit originally brought against it in the Court of Common Pleas of Montgomery County. That matter, which involves claims regarding my client's contracts with the City of Scranton, was recently transferred to Lackawanna County. Additionally, the Montgomery County Court also ordered that the City of Scranton be joined as a defendant.

That being said, I am in receipt of an April 26, 2019 letter requesting certain information from my client, a copy of which is attached hereto for your convenience. Naturally, we will work with the City of Scranton in any fashion. The City of Scranton should already have in its possession my client's fee schedule and the contracts at issue. If you need additional copies of same, we will be happy to provide them. As to net profit calculations, as you are aware, my client is a private entity and such information is proprietary in nature. The rate schedule and the contracts are public documents and should provide the details on interest and fees. Thank you for your attention in this matter.

Very truly yours,



John G. Dean

JGD/ap

Enclosure

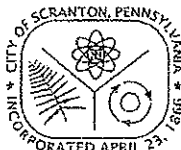
cc: Northeast Revenue Services, LLC (w/enc.)(via first class mail)

Council of the City of Scranton

340 No. Washington Avenue • Scranton, Pennsylvania 18503 • Telephone (570) 348-4113 • Fax (570) 348-4207

Lori Reed
City Clerk

Amil Minora, Esq.
Counsel



Pat Rogan, President
Timothy Perry, Vice President
William Gaughan
Wayne Evans
Kyle Donahue

April 26, 2019

Mr. Sean Shamany
Northeast Revenue Service, LLC
1170 Highway 315, Suite 5
Plains, PA 18702

Dear Mr. Shamany:

As a follow up to the caucus held on Monday, April 22nd, with Scranton City Council, Councilmen Kyle Donahue and Bill Gaughan are requesting to be provided with the following information, with regard to Northeast Revenue Service, LLC contracts with the City of Scranton, for collection of delinquent refuse, real estate and rental registration bills:

1. The amount of net profit that has been collected from your contracts with the City of Scranton (FOC 35, 2011; FOC 16, 2012; FOC 46, 2014)
2. A breakdown of interest and fees for each of the three categories of collection; refuse, tax and rental

Please provide this information at your earliest convenience. If you should have any questions, please do not hesitate to contact me. As always, thank you for your time.

Sincerely,

Lori Reed
City Clerk

cc: Mr. David M. Bulzoni, Business Administrator
Scranton City Council

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

CREATING AND ESTABLISHING SPECIAL CITY ESCROW ACCOUNT NO. 02.229640 ENTITLED "RENTAL REGISTRATION TENANT ESCROW" TO ACCEPT AND DISBURSE FUNDS RECEIVED FROM RENTAL PAYMENTS FROM TENANTS WHOSE LANDLORDS HAVE FAILED TO COMPLY WITH REGISTERING THEIR RENTAL PROPERTIES IN THE CITY OF SCRANTON PURSUANT TO FILE OF THE COUNCIL NO. 58, 2016 (AS AMENDED).

WHEREAS, the City of Scranton has previously adopted File of the Council No. 58, 2016, as Amended which establishes a program to be utilized in connection with the City of Scranton Rental Registration Program; and

WHEREAS, pursuant to this Ordinance, the City of Scranton is entitled to receive and disburse rental payments from tenants whose landlords have failed to comply with registering their rental properties pursuant to File of the Council No. 58, 2016, as Amended; and

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that Special City Account No. 02. 229640 is hereby established and that any and all appropriate City officials are authorized to execute any and all documents necessary to set up said account.

SECTION 1. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF BUSINESS ADMINISTRATION

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4118 • FAX: 570-348-4225

June 4, 2019

Jessica Eskra, Esq.
City Solicitor
Municipal Building
Scranton, PA 18503

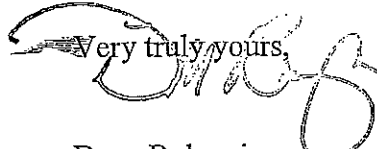
Dear Attorney Eskra:

Please prepare an Ordinance for Scranton City Council creating a new special city account for the receipt and disbursement of rental payments from tenants whose landlords have failed to comply with registering their rental properties pursuant to FOC No. 58, 2016 (As Amended).

02.229640

Rental Registration Tenant Escrow

If you should have any questions regarding this matter, please do not hesitate to contact me.

Very truly yours,


Dave Bulzoni
Business Administrator

DMB:nmk

Cc: Roseann Novembrino, City Controller
Wayne Beck, City Treasurer
Lori Reed, City Clerk
Rebecca McMullen, Financial Manager
Andy Marichak, Financial Analyst
Adam Joyce, Senior Accountant



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

June 4, 2019

RECEIVED

JUN 04 2019

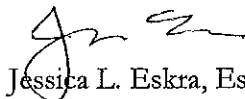
OFFICE OF CITY
COUNCIL/CITY CLERK

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

Dear Honorable Council Members:

ATTACHED IS AN ORDINANCE CREATING AND ESTABLISHING
SPECIAL CITY ESCROW ACCOUNT NO. 02.229640 ENTITLED "RENTAL
REGISTRATION TENANT ESCROW" TO ACCEPT AND DISBURSE FUNDS
RECEIVED FROM RENTAL PAYMENTS FROM TENANTS WHOSE LANDLORDS
HAVE FAILED TO COMPLY WITH REGISTERING THEIR RENTAL PROPERTIES
IN THE CITY OF SCRANTON PURSUANT TO FILE OF THE COUNCIL NO. 58,
2016 (AS AMENDED).

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

FILE OF THE COUNCIL NO. _____

2019

AN ORDINANCE

AMENDING FILE OF THE COUNCIL NO. 9, 2010 AN ORDINANCE REPEALING FILE OF THE COUNCIL NO. 95, 2009 (AS AMENDED) AN ORDINANCE, ENTITLED "SIGNIFYING THE INTENTION AND DESIRE OF THE COUNCIL OF THE CITY OF SCRANTON TO ORGANIZE AN AUTHORITY TO BE KNOWN AS THE SCRANTON PUBLIC LIBRARY AUTHORITY UNDER PROVISIONS OF THE ACT OF THE GENERAL ASSEMBLY, KNOWN AS THE MUNICIPALITY AUTHORITIES ACT, 53 PA.C.S.A. 56; SETTING FORTH AND AUTHORIZING EXECUTION OF ARTICLES OF INCORPORATION; APPOINTING AND FIXING THE TERMS OF THE FIRST MEMBERS OF THE BOARD OF SUCH AUTHORITY; AND UPON ORGANIZATION CONVEYING TITLE TO THE AUTHORITY FOR THE PROPERTIES ON WHICH THE ALBRIGHT MEMORIAL LIBRARY, THE GREEN RIDGE LIBRARY AND THE SILKMAN HOUSE ARE LOCATED; AUTHORIZING ALL OTHER NECESSARY ACTION; AND REPEALING ALL INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES, RESOLUTIONS OR PARTS OF RESOLUTIONS" TO REVIVE THE SCRANTON PUBLIC LIBRARY AUTHORITY.

WHEREAS, on December 15, 2009 City Council passed File of the Council No. 95, 2009 (as Amended) to agree to organize the Scranton Public Library Authority; and

WHEREAS, on January 26, 2010 City Council repealed File of the Council No. 95, 2009 (as Amended) and ordered the Authority to dissolve. The Mayor Vetoed the repeal on February 4, 2010, however, City Council overrode the Veto on February 9, 2010; and

WHEREAS the Authority continued to operate and Certificate of Termination was never filed with the Secretary of the Commonwealth pursuant to 53 PA C.S.A. §5619 (c); and

WHEREAS, the Authority continues to hold Deeds to the Albright, Green Ridge and Silkman House, & insures them and obtains grants.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that the Scranton Public Library Authority is hereby revived and authorized to continue its operations.

SECTION 1. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

P E N N S Y L V A N I A

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

May 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED
MAY 28 2019

Dear Honorable Council Members:

OFFICE OF CITY
COUNCIL/CITY CLERK

ATTACHED IS AN ORDINANCE AMENDING FILE OF THE COUNCIL NO. 9, 2010 AN ORDINANCE REPEALING FILE OF THE COUNCIL NO. 95, 2009 (AS AMENDED) AN ORDINANCE, ENTITLED "SIGNIFYING THE INTENTION AND DESIRE OF THE COUNCIL OF THE CITY OF SCRANTON TO ORGANIZE AN AUTHORITY TO BE KNOWN AS THE SCRANTON PUBLIC LIBRARY AUTHORITY UNDER PROVISIONS OF THE ACT OF THE GENERAL ASSEMBLY, KNOWN AS THE MUNICIPALITY AUTHORITIES ACT, 53 PA.C.S.A. 56; SETTING FORTH AND AUTHORIZING EXECUTION OF ARTICLES OF INCORPORATION; APPOINTING AND FIXING THE TERMS OF THE FIRST MEMBERS OF THE BOARD OF SUCH AUTHORITY; AND UPON ORGANIZATION CONVEYING TITLE TO THE AUTHORITY FOR THE PROPERTIES ON WHICH THE ALBRIGHT MEMORIAL LIBRARY, THE GREEN RIDGE LIBRARY AND THE SILKMAN HOUSE ARE LOCATED; AUTHORIZING ALL OTHER NECESSARY ACTION; AND REPEALING ALL INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES, RESOLUTIONS OR PARTS OF RESOLUTIONS" TO REVIVE THE SCRANTON PUBLIC LIBRARY AUTHORITY.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

Introduced in Council on above date
and referred to Committee on November 10, 2009

Scranton, Pa., December 15, 2009
Committee on Rules reports favorably
on the within ordinance

Sixth Order:
November 17, 2009

Rules
Khy Hursey
City Clerk

FILE OF COUNCIL NO. 95

2009

AN ORDINANCE
(AS AMENDED)

SIGNIFYING THE INTENTION AND DESIRE OF THE COUNCIL OF THE CITY OF SCRANTON TO ORGANIZE AN AUTHORITY TO BE KNOWN AS THE SCRANTON PUBLIC LIBRARY AUTHORITY UNDER PROVISIONS OF THE ACT OF THE GENERAL ASSEMBLY, KNOWN AS THE MUNICIPALITY AUTHORITIES ACT, 53 PA.C.S. CHAPTER 56; SETTING FORTH AND AUTHORIZING EXECUTION OF ARTICLES OF INCORPORATION; APPOINTING AND FIXING THE TERMS OF THE FIRST MEMBERS OF THE BOARD OF SUCH AUTHORITY; AND UPON ORGANIZATION CONVEYING TITLE TO THE AUTHORITY FOR THE PROPERTIES ON WHICH THE ALBRIGHT MEMORIAL LIBRARY, THE GREEN RIDGE LIBRARY AND THE SILKMAN HOUSE ARE LOCATED; AUTHORIZING ALL OTHER NECESSARY ACTION; AND REPEALING ALL INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES, RESOLUTIONS OR PARTS OF RESOLUTIONS.

WHEREAS, the City of Scranton presently owns public library properties located at 500 Vine Street (known as the Albright Memorial Library) and at 1032 Green Ridge Street (known as the Green Ridge Library); and

WHEREAS, the City of Scranton also owns a property formerly used as a public library located at 2006 North Main Avenue (known as the Silkman House); and

WHEREAS, the Albright and Green Ridge libraries have been managed by a Board of Trustees, pursuant to the terms of an Ordinance approved by City Council on April 5, 1890; and

WHEREAS, the deed from the Albright family to the City of Scranton for the Albright Memorial Library, dated February 24, 1890, includes the following provision:

"The management and control above provided for may be changed at any time to conform to any general laws passed by the Commonwealth of Pennsylvania regulating free public libraries, when accepted by a majority of the Trustees as herein provided for"; and

WHEREAS, the Trustees of the Scranton Public Library have recommended that a new municipal authority be created in accordance with the terms of the Pennsylvania Municipal Authorities Act, for the purpose of owning and operating public libraries in the City of Scranton; and

WHEREAS, the Council of the City of Scranton signifies its intention and desire to organize an Authority under the provisions of the Municipality Authorities Act, 53 Pa.C.S.Ch. 56 (the "Authorities Act").

CERTIFIED COPY

Neil Cookman ASST.
City Clerk

5-0

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON as follows:

SECTION 1. The Council of the City of Scranton hereby agrees to organize an Authority under the Authorities Act to be known as "The Scranton Public Library Authority" ("Authority").

SECTION 2. The Authority shall have the purposes and powers of owning and operating public libraries within the City of Scranton, including the Albright Memorial Library, the Green Ridge Library, and any other library branches created at any time in the future by the Authority.

SECTION 3. The proper officers of the City of Scranton under its Municipal seal are authorized and directed to execute, on behalf of the City, Articles of Incorporation of such Authority in substantially the following form as set forth in Exhibit "A", attached hereto and incorporated herein by reference thereto.

SECTION 4. The appropriate officers of the City of Scranton are authorized and directed to cause Notice of the substance of this Ordinance, including the substance of the attached Articles of Incorporation, and of the proposed filing of such Articles of Incorporation, to be published as required by the Authorities Act.

SECTION 5. The appropriate officers of the City of Scranton are authorized and directed to file such Articles of Incorporation and the necessary proofs of publication with the Secretary of the Commonwealth of Pennsylvania and to do all other things necessary to effect the incorporation of such Authority, including payment of required filing fees.

SECTION 6. The City of Scranton shall convey to The Scranton Public Library Authority the three properties on which the Albright Memorial Library, the Green Ridge Library and the Silkman House are located. Such conveyances shall be made without the payment of any consideration by the Authority. Such properties shall be conveyed to the Authority subject to all conditions, covenants, restrictions, reservations and easements as may be set forth in documents in the chain of title, including the conditions that appear in the deeds to all three properties, stating that they are to be used for library purposes.

SECTION 7. All Ordinances and parts of Ordinances, and Resolutions and parts of Resolutions inconsistent herewith expressly are repealed.

5-6

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON as follows:

SECTION 1. The Council of the City of Scranton hereby agrees to organize an Authority under the Authorities Act to be known as "The Scranton Public Library Authority" ("Authority").

SECTION 2. The Authority shall have the purposes and powers of owning and operating public libraries within the City of Scranton, including the Albright Memorial Library, the Green Ridge Library, and any other library branches created at any time in the future by the Authority.

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SECTION 7. All Ordinances and parts of Ordinances, and Resolutions and parts of Resolutions inconsistent herewith expressly are repealed.

SECTION 8. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

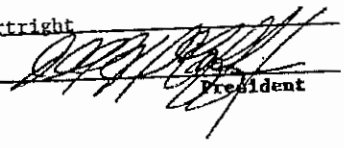
SECTION 9. This Ordinance shall become effective immediately upon approval.

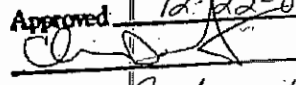
SECTION 10. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Option Plans Law" and any other applicable law arising under the laws of the State of Pennsylvania.

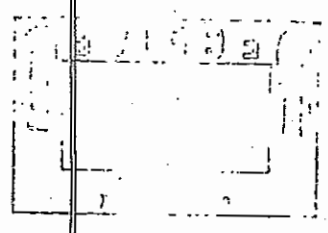
Passed by The Council

December 15, 2009
receiving the affirmative votes of Council Persons

Gatelli, Fanucci, McGoff

Negative Evans, Courtright

President

Approved 12-22-09
 Mayor
Nep Coolican ASST. City Clerk
Certified Copy



ARTICLES OF INCORPORATION

TO THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA:

In compliance with requirements of the Act of the General Assembly known as the "Municipality Authorities Act," 53 Pa.C.S. Ch. 56 (the "Authorities Act"), and pursuant to an Ordinance duly adopted by the City Council of the City of Scranton, Lackawanna County, Pennsylvania, expressing the intention and desire of such municipal authorities to organize an Authority under provisions of said Authorities Act, as amended and supplemented, the incorporating municipality does certify:

1. The name of the Authority is "Scranton Public Library Authority".
2. The Authority is formed under provisions of the Authorities Act.
3. The following authorities have previously been organized by the Council of the City of Scranton under the Authorities Act (or under its predecessor statute) and remain in existence:

The Sewer Authority of the City of Scranton
The Scranton Housing Authority
The Scranton Parking Authority
The Scranton Municipal Recreation Authority
The Redevelopment Authority of the City of Scranton
The Municipal Industrial Development Authority of Scranton

4. The name of the incorporating municipality is: City of Scranton, Lackawanna County, Pennsylvania.
5. The Authority is formed for the purpose of operating public libraries in the City of Scranton (including any new library locations that may be established in the future), and shall have all of the powers and duties available to Municipal Authorities under the Municipal Authorities Act.
6. The offices, names and addresses of the officials of said incorporating municipality are:

<u>Office</u>	<u>Name</u>	<u>Address</u>
President	Robert E. McGoff, Jr.	340 North Washington Ave. Scranton, PA 18503
Vice President	Judy Gatelli	340 North Washington Ave. Scranton, PA 18503

※

Councilman	William L. Courtright	340 North Washington Ave. Scranton, PA 18503
Councilwoman	Janet E. Evans	340 North Washington Ave. Scranton, PA 18503
Councilwoman	Sherry N. Fanucci	340 North Washington Ave. Scranton, PA 18503

7. The names, addresses and terms of office of the first members of the Board of the Authority, are as follows:

<u>Name</u>	<u>Address</u>	<u>Term Expiring First Monday in January</u>
Mr. Paul Gillick, Jr.	698 Chapman Lake Road Scott Twp., PA 18433	2011
Rev. Rees Warring	8 Mosswood Road Moscow, PA 18444	2011
Mr. Joseph Palumbo	1107 Columbia Street Scranton, PA 18509	2012
Rabbi David Rosenberg	915 Olive Street Scranton, PA 18510	2012
Ms. Betsy Moylan	1502 Pittston Avenue Scranton, PA 18505	2013
Ms. Emily Perry	1104 Tennyson Close Moosic, PA 18508	2013
Atty. Jamie Hailstone	730 N. Irving Avenue Scranton, PA 18510	2014
Atty. Jacob Nogi	517 Grandview Street Clarks Summit, PA 18411	2014
Atty. Brian Lenahan	101 Stonegate Road Waverly, PA 18471	2015
Ms. Anne Salerno	1200 Bryn Mawr Street Scranton, PA 18504	2015

※

8. At all times a majority of the Board of Directors of the Authority shall be residents of the City of Scranton.

IN WITNESS WHEREOF, the City of Scranton, Lackawanna County, Pennsylvania, shall cause these Articles of Incorporation to be executed by its proper officers and under its Municipal seal to be affixed hereto, this day of 2009.

CITY OF SCRANTON,
LACKAWANNA COUNTY, PENNSYLVANIA

ATTEST:

By: _____

(SEAL)

[END OF ARTICLES OF INCORPORATION]

Councilman William L. Courtright 340 North Washington Ave.
 Scranton, PA 18503
 Councilwoman Janet E. Evans 340 North Washington Ave.
 Scranton, PA 18503
 Councilwoman Sherry N. Fanucci 340 North Washington Ave.
 Scranton, PA 18503

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Rabbi Dovid Rosenberg	915 Olive Street Scranton, PA 18510	2012
Ms. Betsy Moylan	1502 Pittston Avenue Scranton, PA 18505	2013
Ms. Emily Perry	1104 Tennyson Close Moosic, PA 18507	2013
Atty. Jamie Hailstone	730 N. Irving Avenue Scranton, PA 18510	2014
Atty. Jacob Nogi	517 Grandview Street Clarks Summit, PA 18411	2014
Atty. Brian Lenahan	101 Stonegate Road Waverly, PA 18471	2015
Ms. Anne Salerno	1200 Bryn Mawr Street Scranton, PA 18504	2015

IN WITNESS WHEREOF, the City of Scranton, Lackawanna County,
Pennsylvania, shall cause these Articles of Incorporation to be executed, by its proper
officers and under its Municipal seal to be affixed hereto, this day of
2009.

CITY OF SCRANTON.
LACKAWANNA COUNTY, PENNSYLVANIA

ATTEST:

By: _____

(SEAL)

[END OF ARTICLES OF INCORORATION]

Council of the City of Scranton

340 No. Washington Avenue • Scranton, Pennsylvania 18503 • Telephone (570) 348-4113 • Fax (570) 348-4207

Kay Garvey
City Clerk

Amil M. Minora, Esq.
Counsel



Robert E. McGoff, Jr. President
Judy Gatelli, Vice President
William L. Courtright
Janet E. Evans
Sherry N. Panucci

December 15, 2009

Mary T. Gardier Paterson, Esq.
Solicitor, City of Scranton
340 N. Washington Ave.
Scranton, Pa. 18503

Dear Attorney Paterson:

At Scranton City Council's meeting held on December 15, 2009, a motion was made and passed to amend File of Council # 95, 2009.

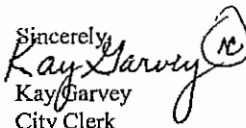
The motion that was read into the record reads as follows:

COUNCILMAN ROBERT MCGOFF: "PURSUANT TO THE AUTHORITIES ACT, THE BOARD TO BE FORMED AND THEREAFTER SEATED SHALL CONSIST OF A MAJORITY OF MEMBERS WHO ARE RESIDENTS OF THE CITY OF SCRANTON."

Please make the necessary changes to the legislation and forward to our office as soon as possible.

If you have any questions please do not hesitate to contact me at 348-4113.

Sincerely,


Kay Garvey
City Clerk

KG/nbc

cc: Mayor Christopher Doherty
Scranton City Council

50
Deed dated April 5, 1890 between William T. Smith, et al. and the
City of Scranton for the property known as the Albright Library

This Indenture,

made the Fifth day of April in the year
of our Lord one thousand eight hundred
ninety

Between William T. Smith, Henry Belin Jr.
and Alfred Hand, of the City of Scran-
ton, in the County of Lackawanna, and
State of Pennsylvania, Trustees, Parties of
the first part, and The City of Scran-
ton, Party of the second part,

Whereas J. J. Albright and Harriet L. his Wife,
Marion H. his Wife,
Jimmie R. his Wife, H. C.
and Franc C. his Wife, did by
Conveyance dated the Twenty-fourth
January A.D. 1890, for the consid-
eration therein mentioned voluntarily
grant, bargain, sell, alien, en-
gage, release, convey and confirm unto
the above-mentioned William T. Smith, Hen-
ry Belin Jr. and Alfred Hand their heirs
and assigns, all those certain lots, pieces
or parcels of land hereinafter particular-
ly described, upon certain trusts mention-
ed therein as by reference to said Deed

s.c.
tended to be duly registered and recorded
will fully appear, and whereas one
those trusts was to convey the said prem-
ises to the City of Scranton upon her ac-
ceptance of the donation thereof upon certain
conditions therein set forth.

And Whereas The City of Scranton has by
ordinance duly passed and approved on
this Fifth day of April A. D. 1890 accepted
the donation and conveyance upon
the conditions specified.

Now This Indenture Witnesseth that the said
Parties of the first part for and in consid-
eration of the premises and the sum of
One ~~thousand~~ to them in hand paid by the
~~said~~ City of the second part, at and before
the executing and delivery of these pres-
ents, the receipt whereof is hereby ac-
knowledgeed, have, in accordance with said
Deed of Trust, granted, bargained, sold, alien-
ed, enfeoffed, released, conveyed and confirm-
ed, and by these presents do grant, bar-
gain, sell, alien, enfeoff, release, convey

and confirm unto the said Party of the second part, its successors and assigns. —

All those certain lots, pieces or parcels of land adjoining each other, and situate in the City of Scranton, in the County of Lackawanna and State of Pennsylvania, being known and described as lots numbers Twenty-three (23), Twenty-four (24) and part of Twenty-two (22) in Square or Block number One hundred and four (104) of Sanderson's Addition to the late Borough of Scranton —

Beginning at a corner, the southerly corner of the intersection of Washington Avenue and Vine Street, running thence Ninety-five feet (95) parallel with Washington Avenue across the fronts of Lots numbers Twenty-four (24), Twenty-three (23) and part of Twenty-two (22) to a point about (15) feet from the dividing line of said Lots numbers Twenty-four (24) and Twenty-two (22); thence to Washington Avenue and from said dividing line One hundred

(150) feet to a point on the Alley in rear
said lots, and thence along said Alley
parallel with Washington Avenue, namely
five (95) feet to a point on Vine Street;
thence parallel with Vine Street one
hundred and fifty (150) feet to the place
of beginning, the intersection aforesaid;
said lot of land being rectangular in
shape, the measurement to commence
Ten (10) feet inside of the sidewalk on
Washington Avenue and on Vine Street.
The party of the second part having the
right to use said Ten (10) feet for yard,
porch, cellarway, bay windows or shut-

[REDACTED] which was con-
veyed by deed to [REDACTED] by two several
deeds; one thereof from Thomas Dickson
and Wife dated the Fifth of July A.D. 1862
and recorded in the Office for recording
Deeds in and for Luzerne County in Deed
Book [REDACTED]

of May 1. A. 1886, and recorded in the Of-
fice for recording Deeds in and for Lack-
awanna County in ~~Book 2~~ ⁵⁶
37 page 70; The coal under
was duly conveyed by George Sande-
son by Deeds duly recorded in Luzerne
County, and vested in said Joseph F.
Albright.

Together with all and singular the build-
ings, improvements, woods, ways, rights,
liberties, privileges, hereditaments, and
appurtenances to the same belonging
or in any wise appertaining, and the
reversion and reversions, remainder and
remainders, rents, issues and profits
thereof, and of every part and parcel thereof;
And also, all the estate right, title inter-
est, property, possession, claim and de-
mand whatsoever, both in law and equi-
ty, of the said Parties of the first part
of, in and to the said premises with the
appurtenances.

To Have and to hold the said described prem-
ises with all and singular the appurten-

ances unto the said The
lon, its successors and assigns forever, up
on the following conditions which are
the conditions referred to above and re-
quired in said Deed of Trust, to wit: -

That the building shall be called the Al-
bright Memorial Building, in memory
of Joseph J. Albright and Elizabeth Al-
bright his Wife; —

That the library therein placed shall
be reasonably maintained; —

That the same shall be managed and
controlled by a Board consisting of Six-
teen Trustees, of whom the Mayor of the
City shall be, ex-officio, one

shall be selected and appointed

Five (5) thereof shall be nominated

Mayor, one each from the

pastors resident in the City

of the following religious denominations

to wit: Episcopalian, Roman Catholic, Methodist,
Baptist, and Presbyterian

nominations shall be

5-C

The Bar of ~~the~~

Vacancies occurring for any cause

5-12

respective bodies above [redacted]
the same class. In case any vacan-
cy cannot be filled in the manner
thus indicated then the Board may fill
such vacancy: —

The management and control above pro-
vided for may be changed at any time
to conform to any general laws pass-
ed by the Commonwealth of Pennsyl-
vania regulating free public libraries,
when accepted by a majority of the
Trustees as herein provided for. —

The Board of Trustees shall annually
make report to the Select and Com-
mon Councils of the City of Scrant-
on, of the condition, expenditures,
and necessities of the library and
property real and personal con-
nected therewith. —

In Witness Whereof, the said Parties of
the first part to these presents have here-
unto set their hands and seals
the day of [redacted]

written.

Signed, Sealed,
and recorded in the

Notary Public
for the State of
Pennsylvania.

State of Pennsylvania)
County of Lackawanna } ss.
City of Scranton.

On the Fourteenth day of May A.D.
one thousand eight hundred and ninety

commissioned and qualified, personally came the above-named
City, personally came the above-named
William J. Smith, Trustee as above stated, who
in due form of law acknowledged the a-
bove Indenture to be his act and deed
as such Trustee, and desired the same might
be recorded as such.

Witness my hand and Notarial seal
this day of the year aforesaid.

Notary Public

State of Pennsylvania }
County of Lackawanna } ss.
City of Scranton }

On the thirty-first day of
May A.D. one thousand eight hundred
and ninety before me the subscriber, a No-
tary Public, duly commissioned and qualif-
ied residing in said city, personally came
the above named Alfred Hand and Henry
Behring, Trustees as above stated, who in
due form of law acknowledged the above
Indenture to be their and each of their act
and deed, as such Trustees, and desired
the same might be recorded as such.

and Notarial seal
as aforesaid.

Horace E. Hand
Notary Public

Recorded in the office for Recording of Deeds, &c., in and for LACKAWANNA,
COUNTY, PENNSYLVANIA, in Deed

Book..... Volumes 122 Page 47 20

Witness my Hand and Seal of Office this 27th
day of May A. D. 1893.

James J. Bealey Recorder.

5-6

Deed dated December 30, 1937 between Sara F. Hoadley and City
of Scranton for the property now known as the Silkman House

52
BETSE HEFFRON McDADE ET AL.,
321 Maple St.,
Scranton, Pa.

McDADE (Widow) and others,
parties of the second part.

WITNESSETH, that in consideration of ONE (\$1.00) DOLLAR & OTHER GOOD AND VALUABLE CONSIDERATIONS, in hand paid, the receipt whereof is hereby acknowledged;

the said Grantor does hereby grant and convey to the said Grantees, their heirs and assigns.

ALL the right, title and interest of the grantor herein in and to the following described lot, piece or parcel of land situate, lying and being in the City of Scranton, County of Lackawanna and State of Pennsylvania, described as follows, viz: Being Lot No. Eleven (11) in Square or Block No. Fifty (50) and situate upon street called and known as Maple Street upon the town plot of the City of Scranton, intended to be duly registered and recorded. Said lot being forty (40) feet in front, forty (40) feet in rear and one hundred and fifty (150) feet in depth. Coal and minerals reserved as in chain of title.

Being the same premises conveyed to rev. William J. Heffron, et al., by deed dated July 2, 1934, and recorded in Lackawanna County in Deed Book No. 400 Page 244.

AND the said Grantor Will Warrant the property hereby conveyed.

IN WITNESS WHEREOF, the grantor has hereunto set his hand and seal the day and year first above written.

Signed, Sealed and Delivered

in the Presence of
John J. Williams
Marion Cunningham

Rev. William J. Heffron (Seal)

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF LACKAWANNA

(SS: On this 2nd day of May A. D. 1938, before me, a Notary Public duly commissioned in and for said County, residing in the City of Scranton in the said County, personally came the above named Rev. William J. Heffron who in due form of law acknowledged the foregoing Deed to be his Act and Deed and desired the same to be recorded as such.

WITNESS my hand and Notarial Seal the day and year aforesaid.

Cert. Add. of Grantee is 321 Maple St.
Scranton, Pa.

Kellie Duffy Rader (N. P. Seal)
Notary Public

Rec. June 3, 1938 at 11:36 A. M.

My Com. Exp. Feb. 21, 1939.

Deed BK 419 Page 32

SARA F. HOADLEY

TO

CITY OF SCRANTON

THIS INSTRUMENT, Made the thirtieth day of December in the Year of Our Lord one thousand nine hundred and thirty seven, BETWEEN SARA F. HOADLEY, Single Woman, of the City of Scranton, County of Lackawanna and State of Pennsylvania, party of the first part, and CITY OF SCRANTON, a Municipal Corporation of the State of Pennsylvania, party of the other part,

WITNESSETH, that the said party of the first part, for and in consideration of the sum of One Dollar and other good and valuable consideration unto her well and truly paid, by the said party of the second part, at or before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, enfeoffed, released, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, enfeoff, release, convey and confirm unto the said party of the second part, its successors, forever, all the right, title, and interest of the party of the first part, being an undivided one seventh (1/7th) interest in and to

All the following described lot, piece or parcel of land situate in the City of Scranton, County of Lackawanna and State of Pennsylvania, bounded and described as follows, to wit:

Beginning at a point on the southeasterly side of North Main Avenue, formerly known as the Carbondale, and Silks Barre Road, being the northerly corner of lands now or late of Daniel H. Jenkins; thence in a Northeasterly direction along said side of North Main Avenue, one Hundred and Twenty two (122) feet, more or less to lands now or late of Ada E. Benwood, thence in a Southeasterly direction at right angles to North Main Avenue, and along said Benwood's line One hundred and thirty three (133) feet, more or less, to a corner in right of way of the New York, Ontario and Western

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SHALL AND WILL WARRANT AND FOREVER DEFEND.
IN WITNESS WHEREOF, the Said Part. of the first part, has to these presents set her hand
and seal, Dated the day and year first above written,
Signed, Sealed and Delivered
in the Presence of
T. Archer Morgan
John H. Atherton
STATE OF PENNSYLVANIA) On the 30th day of December Anno Domini 1937, before me a Notary
COUNTY OF LACKAWANNA) SS Public duly commissioned and qualified, personally appeared the a
named Sara P. Hoadley, and in due form of law acknowledged the above Indenture to be her
act and deed and desired the same might be recorded as such.
Witness my hand and Notarial Seal the day and year aforesaid,
Geo. F. Rhodes (N. P. Seal)
Notary Public
Dec. June 4, 1938 at 11:00 A. M. My Comm. Exp. Mar. 16, 1939.

1. *Journal of the American Medical Association*, 1997; 278: 1039-1044.

Geo. W. Rhodes (W. F. Seal)
Notary Public
My Comm. Exp. Mar. 16, 1939.

Deed dated August 18, 1914 between The Green Ridge Library
Association and the City of Scranton for the property known as the
Green Ridge Library

5-C
...of the said ... interest, property, claim and demand whatsoever, by the said ...
... to have and to hold the said messuage or tenement and tract ...
... granted or mentioned or intended so to be, with the ...
... Andrews and Elizabeth Andrews, his wife, their heirs and assigns ...
... said William H. Andrews and Elizabeth Andrews, his wife,

... and Elizabeth Andrews, Executors aforesaid, for the said ...
... severally and not jointly, nor the one for the ...
... each for his and her own sole only, covenant, promise ...
... and Elizabeth Andrews, his wife, their heirs and ...
... Morgan, William Morgan and Elizabeth Andrews, have ...
... thing whatsoever, whereby the premises hereby ...
... be impeached, charged or incumbered in title,

... have hereunto set their hands and seals
... (Seal)
... (Seal)
... (Seal)
... of the Last Will and Testament of
... Elizabeth Morgan

State of Pennsylvania, County of Lackawanna, ss. I, the subscriber, an
Alderman in and for the City of Scranton in the County aforesaid,
do hereby certify that the above named Morgan Morgan, William Morgan and Elizabeth
Andrews, Executors of the Last Will and Testament of Elizabeth Morgan, and in due form of law
acknowledged the above written Indenture to be their and each of their act and deed, and desired
the same might be recorded as such.

Witness my hand and seal this day and year above written,
M. V. Morris (Ald. Seal) Alderman,
Alderman 1st Ward My Commission expires First Monday in Jan,
1915.

Recorded Oct. 20, 1914.

Lackawanna County Book 270
Page 300

The Green Ridge Library
Association.

To
The City of Scranton.

Whereas, the Council of the City of Scranton has signified their
assent to the transfer to the City of the building and property of
the Green Ridge Library Association by passing the following
Resolution, viz., "Whereas, a number of years ago citizens of the
Thirteenth Ward organized an association for the purpose of furnish-
ing a free library for the benefit of the people, called the Green
Ridge Library Association, and "Whereas, said association erected a
new building for library purposes costing over seventy-five hun-
dred dollars (\$7500), which with the value of the lot makes a total valuation of over ten thousand
dollars (\$10,000,000, and "whereas, the said Association having ceased to have any source of
revenue to conduct said Library, was compelled to close, and "Whereas, the Albright Public Library has
for some years conducted a branch in said building, and "Whereas, it is the intention of said
Association to convey said property to the City for library purposes to be conducted under such
rules as the City may prescribe and under the direction of the Trustees of the Albright Library as
soon as it is possible to do so, and "Whereas, an assessment for paving Wyoming Avenue, between
Green Ridge and Marion Street has been made on said property and the said Association has no
possible resources from which to pay said assessment,

"Now Be It Resolved by the Council of the City of Scranton, and it is hereby resolved by the
authority of the same, that the Green Ridge Library Association is hereby exonerated from the
liability under said assessment and the City assumes the same, provided, however, that this is
conditioned upon the conveyance to the City of the property of said Library Association and shall
not go into effect until the same is done," and

Whereas, at a meeting of the stockholders and members of said Association, at which were a
majority of said stockholders and members, held Friday evening, July 17, 1914, the following Resolu-
tion was unanimously adopted, viz:-

Whereas this Association has for a long time been without funds for its maintenance and the
building has been used as a branch of the The Albright Public Library, and

Whereas the Council of the City have signified by resolution duly passed, their willingness to
take over the building of the Association for library purposes and assume the assessment against
the same for paving Wyoming Avenue,

Now Be It Resolved that George Sanderson in the absence of the President on account of
illness, and A. V. Bower, Secretary, are hereby authorized to join in a special warranty deed to the
City of Scranton for a nominal consideration and under the conditions contained in said resolu-
tion of Council agreeing to accept a transfer of the property for library purposes,

Now This Indenture Made the 18th day of August Anno Domini 1914, Witnesseth: That the Green
Ridge Library Association, party of the first part, by George Sanderson and Aaron V. Bower, duly
authorized to execute and deliver this Indenture, as by reference to the Resolution hereinabove
included will fully appear, for and in consideration of One Dollar, and other good and sufficient
considerations, lawful money of the United States of America, well and truly paid by the City
of Scranton, party of the second part, to party of the first part at and before the signing of
delivery of these presents, the receipt whereof is hereby acknowledged, have granted, bargained,
aliened, enfeoffed, released and confirmed, and by these presents does grant, bargain, sell, al-
ienoff, release, convey and confirm unto the said party of the second part, its successors and
assigns. All the following described lot or parcel of land in the Thirteenth Ward of the City of

Soranton, County of Lackawanna and State of Pennsylvania, Vix:

Being the unnumbered lot on the revised plot of Block Number Twenty-eight on the plot of Sanderson's Addition in the City of Soranton, called Green Ridge, and located on the southwesterly corner of Green Ridge Avenue and Eleventh Street on said Plot. Said Green Ridge Avenue being Green Ridge Street and Eleventh Street Wyoming Avenue on the City Map of Soranton.) Said lot contains in front or width on said Green Ridge Street forty feet and extends of that width along said Wyoming Avenue one hundred and twenty feet. The measurement of the depth to commence ten feet inside the sidewalk on said Green Ridge Avenue, and party of the second part having the right to occupy or use said ten feet for cellarway, porch, steps, veranda or shrubbery, but not to erect any building thereon.

Said lot being described in the deed of George Sanderson, et al., to the Green Ridge Library Association as parts of lots Nine and Ten in said Block Twenty-eight, said parts of lots now constituting the lot hereby conveyed on said revised plot. Being the same premises conveyed to the Green Ridge Library Association by George Sanderson, et al., by deed dated the 15th day of June A.D. 1911, and recorded in the Recorder's Office in Lackawanna County in Deed Book No. 83 page 47, and this conveyance is made subject to all reservations as to coal and mining the same, and all other covenants, conditions and restrictions as are contained in said deed from George Sanderson, et al., to said Green Ridge Library Association.

Also all the right, title and interest of said Green Ridge Library Association in and to a strip of land adjoining said lot on the Northwesterly side of the lot hereby conveyed, being of the same depth and bounded on its westerly side by lands of L.O. Kennedy. All coal and minerals with the right to mine and remove the same being reserved as they are reserved in said deed from George Sanderson, et al., to the Green Ridge Library Association. Together with all and singular the buildings, improvements, woods, ways, rights, liberties, privileges, hereditaments and appurtenances to the same belonging or in any wise appertaining, and the reversion and reversions, the remainder and remainders, rents, issues and profits thereof; And Also all the estate, right, title, interest, property, possession, claim, and demand whatsoever, both in law and equity, of the said party of the first part, to the said premises with the appurtenances not hereinbefore reserved or excepted.

To Have and to Hold the said premises, with all and singular the appurtenances, unto the said party of the second part, its successors and assigns, to the only proper use, benefit and behoof of said party of the second part, its successors and assigns forever.

And the said party of the first part, its successors and assigns, does by these presents, grant and agree to and with the said party of the second part, its successors and assigns, that it, the said party of the first part, its successors and assigns, all and singular, the hereditaments and premises hereinabove described and granted, or mentioned and intended so to be, with the appurtenances, unto the said party of the second part, its successors and assigns, against it, the said party of the first part, its successors and assigns, and against all and every person or persons whomsoever lawfully claiming or to claim the same or any part thereof, by, through or under it.

Shall and Will Warrant and forever Defend.

In Witness Whereof George Sanderson and Aaron V. Bower, duly authorized by the party of the first part, to these presents have hereunto set their hands and seals, at the act and deed of the said The Green Ridge Library Association, dated the day and year first above written.

The Green Ridge Association

By George Sanderson
Aaron V. Bower

(Seal)

(Seal)

Lackawanna County) SS. On the 18th day of August A.D. 1914, before me, a Notary Public
City of Soranton) duly commissioned, personally appeared George Sanderson and Aaron V. Bower, duly authorized by the Green Ridge Library Association to execute and acknowledge the foregoing Indenture, who being duly sworn according to law, acknowledged the foregoing Indenture to be the act and deed of said Library Association for the purposes therein mentioned and desired the same might be recorded as such.

James Gardner Sanderson (Notarial Seal) Notary Public,
Recorded Oct. 20, 1914. My Commission expires Feb 14, 1915.

Andrew Walukas,

To

Bruno Iwanowski,

This Indenture, Made Twentieth day of October, in the year of our Lord one thousand nine hundred and fourteen (1914) Between, Andrew Walukas, of the City of Pittston, County of Luzerne, and State of Pennsylvania, party of the first part, and Bruno Iwanowski, of the Borough of Nanticoke, in said County and State, party of the second part, Witnesseth, That the said party of the first part, for and in consideration of the sum of One Thousand (\$1,000) Dollars, lawful money of the United States of America, unto him well and truly paid, by the said party of the second part, at or before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, hath granted, bargained, sold, aliened, enfeoffed, released, conveyed and confirmed, and by these presents doth grant, bargain, sell, alien, enfeoff, release, convey, and confirm, unto the said party of the second part, his heirs and assigns, forever, A one-half undivided interest in and to all that certain tract of land, situate in the Township of Jefferson, County of Lackawanna, and State of Pennsylvania, described as follows, to wit: Being a portion of the tract in the warrant name of Mary Conrad, containing about three hundred and twenty-seven (227) acres. Being all of said tract with the exception of a portion of (50) Acres, formerly belonging to Bartholomey Kurzydowski, and now

*
Deed dated August 18, 1914 between George Sanderson, et al. and
the City of Scranton for the property known as the Green Ridge
Library

Deed dated August 18, 1914 between The Sanderson & Robb Land
Company and the City of Scranton for the property known as the
Green Ridge Library

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THIS INSTRUMENT made the 18th day of August, 1914, year of our Lord one thousand nine hundred and fourteen, between GEORGE SANDERSON and LUCY R. SANDERSON, his wife; also EDWARD B. STURGES and MARION STURGES, his wife; and ANNA K. SANDERSON, of the City of Scranton, County of Lackawanna and State of Pennsylvania; THE FIDELITY TRUST COMPANY, THODORE M. ETTING, WILLIAM H. COPE and THOMAS ROBB, JR., Executors and Trustees of Thomas Robb, deceased; WILLIAM H. COPE and ELIZABETH ELVIRA COPE, Executors, and WILLIAM H. COPE and HELEN COPE SMITH, Trustees of Ann Eliza Cope, deceased; WILLIAM H. THOMPSON, Executor and Trustee of Sarah T. Robb, deceased; FRANK F. ROBB and LAURA F. ROBB; JOHN T. RILEY and REBECCA R. RILEY; WILLIAM A. LIPPINCOTT and ANN R. LIPPINCOTT; JOHN D. SAMUEL and AMILLA ROBB SAMUEL; and MABEL H. ROBB; all of the City of Philadelphia; also EMILY FISCHER, Trustee for Emily Fischer, of Yatrins, Ulster County, New York, by George Sanderson, their Attorney-in-fact, of the first part, A M D THE CITY OF SCRANTON, of the second part.

WITNESSETH, that the said parties of the first part, for and in consideration of the sum of ONE DOLLAR lawful money of the United States of America to them well and truly paid by the said party of the second part, at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, have remised, released and quit-claimed, and by these presents do remise, release and quit-claim unto the said party of the second part, and to its successors and assigns forever all the following described lot or parcel of land in the Thirteenth Ward of the City of Scranton, viz: Being the unnumbered lot on the revised plot of number twenty-eight on the Plot of Sanderson's Addition in the City of Scranton, called Green Ridge, located on the southwesterly corner of Ridge Avenue and Eleventh Street on said Plot, (said Green Ridge being Green Ridge Street; and said Eleventh Street being Eleventh Street on the City plot of Scranton). Said lot being forty feet in width

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said Green Ridge Street and one hundred and twenty feet in depth along Wyoming Avenue, the measurement of the depth to commence ten feet inside the sidewalk on said Green Ridge Street. Being the same premises conveyed by George Sanderson, et. al., to the Green Ridge Library Association by deed dated the 15th day of June A. D. 1891, and recorded in the Recorder's office of Lackawanna County in Deed Book 83 at Page 47, and by the said Green Ridge Library Association conveyed to the City of Scranton by deed bearing even date herewith. This quit-claim is made by the said City of Scranton from all covenants, conditions and warranties of George Sanderson, et. al., to the Green Ridge Library Association to effect the reservation of coal and minerals or the use of ten feet in front of said lot. And it is understood that this quit-claim is made subject to the covenant that said premises shall be used for library purposes only and

providing that the same shall be used for library purposes only and

TOGETHER with all and singular, the tenements, hereditaments and appurtenances thereunto belonging, or in any wise appertaining, and the reversions, remainders, rents, issues and profits thereof; AND also all the estate, right, title, interest, property, claim and demand whatsoever, in law as in equity, of the said parties of the first part, of, in and to the above described premises, and every part and parcel thereof, with

all and singular the above mentioned and with the appurtenances unto the said party of the second part, its successors and assigns forever,

IN WITNESS WHEREOF, the said parties of the first part have

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hereunto set their hands and seals the day and year

Sealed and delivered in

the presence of

Georgette Anderson (SEAL)

Louise R. Sanderson (SEAL)

Edward R. Stinger (SEAL)

Maudie Stinger (SEAL)

Anna K. Sanderson (SEAL)

The Fidelity Trust Co. (SEAL)

William H. Pope (SEAL)

Thomas Robt. Pope (SEAL)

Attorneys in fact of Thomas Robt. Pope (SEAL)

William H. Pope (SEAL)

Elizabeth Edwina Pope (SEAL)

Attorneys in fact of Elizabeth Edwina Pope (SEAL)

William H. Pope (SEAL)

William H. Thompson (SEAL)

Attorneys in fact of Sarah F. Robt. (SEAL)

Frank H. Robt. (SEAL)

Laura F. Robt. (SEAL)

John F. Riley (SEAL)

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Rebecca R. Riley (SEAL)
William H. Cope
Anna R. Lippincott (SEAL)
James D. Samuel (SEAL)
Annella Robb Samuel (SEAL)
Mabel H. Robb (SEAL)
Emily Fischer (SEAL)
Ernest & Emily Fischer (SEAL)
James H. Cope
Notary Public in and for the State of Pennsylvania

STATE OF PENNSYLVANIA :
COUNTY OF JACKAWANNA : SS.:
CITY OF SCRANTON :

On the 18th day of August A. D. 1914, before me, a Notary Public, duly commissioned, personally appeared the above named George Sanderson and Lucy R. Sanderson, and in due form of law acknowledged the above Indenture their, and each of their, act and deed, and desired the same might be recorded as such; also appeared George Sanderson, Attorney-in-Fact for Edward B. Sturges, Marion Sturges, Anna K. Sanderson, The Fidelity Trust Company, Theodore M. Etting, William H. Cope and Thomas Robb, Jr., Executors and Trustees of Thomas Robb, deceased; William H. Cope and Elizabeth Elv Cope, Executors; and William H. Cope and Helen Cope Smith, Trustees of Anne Eliza Cope, deceased, William H. Thompson, Executor and Trustee of Sarah T. Robb, deceased, Frank F. Robb, Laura F. Robb, John T. Riley, Rebecca

5-c

R. Riley, William A. Lippincott, Ann R. Lippincott, John D. Samuel, Amilla Robb Samuel, Mabel H. Robb and Emily Fischer, Trustees for Emily Fischer, and in due form of law acknowledged the above Indenture to be the act and deed of all and each of his said constituents and desired the same might be recorded as such.

Witness my hand and Notarial Seal this 18th day of August
A. D. 1914.

James Sanderson Sanderson
Notary Public

Recorded in the Office for Recording of Deeds, &c., in and for
LACKAWANNA COUNTY, PENNSYLVANIA, in... Deed.....
Book 254.....Volume.....Page 254.....
Witness my Hand and Seal of Office this.... 21st
day of October..... A. D. 1914.

Peter W. Harris Recorder

THIS INSTRUMENT made the 18th day of August in the year of our Lord one thousand nine hundred and fourteen, between THE SANDERSON & ROBB LAND COMPANY, a corporation of the Commonwealth of Pennsylvania, of the first part, A H D the CITY OF SCRANTON, of the second

WITNESSETH, that the said party of the first part, for and in consideration of the sum of ONE DOLLAR, lawful money of the United States of America, to it well and truly paid by the said party of the second part, at and before the sealing and delivery of these presents, the receipt whereof hereby acknowledged, has remised, release, and quit-claimed, and by these presents does remise, release and quit-claim unto the said party of the second part, and to its successors and assigns all the following described strip or piece of land in the Thirteenth Ward of the City of Scranton, County of Lackawanna and State of Pennsylvania: Commencing at the intersection of the front line of lot number ten (10) in block number twenty-eight (28) on ~~the original plotting of Sanderson and Robb's~~ Addition to the City of Scranton as recorded in the Recorders Office of Lackawanna County) with the northerly, or Green Ridge Street, side line thereof and running thence along said side line in a westerly direction to the line of lands of L. C. Kennedy; thence at right angles along said Kennedy's line in a southerly direction one hundred and twenty (120) feet more or less to the northerly side line of Lot number eight (8) in said block; thence along the said line of lot number eight (8) to its intersection with the line thereof on Wyoming Avenue and thence along the front lines of lots nine (9) and ten (10) at right angles and in a northerly direction to the place of beginning.

Together with the right to enclose, use and occupy ten (10) feet in front of said premises on Green Ridge Street and ten (10) feet in front of the side line thereof on Wyoming Avenue for yard, porch, steps, cellarway or shrubbery, but for no other purpose.

5-2

Being the same premises conveyed by the Green Ridge Library Association to the City of Scranton for library purposes by deed bearing even date herewith, reserving, however, to the legal owners thereof, their heirs and assigns, all coal and minerals beneath the surface of said piece of land with the sole right to mine and remove the same by any subterranean process without liability under any circumstances whatever for damage done to the surface thereof or to the improvements now erected and hereafter to be erected thereupon. No mine or air shaft to be intentionally erected thereon. It is expressly understood that the premises hereby conveyed are to be used for library purposes and in accordance with the Resolution of Council of the City of Scranton providing for the acceptance of the property of the Green Ridge Library Association, and all and singular, the tenements, hereditaments and appurtenances thereunto belonging, or in any wise appertaining, and the reversions, remainders, rents, issues and profits thereof: and also all the estate, right, title, interest, property, claim and demand whatsoever, as well in law and in equity, of the said party of the first part, of, in, or to the above-described premises, and every part and appurtenance thereof with the appurtenances.

IN WITNESS WHEREOF the said SANDERSON & ROBB LAND COMPANY by GEORGE SANDERSON, its President, has executed the above indenture and caused its corporate seal duly attested to be affixed thereto the day and year first above written.

SANDERSON & ROBB LAND COMPANY

By George Sanderson
President

ATTEST James C. Sanderson
Secretary

STATE OF PENNSYLVANIA :
COUNTY OF JACKSONIA : SS.:

On the 18th day of August A. D. 1914, before me, the subscriber, a Notary Public duly commissioned, personally appeared JAMES GARDNER SANDERSON, Secretary of the Sanderson Company, grantor above named, who, being duly sworn according to law, says he was personally present at the execution of the above Indenture and saw the common or corporate seal of said corporation duly affixed thereto; that the seal so affixed thereto is the common or corporate seal of said corporation; that the above Indenture was duly sealed and delivered by George Sanderson, President of said corporation, to the act and deed of the said corporation for the uses and purposes therein mentioned and that the name of this deponent as Secretary and of George Sanderson as President of said corporation, subscribed to the above Indenture in attestation of its due execution and delivery, are of their and each of their respective handwritings.

James Gardner Sanderson

Sworn and subscribed to before me the day and year aforesaid.

Paul R. Arkes
Notary Public

My Commission expires Apr. 29, 1917

52

Recorded in the Office for Recording of Deeds, &c., in and for
JACKAWANNA COUNTY, PENNSYLVANIA, in Deed
Book 264 Volume 263 Page 21st
Witness my Hand and Seal of Office this
day of October A. D. 1914.

Peter W. Haas Recorder

Deputy



7A
LAW

009

Rec
2-11-10

FILE OF COUNCIL NO. 9

2010

AN ORDINANCE

REPEALING FILE OF THE COUNCIL NO. 95, 2009 (AS AMENDED) AN ORDINANCE ENTITLED "SIGNIFYING THE INTENTION AND DESIRE OF THE COUNCIL OF THE CITY OF SCRANTON TO ORGANIZE AN AUTHORITY TO BE KNOWN AS THE SCRANTON PUBLIC LIBRARY AUTHORITY UNDER PROVISIONS OF THE ACT OF THE GENERAL ASSEMBLY, KNOWN AS THE MUNICIPALITY AUTHORITIES ACT, 53 PA. C.S. 56; SETTING FORTH AND AUTHORIZING EXECUTION OF ARTICLES OF INCORPORATION; APPOINTING AND FIXING THE TERMS OF THE FIRST MEMBERS OF THE BOARD OF SUCH AUTHORITY; AND UPON ORGANIZATION CONVEYING TITLE TO THE AUTHORITY FOR THE PROPERTIES ON WHICH THE ALBRIGHT MEMORIAL LIBRARY, THE GREEN RIDGE LIBRARY AND THE SILKMAN HOUSE ARE LOCATED; AUTHORIZING ALL OTHER NECESSARY ACTION; AND REPEALING ALL INCONSISTENT ORDINANCES OR PARTS OF ORDINANCES, RESOLUTIONS OR PARTS OF RESOLUTIONS."

WHEREAS, on December 22, 2009, the Mayor of the City of Scranton executed File of Council No. 95, 2009, as Amended, ("Ordinance 95") which Ordinance 95 was passed by City Council on December 15, 2009, establishing the Scranton Public Library Authority (the "Authority") under the Municipal Authorities Act, 53 Pa. C.S.A. §5601, et seq; and

WHEREAS, prior to the passage of File of Council No. 95, 2009, the City of Scranton ("City") owned Public Library properties located at 500 Vine Street (known as the Albright Memorial Library) and at 1032 Green Ridge Street (known as the Green Ridge Library) and a property formerly used as a public library located at 2006 Main Avenue (known as the Silkman House); and

WHEREAS, The Albright Memorial Library and Green Ridge Library have been managed by a Board of Trustees, pursuant to the terms of an Ordinance approved by the City of Scranton on April 5, 1890; and

WHEREAS, the City of Scranton under its Municipal Seal; was authorized and directed, on behalf of the City, to file Articles of Incorporation of such Authority, which were rejected by the Commonwealth of Pennsylvania, Secretary of State, on January 14, 2010; and

WHEREAS, the City was authorized to convey to the Scranton Public Library Authority the three (3) properties on which the Albright Memorial Library, the Green Ridge Library and the Silkman House were located, without any consideration to be paid by the Authority to the City.

WHEREAS, pursuant to the Municipal Authorities Act, 53 Pa. C.S.A. §5622(a), the Scranton Public Library Authority assumed the functions of the Board of Trustees to manage the Libraries pursuant to the Ordinance approved by the City of Scranton on April 5, 1890 and have done so for the last 119 years, but it is the desire of the City of Scranton to terminate the Authority and have the Board of Trustees operate, manage and maintain the Albright Memorial Library and the Green Ridge Library as the Board of Trustees have from April 5, 1890; and

WHEREAS, it is the desire of the City of Scranton to terminate the Scranton Public Library Authority and have the Authority pay off its indebtedness, transfer all of its assets to the City of Scranton and to immediately dissolve the Authority.

Introduced in Council on above date
and referred to Committee on January 19, 2010

Rules
Mary Krulac
City Clerk

Scranton, Pa. January 26, 2010
Committee on Rules reports favorably
on the within ordinance

John E. ...

Sixth Order:
January 26, 2010

CERTIFIED COPY

Mary Krulac
City Clerk

NOW; THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SCRANTON that File of the Council No. 95, 2009 (as Amended) is hereby repealed.

SECTION 1. The Scranton Public Library is directed to immediately pay off its indebtedness, not incur and additional debt, transfer all of its assets to the City of Scranton and take appropriate action to dissolve the Scranton Public Library Authority pursuant to the provisions of the Municipal Authorities Act, 53 Pa. C.S.A. §5622(a) and (c)

SECTION 2. If any section, clause, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

SECTION 2. This Ordinance shall become effective immediately upon approval.

SECTION 3. This Ordinance is enacted by the Council of the City of Scranton under the authority of the Act of the Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.

Passed by The Council

January 26, 2010

receiving the affirmative votes of Council Persons

Rogan, Loscombe, Joyce, Evans

Negative McGoff

President

Approved

Veto 2-04-10

Mayor

City Clerk

Certified Copy

MOTION BY CITY COUNCIL PASSED 4-1 TO OVERRIDE
MAYOR DOHERTY'S VETO.....FEBRUARY 9, 2010.
ROGAN, LOSCOMBE, JOYCE, EVANS - YES VOTES
MCGOFF - NO VOTE

Janet Evans, Council President

RESOLUTION NO. _____

2019

AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO EXECUTE AND ENTER INTO AN AGREEMENT WITH URBAN DESIGN VENTURES, LLC, 212 EAST SEVENTH AVENUE, HOMESTEAD, PENNSYLVANIA 15120 TO PERFORM A FIVE YEAR CONSOLIDATED PLAN FOR YEARS 2020-2024, ANNUAL ACTION PLAN FOR 2020 AND AN ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE FOR THE CITY OF SCRANTON, PENNSYLVANIA.

WHEREAS, the City of Scranton, through its Office of Economic and Community Development, receives Community Development Block Grant, HOME Program and Emergency Solutions Grant funding from the U.S. Department of Housing and Urban Development ("HUD"); and

WHEREAS, in connection with such funding and in accordance with 2 CFR §200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," HUD requires the City of Scranton undertake a Five-Year Consolidated Plan, Annual Action Plan and Fair Housing Planning- Analysis of Impediments to fair housing choice; and

WHEREAS, the Five-Year Consolidated Plan for years 2020-2024, describes the City of Scranton's community development priorities and multiyear goals based on an assessment of housing and community development needs, as well as an analysis of housing and economic market conditions and available resources; and

WHEREAS, the Annual Action Plan for 2020, will provide a summary of the City of Scranton's actions, activities and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the five-year consolidated plan; and

WHEREAS, the City of Scranton's Fair Housing Planning for 2020, includes performing an analysis of impediments to fair housing choice and a housing needs assessment; and

WHEREAS, the City of Scranton Office of Economic and Community Development publicly sought requests for proposals for the performing of Five-Year Consolidated Plan for years 2020-2024, Annual Action Plan for 2020 and an Analysis of impediments to fair housing choice and a housing needs assessment; and

WHEREAS, the most responsible proposal received to perform the Five-Year Consolidated plan for years 2020-2024, Annual Action Plan for 2020 and the Analysis of

impediments to fair housing choice was submitted by Urban Design Ventures, LLC in the amount of \$47,000.00; and

WHEREAS, the City of Scranton desires to accept the proposal of Urban Design Ventures, LLC to perform the Five-Year Consolidated Plan for years 2020-2024, Annual Action Plan for 2020 and Analysis of Impediments to Fair Housing choice and a housing needs assessment by entering into the Agreement attached hereto as Exhibit "A" and incorporated herein as if set forth at length.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SCRANTON that the Mayor and other appropriate City Officials are hereby authorized to execute and enter into an Agreement, substantially in the form attached hereto as Exhibit "A", with Urban Design Ventures, LLC to perform Five-Year Consolidated Plan for years 2020-2024, Annual Action Plan for 2020 and Analysis of Impediments to fair housing choice and a housing needs assessment.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, Known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

May 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503


RECEIVED
MAY 28 2019

Dear Honorable Council Members:

OFFICE OF CITY
COUNCIL/CITY CLERK

ATTACHED IS A RESOLUTION AUTHORIZING THE MAYOR AND OTHER APPROPRIATE CITY OFFICIALS FOR THE CITY OF SCRANTON TO EXECUTE AND ENTER INTO AN AGREEMENT WITH URBAN DESIGN VENTURES, LLC, 212 EAST SEVENTH AVENUE, HOMESTEAD, PENNSYLVANIA 15120 TO PERFORM A FIVE YEAR CONSOLIDATED PLAN FOR YEARS 2020-2024, ANNUAL ACTION PLAN FOR 2020 AND AN ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE FOR THE CITY OF SCRANTON, PENNSYLVANIA.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl



May 17, 2019

Via Hand Delivery
Jessica Eskra, Esquire
340 North Washington Avenue
4th Fl., Law Department
Scranton, PA 18503

**Re: Agreement
OECD and Urban Development Consultants
Five Year Consolidated Plan, 2020 Annual Action Plan, and Analysis of Impediments**

Dear Attorney Eskra:

OECD sought proposals regarding the above-referenced matter. The most responsible proposal was submitted by Urban Development Consultants. Documentation regarding this proposed Agreement is attached.

OECD is requesting that you review the attached Resolution and submit it to City Council for approval.

Please do not hesitate to contact me if you should need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary-Pat Ward".

Mary-Pat Ward
Executive Director

/mpw

**AGREEMENT BETWEEN
OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT
AND
URBAN DESIGN VENTURES, LLC
PLANNING AND URBAN DEVELOPMENT CONSULTANTS
For
PLANNING AND CONSULTING SERVICES FOR PREPARATION OF A FIVE
YEAR CONSOLIDATED PLAN, ANNUAL ACTION PLAN, AND ANALYSIS
OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

**PROJECT # 18-31
CONTRACT # 2429/PSC-1**

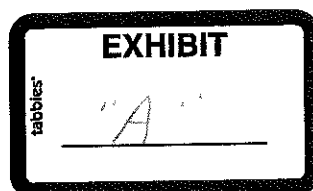
This Professional Planning and Consulting Agreement (hereinafter referred to as the **"Agreement"**), entered into as of the ____ day of _____, 2019 by and between the City of Scranton through the Office of Economic and Community Development, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, with offices located in the Municipal Building at 340 N. Washington Ave. Scranton, PA 18503 (hereinafter referred to as the **"City of Scranton, OECD"**) and **Urban Design Ventures, LLC** 212 East Seventh Avenue, Homestead, Pa 15120 (hereinafter referred to as the **"PROFESSIONAL"**).

WHEREAS, the City of Scranton, through its Office of Economic and Community Development, receives Community Development Block Grant, HOME Program and Emergency Solutions Grant funding from the U.S. Department of Housing and Urban Development ("HUD");

WHEREAS, in connection with such funding and in accordance with 2 CFR §200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," HUD requires the City of Scranton undertake a Five-Year Consolidated Plan, Annual Action Plan and Fair Housing Planning- Analysis of Impediments to fair housing choice.

WHEREAS, the Five-Year Consolidated Plan for years 2020-2024, describes the City of Scranton's community development priorities and multiyear goals based on an assessment of housing and community development needs, as well as an analysis of housing and economic market conditions and available resources; and

WHEREAS, the Annual Action Plan for 2020, will provide a summary of the City of Scranton's actions, activities and the specific federal and non-federal resources that will be used each year to address the priority needs and



specific goals identified by the five-year consolidated plan; and

WHEREAS, the City of Scranton's Fair Housing Planning includes performing an analysis of impediments to fair housing choice and a housing needs assessment; and

WHEREAS, the City of Scranton, OECD desires to engage the PROFESSIONAL to render Planning and Consulting services for the Preparation of a Five-Year Consolidated Plan for years 2020-2024, Annual Action Plan for 2020, and Analysis of Impediments to Fair Housing Choice as set forth in the Request for Proposal, which is attached hereto, made a part hereof, and are incorporated herein by reference jointly as Exhibit "A".

NOW, THEREFORE, the parties hereto do mutually agree and intend to be legally bound as follows:

ARTICLE I: SCOPE OF SERVICES

The PROFESSIONAL shall provide the Following:

1. Provide technical advice and assistance in the preparation and submission to HUD of the Five-Year Consolidated Action Plan FY 2020-2024. Including all associated informational services necessary in order to complete the Consolidated Plan, including but not limited to, planning and research, outreach to collect necessary community input, needed documentation and data, preparation of public notices for publication, and a copy of the final document which will meet all statutory and regulatory requirements. Professional will prepare and submit plans in the Federal IDIS system, using the most current software applications (i.e., "E-Con Planning Suite).
2. Assist in the preparation and submission to HUD of the FY 2020 Annual Action Plan
3. Assist in the preparation and submission to HUD of an Analysis of Impediments (A.I.) to Fair Housing Choice.

In providing these services Professional agrees to carry out all objectives identified in Section 2 titled "Work Plans" in the proposal it submitted to City of

Scranton, OECD office which is attached hereto and incorporated herein as "Exhibit B" with the exception of the following:

- a. Professional will only attend the first public meeting with City of Scranton Citizens and Stakeholders.
- b. Professional will only provide one Hard Copy of the Completed Five Year Consolidated Plan FY 2020-2024, Annual Action Plan for FY 2020 and an Analysis of Impediments (A.I.) to Fair Housing Choice.

-Professional will attend the Public Hearing with Scranton City Council and will provided all necessary documentation to introduce the Five-Year Consolidated Plan for approval.

ARTICLE 2: COMPENSATION

The City of Scranton, OECD will pay the PROFESSIONAL upon submission and review of invoices, compensation in an amount not to exceed **\$47,000.00 (Forty-Seven Thousand Dollars and 00/00 Cents). When submitting invoices to the City of Scranton, OECD, refer to Contract Number 2429/PSC-1 to the attention of: OECD Deputy Director**

ARTICLE 3: TIME OF PERFORMANCE

The services of the PROFESSIONAL shall be undertaken and completed in such sequence as to assure expeditious completion in the light of the purposes of this Agreement. In any event all of the services required hereunder shall remain in effect until **December 31, 2019** or until the completion of project for services from the date of the signing of this contract.

ARTICLE 4: NON DISCRIMINATION CLAUSE

The PROFESSIONAL may not, under any program or activity to which the regulations of this part may apply, directly or through contractual or other arrangements, on the grounds of race, color, national origin or sex:

A. Deny any individual any facilities, services, financial aid or other benefits provided under the program or activity.

B. Provide any facilities, services, financial aid or other benefits which are different than those provided to others under the program or activity.

C. Subject an individual to segregated or separate treatment in any facility in, or in any matter of process related to receipt of any service or benefit under the program or activity.

D. Restrict an individual in any way in access to, or in the enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under the program or activity.

E. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirement or condition which the individual must meet in order to be provided any facilities, services or other benefit provided under the program or activity.

F. Deny an individual an opportunity to participate in a program or activity as an employee.

The PROFESSIONAL may not use criteria or methods of administration which have the effect of subjecting persons to discrimination on the basis or race, color, national origin or sex, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to persons of a particular race, color, national origin or sex.

ARTICLE 5: INSURANCE & LIABILITY

A. Indemnification. The PROFESSIONAL shall indemnify, defend and hold harmless the City of Scranton OECD office and the City of Scranton from all claims, liabilities, suits or action at law or equity of any kind whatsoever arising out of, connected with or caused by any operation or matter relating to the project because of any act of omission, neglect or misconduct of the PROFESSIONAL, including among other things, injury to property and injury to and sickness and death of each and every person or persons whatsoever, including without limitations , members of the public and employees of the PROFESSIONAL.

ARTICLE 6: RECORD KEEPING PROCEDURES

The PROFESSIONAL, at its principal office or place of business, shall maintain, using accepted procedures, complete and accurate records and

accounts including documents, correspondence, and other evidence pertaining to the costs, expenses and performance of this Agreement. At any time during normal business hours and as often as the OECD deems necessary, the PROFESSIONAL shall make available for inspection by the City of Scranton OECD or its duly authorized representatives, all of its records with respect to all matters covered by this Agreement and will permit the City of Scranton OECD to audit, examine and make copies of such records. All records shall be maintained by the PROFESSIONAL for a period of five (5) years from the date of final audit, except in those cases where unresolved audit questions may require maintaining some or all records for a longer period, in which event the records shall be maintained until all pending matters are resolved.

ARTICLE 7: CONDUCT

1. ASSIGNABILITY

The PROFESSIONAL shall not assign or transfer any interest in this contract without the prior written consent of the City of Scranton OECD thereto; provided, however, that claims for money due or to become due to the PROFESSIONAL from the City of Scranton OECD under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City of Scranton OECD.

2. SUBCONTRACTS

a. APPROVALS - The PROFESSIONAL shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the City of Scranton OECD prior to the execution of such agreement.

b. MONITORING - The PROFESSIONAL will monitor all subcontracted services on a regular basis to assure contract compliance, results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. CONTENT - The PROFESSIONAL shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. SELECTION PROCESS - The PROFESSIONAL shall undertake to insure

that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to the City of Scranton OECD along with documentation concerning the selection process.

3. HATCH ACT

The PROFESSIONAL agrees that no funds provided, nor personnel employed under this contract, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

4. CONFLICT OF INTEREST

The PROFESSIONAL agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The PROFESSIONAL further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by the PROFESSIONAL hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the City of Scranton OECD, or of any designated public agencies or professionals which are receiving funds under the CDBG Entitlement program.

5. LOBBYING

The PROFESSIONAL hereby certifies that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any fund other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, or an employee in connection

with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form LLL, "Disclosure Form to Reporting Lobbying," in accordance with its instructions;

c. It will require that the language of paragraph (d) of this certification be included in the award documents for all sub awards at all tiers (including subcontractors, sub-grants, and, contracts under grants, loans, and cooperative agreements) and that all PROFESSIONALS shall certify and disclose accordingly; and

d. LOBBYING CERTIFICATION (PARAGRAPH D) - This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

6. COPYRIGHT

If this contract results in any copyrightable material or inventions, the City of Scranton OECD Office reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for government purposes.

7. RELIGIOUS ORGANIZATION

The PROFESSIONAL agrees that funds provided under this contract will not be utilized for religious activities, to promote religious interest, or for the benefit of a religious organization in accordance with the Federal Regulations specified in 24 CFR 570.200(j).

ARTICLE 8: TERMINATION OF CONTRACT

If through any cause, the PROFESSIONAL shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event of violation of any of the covenants contained herein, or in the event of violation of the laws applicable to implementation of the project contemplated by this Agreement, or in the event of misuse of funds, mismanagement, criminal activity or malfeasance in the implementation of this Agreement, the City of Scranton OECD shall thereupon have the right to terminate this Agreement by giving written notice to the

PROFESSIONAL specifying the effective date of termination. Said notice shall be given in writing to the PROFESSIONAL and will be effective upon receipt by the PROFESSIONAL. In such an event all project records, unused monies, and such amounts as may have been expended contrary to the terms of this Agreement shall be returned to the City of Scranton OECD office.

ARTICLE 9: GOVERNING LAW AND JURISDICTION

This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and all obligations hereunder are to be performed in Lackawanna County, Pennsylvania. The PROFESSIONAL hereto irrevocably consents to the exclusive jurisdiction of the Court of Common Pleas of Lackawanna County, Pennsylvania or the United States District Court for the Middle District of Pennsylvania in any and all actions and proceedings whether arising hereunder or under any other agreement or undertaking with City of Scranton OECD office or the City of Scranton.

ARTICLE 10: INDEPENDENT CONTRACTOR

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing a relationship of employer/employee, partnership, principal and agent, or joint venture between the parties. The PROFESSIONAL shall at all times remain an "independent professional" with respect to the services to be performed under this Agreement. City of Scranton OECD office and the City of Scranton shall be exempt from payment of all Unemployment Compensation, retirement, life and/or medical insurance and Worker's Compensation Insurance as the PROFESSIONAL is an independent PROFESSIONAL.

ARTICLE 11: COMPLIANCE

The PROFESSIONAL agrees to comply with the requirements of the Department of Energy pursuant to the Energy Independence Act of 2007. The PROFESSIONAL also agrees to comply with all other applicable Federal, State and Local laws, regulations, and policies governing the funds provided under this Agreement.

ARTICLE 12: MODIFICATION

Neither this Agreement nor the Bid Proposal may be altered, amended or modified except by written document signed by all parties.

ARTICLE 13: SEVERABILITY

If any term or condition of this Agreement, the deletion of which would not adversely affect the receipt of any material benefit by either party hereunder, shall be held illegal, invalid or unenforceable, the remaining terms and conditions of this Agreement shall not be affected thereby and such terms and conditions shall be valid and enforceable to the fullest extent permitted by law.

ARTICLE 14: NO WAIVER

Failure on the part of City of Scranton OECD office or the City of Scranton to exercise or enforce any right conferred upon it hereunder shall not be deemed to be a waiver of any such right nor operate to bar the exercise or enforcement thereof at any time or times thereafter.

ARTICLE 15: BINDING EFFECT

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto their respective heirs, personal representatives, successors and assigns

ARTICLE 16: NOTICES

A notice of communication under this Agreement by either party to the other shall be sufficiently given or delivered if dispatched by registered mail, postage pre-paid, return receipt requested; and

- (i) In the case of a notice or communication to the PROFESSIONAL, is addressed as follows:

**Urban Design Ventures, LLC
Planning and Urban Development Consultants
212 East Seventh Avenue
Homestead, PA 15120**

- (ii) In the case of a notice or communication to the OECD, is addressed as

follows:

**Office of Economic and Community Development
City of Scranton
Scranton Municipal Building
340 N. Washington Ave
Scranton, PA 18503
Attn: Executive Director**

ARTICLE 17: COUNTERPARTS

This Agreement may be executed in six (6) counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

ARTICLE 18: HEADINGS

Any titles of the several parts and sections of this Agreement are inserted for convenience or reference only and shall be disregarded in construing or interpreting any of its provisions.

ARTICLE 19: TIME IS OF THE ESSENCE

Time is of the essence in the performance of this Agreement.

ARTICLE 20: LIMITATION

PROFESSIONAL acknowledges and agrees that this Agreement is entered into and subject to the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, approved March 7, 1901, its supplements and amendments, and the liability of OECD and the City of Scranton herein is limited to the amount appropriated for the same and subject to Section 6-13 of the Administrative Code of the City of Scranton, which limits payments of money out of the Scranton City Treasury to appropriations made by the Scranton City Council.

ARTICLE 21: ENTIRE AGREEMENT

This Agreement, including any exhibits and schedules hereto, constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes and cancels all previous agreements among the

parties, written and oral in respect of the subject matter hereof. In the event of any inconsistency between this Agreement and any attachment or exhibit hereto, the terms of this Agreement shall govern.

In accordance with Section 6-14(D) of the Administrative Code of the City of Scranton, this Contract is submitted to the City Solicitor for review and, upon approval, signed by her and is then forwarded to the Mayor and the City Controller for their execution.

THIS SPACE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF the parties hereto have, in due form of law; have caused this Agreement to be executed by their duly authorized representatives on the day and year first above written.

CITY OF SCRANTON

ATTEST:

City Clerk

BY _____
Mayor, City of Scranton

Date

Date

BY _____
City Controller

Date

BY _____
Executive Director
Office of Economic and Community Development

Date

APPROVED AS TO FORM:

City Solicitor

Date

ATTEST:

Urban Design Ventures, LLC

Secretary Date

President Date

Exhibit “A”



April 2, 2019

The Scranton Times/Tribune
Penn Avenue and Spruce Street
Scranton, PA 18503
Via: legals@timesshamrock.com

Attention: Sharon

**RE: Request for Proposals
Professional Planning Consulting Services
Project: (2020-2024) Con Plan & Analysis of Impediments**

Please insert the enclosed **LEGAL NOTICE** in the Scranton Times/Tribune on the following days:

**Wednesday, April 3, 2019
Thursday, April 4, 2019**

This office is requesting a notarized invoice indicating the date the legal advertisement appeared in your newspaper. Please include on the invoice the **PROJECT TITLE** as listed above and forward the notarized invoice to **THE OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT, Scranton Municipal Building, 340 N. Washington Avenue, Scranton, PA 18503.** Please be aware that the notarized invoice we are requesting is not in lieu of the billing invoice that is sent to this address. The billing invoice should include a tear sheet and project title and number as listed above. **BILL TO OECD ACCOUNT #11859.**

Thank you for your cooperation in this matter. If you have any questions regarding this request, Please contact me at 348-4216 ex 105

Sincerely,

Tom Preambo
Deputy Director, OECD

cc: Mary-Pat Ward, Executive Director
Disha Patel, Director of Finance

**LEGAL NOTICE
CITY OF SCRANTON, PENNSYLVANIA**

**REQUEST FOR PROPOSALS TO PROVIDE
PLANNING CONSULTING SERVICES FOR THE
PREPARATION OF A FIVE YEAR CONSOLIDATED PLAN,
ANNUAL ACTION PLAN, AND ANALYSIS OF IMPEDIMENTS
TO FAIR HOUSING CHOICE**

The City of Scranton, Pennsylvania, hereinafter referred to as the "City," currently is administering a HUD Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME), and HEARTH - Emergency Solutions Grant Program (HESG). In accordance with 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," which establishes standards for the procurement of property and services involving the expenditure of Federal Funds, the City hereby requests written proposals from qualified individuals and planning consulting firms to provide professional services in the preparation of the City's Five Year Consolidated Plan, Annual Action Plan, and Analysis of Impediments to Fair Housing Choice.

The specific services requested by the City of Scranton, are detailed in the Request for Proposals (RFP 2019 CDBG/HOME/HESG). A copy of this document may be obtained from the City of Scranton's Office of Economic and Community Development, Scranton Municipal Building, 340 N. Washington Avenue, Scranton, Pa 18503, Telephone (570)-348-4216 Fax (570) 348-4123 during normal business hours. It is also available electronically by e-mailing Deputy Director Tom Preambo at: tpreambo@scrantonpa.gov

The deadline for submission of proposals is 11:00 A.M., prevailing time, on Wednesday, April 24, 2019, in the office of City Controller, Scranton Municipal Building, 2nd Floor, 340 N. Washington Avenue, Scranton Pa. 18503.

The objective of this competitive process is to select a firm which will provide the highest quality of work at a reasonable fee. The City of Scranton will evaluate the "Proposal for Services" submitted and will select the firms deemed best qualified to perform these services. Firms will be ranked accordingly. The City will then enter into negotiations on a final scope and fees with the highest ranked firm. Should the City be unable to reach an agreement with the highest ranked firm, negotiations will begin with the second ranked firm and so on.

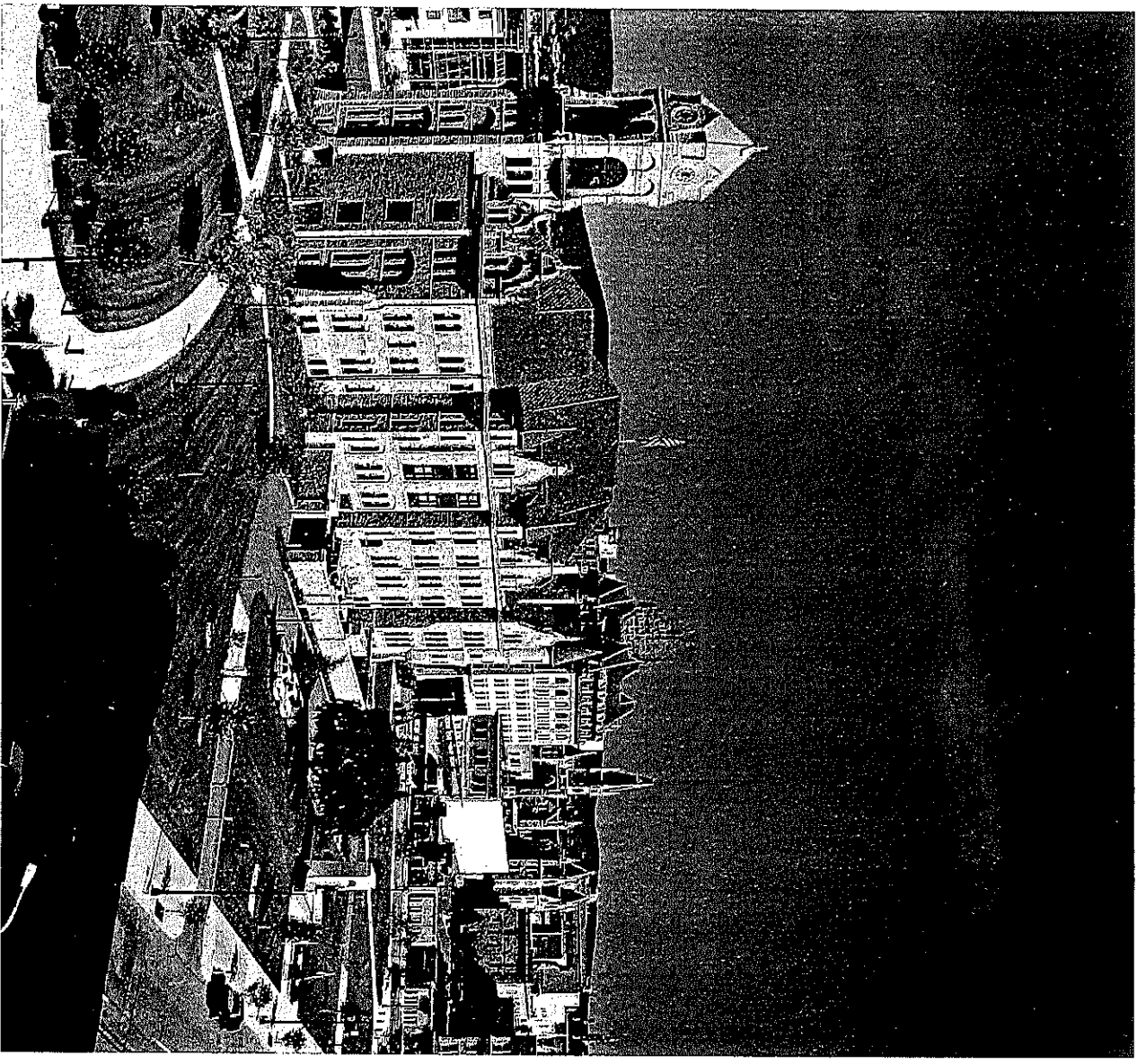
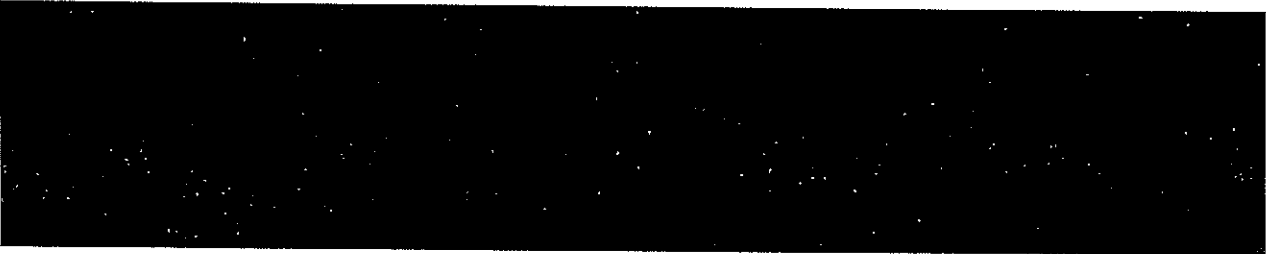
All qualified proposers will receive consideration without regard to race, religion, creed, color, sex, age, handicap, ancestry, or national origin in the contract award. Minority and female business enterprises are encouraged to respond. The City of Scranton is an equal opportunity agency.

Mary-Pat Ward, Executive Director
Tom Preambo, Deputy Director
Office of Economic and Community Development
City of Scranton

081910A-18



PROPOSAL TO PROVIDE PLANNING CONSULTING SERVICES FOR THE PREPARATION OF A FIVE YEAR CONSOLIDATED PLAN, ANNUAL ACTION PLAN, AND ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE FOR CITY OF SCRANTON, PA



SUBMITTED BY: URBAN DESIGN VENTURES, LLC
PLANNING AND URBAN DEVELOPMENT CONSULTANTS
212 EAST SEVENTH AVENUE, HOMESTEAD, PA 15120

April 17, 2019

Mr. Tom Preambo, Deputy Director, OECD
Office of the City Controller
Scranton Municipal Building
340 N. Washington Avenue
2nd Floor
Scranton, PA 18503

RE: Proposal for Planning Consulting Services
Scranton's Five Year Consolidated Plan, Annual
Action Plan, and Analysis of Impediments

Dear Mr. Preambo:

The firm of Urban Design Ventures, LLC is pleased to present our firm's Proposal and Statement of Qualifications for the City of Scranton. Enclosed are one (1) original and two (2) copies of our proposal.

We would welcome the opportunity to once again work with the City of Scranton and the Community Development Staff. We have enjoyed our past involvement and relationship with the City. Our staff has completed forty-four (44) Five Year Plans, one hundred and forty-six (146) Annual Action Plans, and forty-two (42) A.I.s.

As the President of the firm, I can attest to the fact that Urban Design Ventures and its staff are not debarred or prevented from working on any Federal or State Grant Programs. We are willing to hold our price to perform the requested services for a period of ninety (90) days beyond the due date for proposals.

In reviewing our proposal, should you or your staff have any questions or need clarifications on anything presented in the proposal, please contact either myself or Karl M. Haglund.

Thank you for considering our firm.

Sincerely,



Walter J. Haglund, AIA
Principal

ENC.



PROPOSAL FOR PLANNING CONSULTING SERVICES: FIVE YEAR CONSOLIDATED PLAN, ANNUAL ACTION PLAN, & ANALYSIS OF IMPEDIMENTS FOR SCRANTON, PA

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PROPOSAL FOR PLANNING CONSULTING SERVICES: FIVE YEAR CONSOLIDATED PLAN, ANNUAL ACTION PLAN, & ANALYSIS OF IMPEDIMENTS FOR SCRANTON, PA

1. Qualifications and Experience of the Consultant –

a. Firm's Experience and Client List:

Urban Design Ventures, LLC is a privately owned corporation that was founded over 16 years ago in September 2002. The two (2) principals and owners of the firm are:

- Walter J. Haglund, President
- Karl M. Haglund, Vice President

The firm is located in the Borough of Homestead, across the Monongahela River from the Squirrel Hill/Greenfield Neighborhoods of the City of Pittsburgh.

Urban Design Ventures (UDV) is a small business firm and meets the IRS definition of a small business as outlined in the Federal Regulations found in 13 CFR 121.

After working in the planning consulting field for 30 years, Walter Haglund established the firm along with his son Karl. UDV specializes in community development, economic development, housing, urban design, architecture, affirmatively furthering fair housing, and implementation of State and Federal grants.

UDV has the personnel and ability to undertake assignments in an efficient and timely manner. Numerous clients have been with Mr. Haglund for over forty (40) years and he started to work with them when he was with other consulting firms. This has continued with repeat consulting contracts and is a testimony to the confidence and satisfaction that clients have in the staff of UDV.

Based on our firm's broad and varied knowledge of the CDBG, HOME, ESG, and HOPWA programs, we bring that expertise to the preparation of the Five Year Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), Environmental Review Record (ERR), Neighborhood Revitalization Strategy Area

(NRSA) Plans, Analysis of Impediments to Fair Housing Choice, and Assessment of Fair Housing for our client communities.

The experience of a consulting firm is based on the ability and knowledge of its staff. Urban Design Ventures, LLC has seven (7) full time and one (1) part time employees.

Our staff has assisted communities in preparing their Federal Reports and Plans as required by HUD for the CDBG, HOME, ESG, HOPWA, HPRP, CDBG-R, NSP, Section 108 Loans, NRSA Plans, Analysis of Impediments, Environmental Review Records, Section 3 Plans, and Housing Programs.

Our clients past and present, range from Federal Entitlement Communities to Urban Counties:

- Commonwealth of Pennsylvania
- City of Pittsburgh, PA
- Wyoming County, PA
- Municipality of Norristown, PA
- Municipality of Penn Hills, PA
- Borough of Chambersburg, PA
- Abington Township, PA
- City of Sharon, PA
- City of Altoona, PA
- City of Chester, PA
- City of Gulfport, MS
- City of Hagerstown, MD
- City of Salisbury, MD
- City of Durham, NC
- Cape Fear Region, NC
- City of Charleston, WV
- City of Weirton, WV
- City of Huntington, WV
- City of Morgantown, WV
- City of East Chicago, IN
- City of Waynesboro, PA
- City of McKeesport, PA
- City of Johnstown, PA
- City of Reading, PA
- Northampton County, PA
- Lehigh County, PA
- Allegheny County, PA
- City of Erie, PA
- City of Elyria, OH
- City of Joliet, IL
- City of Annapolis, MD
- Howard County, MD
- Orange County, NC
- City of Kenosha, WI
- City of Martinsburg, WV
- City of Wheeling, WV
- City of Beckley, WV
- City of Parkersburg, WV
- City of Gary, IN
- City of Gainesville, GA
- City of Roswell, GA
- Cambria County, PA

- Wyoming County, PA
- City of Greensburg, PA
- City of Reading, PA
- City of Monessen, PA

The total Federal funds that UDV assisted communities to manage in FY 2015 through FY 2018 included:

	CDBG	HOME	ESG	HOPWA	Total
FY 2015 Allocations*	\$48,977,790	\$7,742,326	\$2,840,145	\$1,003,624	\$60,563,885
FY 2016 Allocations*	\$38,744,183	\$6,159,462	\$2,043,409	\$735,136	\$47,682,190
FY 2017 Allocations*	\$27,715,179	\$3,902,129	\$1,288,298	\$837,664	\$35,031,568
FY 2018 Allocations	\$28,290,738	\$4,806,343	\$1,291,896	\$948,891	\$35,337,868

Note: * The total amount of HUD allocations reduced due to Federal cuts.

The staff of Urban Design Ventures, LLC (UDV) has read the Proposal prepared by the City and we thoroughly understand the scope of work required. Our firm has completed its sixteenth (16) year in operation since it was incorporated. During that time period we have successfully prepared and completed the following HUD plans & documents.

- 44 Five Year Consolidated Plans
- 146 Annual Action Plans
- 120 CAPERs
- 42 A.I.s
- 126 ERRs
- 4 NRSAs

UDV has a staff of eight (8) professionals with a combined experience of over 125 years of working with Federal programs for housing, community, and economic development. The following is a breakdown of our clients and the list of assignments and plans we prepared for each of these clients:

Clients	UDV staff prepared the following:
<p>Commonwealth of Pennsylvania DCED - Office of Community Development 400 North Street, 4th Floor Harrisburg, PA 17120-0225</p> <p>Contact: Ms. Donna Enrico Center for Community Development Operations Phone: 717-720-7343 Fax: 717-214-5416 Email: denrico@pa.gov</p>	<ul style="list-style-type: none"> ▪ City of Farrell - Centennial Place Project - Community Development - public improvements in support of low/mod income housing. (\$1,000,000 Section 108 Loan) ▪ City of Monessen - Farnham and Pfile - Economic Development - Loan to private enterprise for job creation. (\$2,000,000 Section 108 Loan) ▪ Boscov's Department Stores - Economic Development - Loan to private enterprise for job creation and retention. (\$35,000,000 Section 108 Loan) ▪ City of Carbondale - Pioneer Plaza - Economic Development - Loan to private enterprise for job creation. (\$4,000,000 Section 108 Loan) ▪ City of Jeannette - South Sixth Street Revitalization - Community Development - public improvements in support of low/mod income housing. (\$966,000 Section 108 Loan) ▪ Somerset Township - Berlin-Plank Sewer Project - Community Development - installation of site improvements and public utilities. (\$1,100,000 Section 108 Loan) ▪ 84 Lumber Company - Economic Development - Loan to private enterprise for job creation and retention. (\$15,000,000 Section 108 Loan) ▪ City of Monessen - Alumisource - Economic Development - Loan to private enterprise for job creation. (\$3,490,000 Section 108 Loan) ▪ Lackawanna County - SLIBCO - Economic Development - Loan to private enterprise for job creation and retention. (\$2,904,000 Section 108 Loan) ▪ Guidelines for the transfer of administrative responsibilities for small communities to the Counties.
<p>City of Pittsburgh, PA Community Development Office, Office of Management and Budget 200 Ross Street, 2nd Floor, Suite 201 Pittsburgh, PA 15219</p> <p>Contact: Mr. Jerry Cafardi, Comm. Dev. Program Manager Phone: 412-255-2162 Fax: 412-393-0151 Email: jerry.carardi@pittsburghpa.gov</p>	<ul style="list-style-type: none"> ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2007 Annual Action Plan ▪ FY 2008 Annual Action Plan ▪ FY 2009 Annual Action Plan ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2010 Annual Action Plan ▪ FY 2011 Annual Action Plan ▪ FY 2012 Annual Action Plan ▪ FY 2013 Annual Action Plan (eCon Planning Suite) ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2006 CAPER ▪ FY 2007 CAPER ▪ FY 2008 CAPER ▪ FY 2009 CAPER ▪ FY 2010 CAPER ▪ FY 2011 CAPER ▪ FY 2012 CAPER ▪ FY 2013 CAPER (eCon Planning Suite)

	<ul style="list-style-type: none"> ▪ FY 2014 CAPER (eCon Planning Suite) ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ 2007 Analysis of Impediments to Fair Housing Choice ▪ NSP Applications for the Stimulus Funds ▪ HPRP Applications for the Stimulus Funds ▪ CDBG-R Applications for the Stimulus Funds ▪ 2012 Analysis of Impediments to Fair Housing Choice ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ ESG Substantial Amendment of the FY 2011 Annual Action Plan ▪ Technical Assistance with the Federal Programs & IDIS
Allegheny County, PA Allegheny County Economic Development One Chatham Center 112 Washington Place, Suite 900 Pittsburgh, PA 15219 Contact: Mr. Howard C. Schubel III Phone: 412-350-1044 Fax: 412-642-2217 Email: Howard.Schubel@alleghenycounty.us	<ul style="list-style-type: none"> ▪ 2007 Analysis of Impediments to Fair Housing Choice ▪ FY 2010 Annual Action Plan ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2011 Annual Action Plan ▪ FY 2012 Annual Action Plan ▪ FY 2013 Annual Action Plan (eCon Planning Suite) ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ FY 2010 CAPER ▪ FY 2011 CAPER ▪ FY 2012 CAPER ▪ FY 2013 CAPER (eCon Planning Suite) ▪ FY 2014 CAPER (eCon Planning Suite) ▪ ESG Substantial Amendment of the FY 2011 Annual Action Plan ▪ Technical Assistance with the Federal Programs
Municipality of Penn Hills, PA 12245 Frankstown Road Pittsburgh, PA 15235 Contact: Mr. Chris Blackwell Phone: 412-798-2128 Fax: 412-798-2160 Email: cblackwell@pennhills.org	<ul style="list-style-type: none"> ▪ 2007 Analysis of Impediments to Fair Housing Choice ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2014 CAPER ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ FY 2016 ERR ▪ First Time Homebuyer Program ▪ Technical Assistance with the Federal Programs
City of Sharon, PA Community Development 155 West Connelly Blvd. Sharon, PA 16146 Contact: Ms. Melissa Holmes, CDBG Administrator Phone: 724-983-3230 Fax: 724-983-1961 Email: mholmes@cityofsharon.net	<ul style="list-style-type: none"> ▪ FY 2005 Annual Action Plan ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ FY 2010 Annual Action Plan ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ 2010 Analysis of Impediments to Fair Housing Choice ▪ FY 2006 ERR ▪ FY 2007 ERR ▪ FY 2008 ERR ▪ FY 2009 ERR ▪ FY 2010 ERR ▪ FY 2011 ERR ▪ FY 2012 ERR

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Borough of Chambersburg, PA Land Use and Com. Dev. Department Community and Economic Development Office 100 South 2nd Street Chambersburg, PA 17201 Contact: Mr. Phil Wolgemuth Assistant to the Borough Manager/ Land Use and Development Director Phone: 717-261-3232 Fax: 717-264-0224 Email: pwolgemuth@chambersburgpa.gov	<ul style="list-style-type: none"> ▪ FY 2015-2019 Five Year Consolidated Plan ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ FY 2015 ERR ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 ERR ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 ERR ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 ERR
City of McKeesport, PA 500 Fifth Avenue McKeesport, PA 15132 Contact: Mr. A.J. Tedesco, Community Development Director Phone: 412-675-5020 Fax: 412-675-5049 Email: alfred.tedesco@mckeesport-pa.gov	<ul style="list-style-type: none"> ▪ FY 2005 Annual Action Plan ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ 2005 Analysis of Impediments to Fair Housing Choice ▪ FY 2007 ERR ▪ FY 2008 ERR ▪ FY 2009 ERR ▪ FY 2014 ERR ▪ FY 2015 ERR ▪ FY 2016 ERR ▪ FY 2017 ERR ▪ FY 2018 ERR ▪ 2011 Analysis of Impediments to Fair Housing Choice ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ Technical Assistance with the Federal Programs and IDIS ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ FY 2013 CAPER ▪ FY 2014 CAPER (eCon Planning Suite) ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite)
City of Lebanon, PA 400 South 8th Street, Room 218 Lebanon, PA 17042 Contact: Ms. Melissa E. Quinones Community Development Administrator	<ul style="list-style-type: none"> ▪ 2011 Analysis of Impediments to Fair Housing Choice ▪ FY 2010 HOME ERR ▪ FY 2011 CDBG ERR ▪ FY 2008 CDBG Amendment ERR ▪ PA RACP Application ▪ Technical Assistance with the Federal Programs ▪ HOME Application

<p>Phone: 717-228-4487 Fax: 717-274-2482 Email: mquinones@lebanonpa.org</p>	
<p>Northampton County, PA Dept. of Com. and Econ. Dev. 2801 Emrick Boulevard Bethlehem, PA 18020 Contact: Mr. Frank Brooks, Program Director Phone: 610-829-6311 Email: fbrooks@northamptoncounty.org</p>	<ul style="list-style-type: none"> ▪ FY 2013 ERR ▪ FY 2013 Section 3 Plan ▪ FY 2014 ERR ▪ FY 2015 ERR ▪ FY 2017 ERR ▪ Cross Country Townhomes ERR ▪ FY 2015 CAPER ▪ FY 2016 CAPER ▪ FY 2017 CAPER ▪ Technical Assistance with the Federal Programs ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ State ESG Application ▪ HUD Lead Grant ▪ Established a HOME Consortium
<p>Washington County, PA Redev. Authority of the County of Washington 100 West Beau Street, Suite 603 Washington, PA 15301 Contact: Ms. Brenda Williamson, CDBG and HOME Coordinator Phone: 724-228-6875 Fax: 724-228-6829 Email: brenda.williamson@racw.net</p>	<ul style="list-style-type: none"> ▪ Washington County - 84 Lumber Company - Economic Development - Loan to private enterprise for job creation and retention. (\$5,000,000 Section 108 Loan)
<p>City of Martinsburg, WV City Hall, 232 North Queen Street Martinsburg, WV 25401 Contact: Ms. Nancy Strine, CD Administrator Phone: 304-264-2131 Ext. 278 Fax: 304-264-2137 Email: nstrine@cityofmartinsburg.org</p>	<ul style="list-style-type: none"> ▪ FY 2004 Annual Action Plan ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ FY 2005 Annual Action Plan ▪ FY 2006 Annual Action Plan ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2007 Annual Action Plan ▪ FY 2008 Annual Action Plan ▪ FY 2009-2013 Five Year Consolidated Plan ▪ FY 2009 Annual Action Plan ▪ FY 2010 Annual Action Plan ▪ FY 2011 Annual Action Plan ▪ FY 2012 Annual Action Plan ▪ FY 2013 Annual Action Plan ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2005 CAPER ▪ FY 2006 CAPER ▪ FY 2007 CAPER ▪ FY 2008 CAPER ▪ FY 2009 CAPER ▪ FY 2010 CAPER ▪ FY 2011 CAPER ▪ FY 2012 CAPER ▪ FY 2013 CAPER ▪ FY 2014 CAPER (eCon Planning Suite)

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<p>City of Huntington, WV 800 Fifth Avenue, City Hall Huntington, WV 25701</p> <p>Contact: Ms. Cathy Burns, City Manager Phone: 304-696-5540 Ext. 2026 Fax: 304-696-4493 Email: burnsc@cityofhuntington.com</p>	<ul style="list-style-type: none"> ▪ FY 2004 Annual Action Plan ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ FY 2005 Annual Action Plan ▪ FY 2006 Annual Action Plan ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2007 Annual Action Plan ▪ FY 2008 Annual Action Plan ▪ FY 2009 Annual Action Plan ▪ FY 2010-2014 Five Year Consolidated Plan ▪ FY 2010 Annual Action Plan ▪ FY 2011 Annual Action Plan ▪ FY 2012 Annual Action Plan ▪ FY 2013 Annual Action Plan ▪ FY 2014 Annual Action Plan ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2005 CAPER ▪ FY 2006 CAPER ▪ FY 2007 CAPER ▪ FY 2008 CAPER ▪ FY 2009 CAPER ▪ FY 2010 CAPER ▪ FY 2011 CAPER ▪ FY 2012 CAPER ▪ FY 2013 CAPER ▪ FY 2014 CAPER ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ 2007 Analysis of Impediments to Fair Housing Choice ▪ HPRP Applications for the Stimulus Funds ▪ CDBG-R Applications for the Stimulus Funds

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City of Wheeling, WV City-County Building, Room 305 1500 Chapline Street Wheeling, WV 26003 Contact: Ms. Nancy Prager, Director, Dept. of Economic and Community Development Phone: 304-234-3717 Fax: 304-234-3829 Email: nprager@cityofwheelingwv.org	<ul style="list-style-type: none"> ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ FY 2005 Annual Action Plan ▪ FY 2006 Annual Action Plan ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2007 Annual Action Plan ▪ FY 2008 Annual Action Plan ▪ FY 2009 Annual Action Plan ▪ FY 2010-2014 Five Year Consolidated Plan ▪ FY 2010 Annual Action Plan ▪ FY 2011 Annual Action Plan ▪ FY 2012 Annual Action Plan ▪ FY 2013 Annual Action Plan ▪ FY 2014 Annual Action Plan ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2005 CAPER ▪ FY 2006 CAPER ▪ FY 2007 CAPER ▪ FY 2008 CAPER ▪ FY 2009 CAPER ▪ FY 2010 CAPER ▪ FY 2011 CAPER ▪ FY 2012 CAPER ▪ FY 2013 CAPER ▪ FY 2014 CAPER ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ 2009 Analysis of Impediments to Fair Housing Choice ▪ Technical Assistance with the Federal Programs in IDIS ▪ 2015 Analysis of Impediments to Fair Housing Choice
City of Weirton, WV 200 Municipal Plaza Weirton, WV 26062 Contact: Ms. Jessica Gumm, CDBG Administrator Phone: 304-797-8516 Fax: 304-797-8519 Email: jgumm@cityofweirton.com	<ul style="list-style-type: none"> ▪ FY 2005-2009 Five-Year Consolidated Plan ▪ FY 2005 Annual Action Plan ▪ FY 2006 Annual Action Plan ▪ Reformatted Five-Year Consolidated Plan ▪ FY 2007 Annual Action Plan ▪ FY 2008 Annual Action Plan ▪ FY 2009 Annual Action Plan ▪ FY 2010 Annual Action Plan ▪ FY 2010-2014 Five Year Consolidated Plan ▪ FY 2011 Annual Action Plan ▪ FY 2012 Annual Action Plan ▪ FY 2013 Annual Action Plan ▪ FY 2014 Annual Action Plan

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<p>City of Morgantown, WV 389 Spruce Street Morgantown, WV 26505</p> <p>Contact: Mr. Chris Fletcher, AICP, Director of Development Services Phone: 304-284-7431 Email: cfletcher@morgantownwv.gov</p>	<ul style="list-style-type: none"> ▪ 2005 Analysis of Impediments to Fair Housing Choice ▪ FY 2008 CAPER ▪ FY 2009 CAPER ▪ FY 2010 CAPER ▪ FY 2011 CAPER ▪ FY 2012 CAPER ▪ FY 2013 CAPER (eCon Planning Suite) ▪ FY 2014 CAPER (eCon Planning Suite) ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ Technical Assistance with the Federal Programs and IDIS ▪ FY 2017 ERR ▪ FY 2018 ERR
<p>City of Charleston, WV Mayor's Office of Econ. and Com. Dev. 105 McFarland Street Charleston, WV 25301</p> <p>Contact: Ms. Sherry Risk, Director Mayor's Office of Economic and Community Development</p>	<ul style="list-style-type: none"> ▪ FY 2010-2014 Five-Year Consolidated Plan ▪ FY 2010 Annual Action Plan ▪ 2011 Analysis of Impediments to Fair Housing Choice ▪ Technical Assistance with the Federal Programs

Phone: 304-348-8035 Fax: 304-348-0704 Email: srisk@cityofcharleston.org	
City of East Chicago, IN Department of Redevelopment 4920 Larkspur Street, P.O. Box 498 East Chicago, IN 46312 Contact: Ms. Lyvette Turk, HDFP Phone: 219-391-8513 Ext. 226 Fax: 219-391-8513 Email: LTurk@eastchicago.com	<ul style="list-style-type: none"> ▪ FY 2010 Annual Action Plan ▪ FY 2011 Annual Action Plan ▪ FY 2012 Annual Action Plan ▪ FY 2014-2018 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2013 Annual Action Plan (eCon Planning Suite) ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2009 CAPER ▪ FY 2010 CAPER ▪ FY 2011 CAPER ▪ FY 2012 CAPER ▪ FY 2013 CAPER (eCon Planning Suite) ▪ FY 2014 CAPER (eCon Planning Suite) ▪ FY 2015 CAPER (eCon Planning Suite) ▪ Harbor Area NRSA Report ▪ Technical Assistance ▪ Rental Policy ▪ 2014 Analysis of Impediments to Fair Housing Choice
City of Gainesville, GA 311 Henry Ward Way Gainesville, GA 30501 Contact: Mr. Chris Davis Housing Division Manager Phone: 770-531-6581 Fax: 770-538-2474 Email: cdavis@gainesville.org	<ul style="list-style-type: none"> ▪ FY 2010 ERR
City of Gulfport, MS 1410 24 th Avenue Hardy Building, 2 nd Floor Gulfport, MS 39502 Contact: Ms. Karen C. McCarty Community Development Department Phone: 228-868-5736 Email: kmccarty@gulfport-ms.gov	<ul style="list-style-type: none"> ▪ 2012 Analysis of Impediments to Fair Housing Choice
City of Durham, NC 101 City Hall Plaza Durham, North Carolina 27701 Contact: Ms. Wilmur Conyers Federal Programs Coordinator Community Development Department Phone: 919-560-4570 Ext 22277 Email: Wilmur.Conyers@durhamnc.gov	<ul style="list-style-type: none"> ▪ 2012 Analysis of Impediments to Fair Housing Choice ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice
Municipality of Norristown, PA 235 East Airy Street Norristown, PA 19401 Contact:	<ul style="list-style-type: none"> ▪ 2012 Analysis of Impediments to Fair Housing Choice ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite)

<p>Ms. Jayne Musonye Planning & Municipal Development Phone: 610-270-0450 Email: jmusonye@norristown.org</p>	
<p>Wyoming County, PA 133 S. J. Bailey Road P.O. Box 350 Nicholson, PA 18446</p> <p>Contact: Ms. Danielle Powell, Executive Director Wyoming County Housing and Redev. Authority Phone: 570-942-0424 Email: drp_wchra@frontier.com</p>	<ul style="list-style-type: none"> ▪ FY 2011 ERR ▪ FY 2013 ERR ▪ FY 2014 ERR ▪ FY 2015 ERR ▪ CDBG-DR Application ▪ CDBG-DR Housing Application ▪ FY 2013 State CDBG Application ▪ Technical Assistance with the Federal Programs
<p>City of Kenosha, WI 625-52nd Street, Room 308 Kenosha, WI 53140</p> <p>Contact: Mr. Tony Geliche Community Development Specialist Phone: 262-653-4030 Email: tgeliche@kenosha.org</p>	<ul style="list-style-type: none"> ▪ 2012 Analysis of Impediments to Fair Housing Choice
<p>Abington Township, PA 1176 Old York Road Abington, PA 19001</p> <p>Contact: Mr. Van Strother, Director Office of Community Development Phone: 267-536-1000 Email: vstrother@abington.org</p>	<ul style="list-style-type: none"> ▪ 2012 Analysis of Impediments to Fair Housing Choice ▪ FY 2013 Annual Action Plan ▪ FY 2014 Annual Action Plan ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2013 ERR ▪ FY 2014 ERR ▪ FY 2015 ERR ▪ FY 2016 ERR ▪ FY 2017 ERR ▪ FY 2012 CAPER ▪ FY 2013 CAPER ▪ FY 2014 CAPER ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ CDBG-DR Application ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ Crest Manor Project ERR ▪ Local Share Account Application ▪ Multi Modal Transportation Fund Application ▪ FY 2016 HOME DCED Application
<p>City of Chester, PA Managed by: Chester Economic Development Authority 35 East 5th Street, 1st Floor PO Box 407 Chester, PA 19016</p> <p>Contact: Ms. JoAnn Ruark</p>	<ul style="list-style-type: none"> ▪ Technical Assistance with Federal Programs ▪ FY 2013 ERR ▪ FY 2014 ERR ▪ FY 2015 ERR ▪ FY 2016 ERR ▪ FY 2017 ERR ▪ FY 2018 ERR ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite)

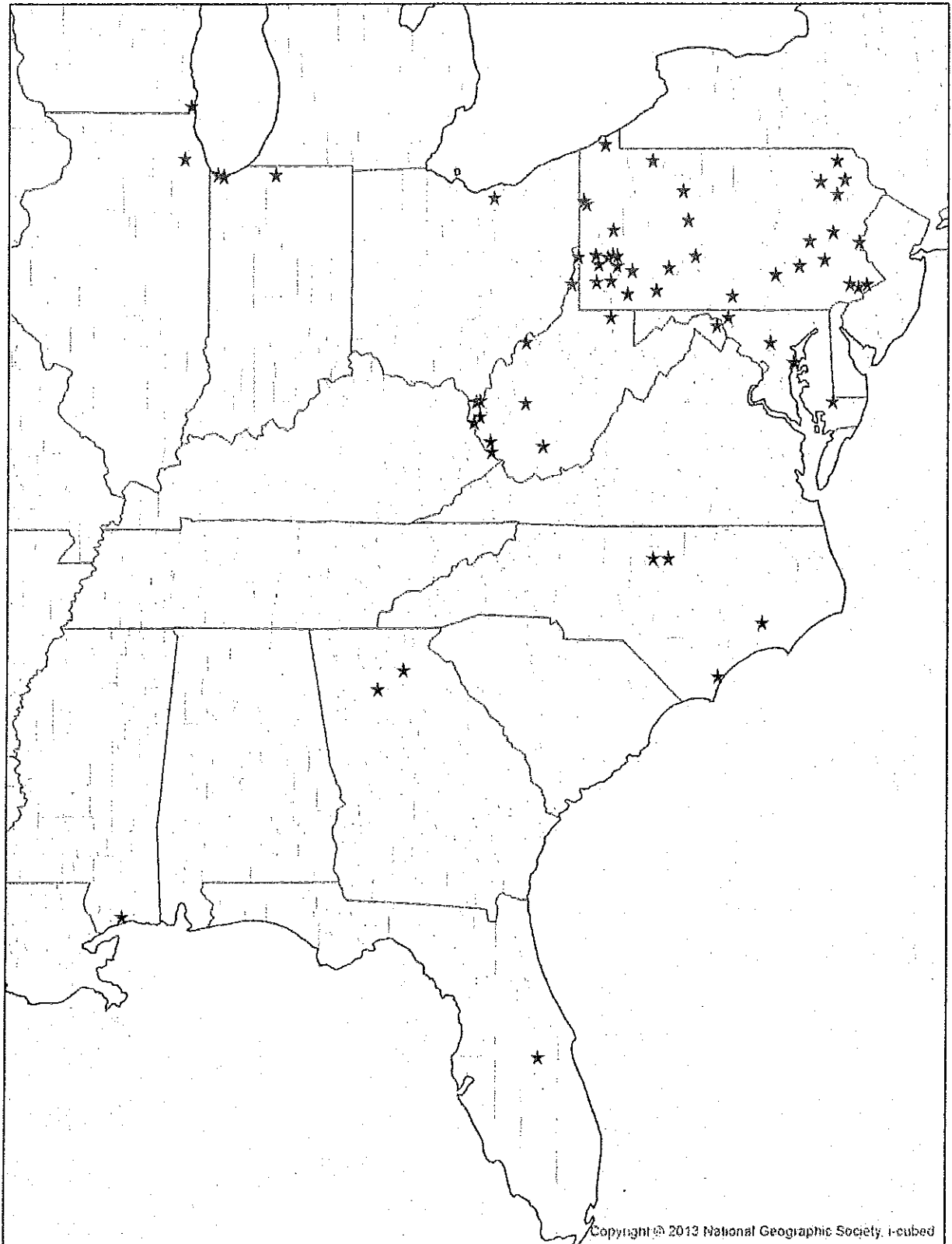
<p>Chester Economic Development Authority Phone: 610-447-7850 Email: jar@ceda.cc</p>	<ul style="list-style-type: none"> ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite)
<p>Lehigh County, PA Lehigh County Government Center 17 South Seventh Street , Room 519 Allentown, Pennsylvania 18101-2401</p> <p>Contact: Ms. Stacy Milo CDBG Program Coordinator Phone: (610) 782-3855 Email: stacymilo@lehighcounty.org</p>	<ul style="list-style-type: none"> ▪ FY 2013 Annual Action Plan (eCon Planning Suite) ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2013 ERR ▪ FY 2014 ERR ▪ FY 2015 ERR ▪ FY 2016 ERR ▪ FY 2017 ERR ▪ FY 2018 ERR ▪ Technical Assistance with the Federal Programs and IDIS ▪ FY 2013 CAPER ▪ FY 2014 CAPER (eCon Planning Suite) ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ FY 2014 LCHA ERR ▪ FY 2015 LCHA ERR ▪ FY 2016 LCHA ERR ▪ FY 2017 LCHA ERR ▪ FY 2018-2022 LCHA ERR ▪ Assessment of Fair Housing 2017
<p>City of Salisbury, MD 125 North Division Street Salisbury, Maryland 21801</p> <p>Contact: Ms. Deborah J. Stam Director of Community Development Phone: (410) 334-3031 E-Mail: dstam@ci.salisbury.md.us</p>	<ul style="list-style-type: none"> ▪ FY 2014-2018 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ 2014 Analysis of Impediments to Fair Housing Choice
<p>City of Johnstown, PA 401 Main Street Johnstown, PA 15904</p> <p>Contact: Ms. Katherine Purelli-Webb Community Development Fiscal Officer Phone: (814) 536-2055 Email: kpurelliwebb@cojtnw.com</p>	<ul style="list-style-type: none"> ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2013 CAPER ▪ FY 2014 CAPER ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ Technical Assistance with the Federal Programs and IDIS ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ FY 2014 ERR ▪ FY 2015 ERR

	<ul style="list-style-type: none"> ▪ FY 2016 ERR ▪ FY 2017 ERR
City of Erie, PA Room 404, 626 State Street Erie, PA 16501 Contact: Mr. Chirstopher P. Mong Director Dept. of Economic and Community Development Phone: (814) 870-1277 Email: cpmong@eriepa.us	<ul style="list-style-type: none"> ▪ Technical Assistance with the Federal Programs and IDIS ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2015 ERR
City of Beckley, WV 409 South Kanawha Street Beckley, WV 25802 Contact: Ms. Angela L. King Grant Administrator Phone: (304) 256-1759 Email: aking@beckley.org	<ul style="list-style-type: none"> ▪ FY 2014-2018 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2014 Annual Action Plan (eCon Planning Suite) ▪ Citizen Participation Plan ▪ 2014 Analysis of Impediments to Fair Housing Choice ▪ Technical Assistance with the Federal Programs ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ FY 2014 ERR ▪ FY 2015 ERR ▪ FY 2016 ERR ▪ FY 2017 ERR ▪ FY 2014 CAPER (eCon Planning Suite) ▪ FY 2015 CAPER (eCon Planning Suite) ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite) ▪ Park & Recreational Improvements ▪ Historic Preservation & SHPO Consultation
City of Altoona, PA Altoona City Hall, Suite 400 1301 12 th Street Altoona, PA 16601 Contact: Mr. Lee C. Slusser, AICP Director/Planning Administrator Department of Planning and Community Dev. Phone: (814) 949-2470 Email: lslusser@altoonapa.gov	<ul style="list-style-type: none"> ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice ▪ FY 2015 ERR ▪ FY 2015 CAPER (eCon Planning Suite) ▪ Technical Assistance with Federal Programs ▪ Code Enforcement Housing Survey setup ▪ FY 2016 ERR for Altoona Housing Authority ▪ FY 2017 ERR for Altoona Housing Authority
City of Joliet, IL 150 West Jefferson Street Joliet, IL 60432 Contact: Mr. Jeff Stern Director of Neighborhood Services Division Phone: (815) 724-4100 Email: jstern@jolietcity.org	<ul style="list-style-type: none"> ▪ FY 2015-2019 Five-Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2011-2014 Substantial Amendment ▪ Technical Assistance with the Federal Programs ▪ FY 2015 CAPER (eCon Planning Suite)
City of Hagerstown, MD 14 North Potomac Street, Suite 200a Hagerstown, MD 21740	<ul style="list-style-type: none"> ▪ FY 2015-2019 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ 2015 Analysis of Impediments to Fair Housing Choice

Contact: Mr. Jonathan Kerns Community Development Manager Phone: 301-739-8577, ext. 134 Email: jkerns@hagerstownmd.org	<ul style="list-style-type: none"> ▪ 2015 Citizen Participation Plan
City of Gary, IN 839 Broadway Gary, IN 46402 Contact: Ms. Arlene Colvin, Esq. Director, Division of Community Development Phone: 219-881-5075 Email: acolvin@CI.GARY.IN.US	<ul style="list-style-type: none"> ▪ FY 2016-2020 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ 2016-2020 Analysis of Impediments to Fair Housing Choice
Orange County, NC 300 W. Tryon Street Hillsborough, NC 27278 Contact: Ms. Sherrill Hampton, Director Department of Housing & Community Development Phone: 919-245-2490 Email: shampton@orangecountync.gov	<ul style="list-style-type: none"> ▪ FY 2015-2020 Five Year Consolidated Plan (eCon Planning Suite) ▪ FY 2015-2020 Analysis of Impediments to Fair Housing Choice ▪ FY 2016-2020 Affordable Housing Strategic Plan ▪ FY 2015 Annual Action Plan (eCon Planning Suite) ▪ FY 2016 Annual Action Plan (eCon Planning Suite) ▪ FY 2017 Annual Action Plan (eCon Planning Suite) ▪ FY 2018 Annual Action Plan (eCon Planning Suite) ▪ Orange County Mobile Home Study ▪ FY 2016 CAPER (eCon Planning Suite) ▪ FY 2017 CAPER (eCon Planning Suite)
City of Scranton, PA 340 North Washington Avenue Scranton, PA 18503 Contact: Ms. Linda Aebli Executive Director Office of Economic and Community Development Phone: 570-348-4216 Email: laebli@scrantonpa.gov	<ul style="list-style-type: none"> ▪ FY 2015-2019 Analysis of Impediments to Fair Housing Choice
Howard County, MD 6751 Columbia Gateway Drive, 3 rd Floor Columbia, MD 21046 Contact: Ms. Elizabeth Meadows, Chief Community Planning and Grants Management Howard County Housing Phone: 410-313-6324 Email: jkerns@hagerstownmd.org	<ul style="list-style-type: none"> ▪ FY 2016-2020 Five Year Consolidated Plan ▪ FY 2016 Annual Action Plan (eCon Planning Suite)
City of Roswell, GA 38 Hill Street, Suite 115 Roswell, GA 30075 Contact: Mr. Charles Alford Grants Specialist Phone: (770) 641-3847 Email: calford@roswellgov.com	<ul style="list-style-type: none"> ▪ FY 2017 Analysis of Impediments to Fair Housing Choice ▪ FY 2017 ERR

<p>City of Monessen, PA 557 Donner Avenue Monessen, PA 15062</p> <p>Contact: Ms. Judith Taylor City Administrator Phone: (724) 684-9000 ext. 112 Email: jtaylor@cityofmonessen.com</p>	<ul style="list-style-type: none"> ▪ FY 2002 – FY 2018 CDBG Applications to DCED ▪ FY 2004 – FY 2017 ERRs ▪ Section 106 Loan to AlumiSource ▪ DCNR Park grants from State ▪ Historic Tax Credits ▪ Redevelopment Area Plans ▪ Technical Assistance
<p>City of Jeannette, PA 110 South Second Street Jeannette, PA 15601</p> <p>Contact: Ms. Diana Reitz CDBG Coordinator Phone: (724) 527-4000 ext. 30 Email: cddept@cityofjnt.com</p>	<ul style="list-style-type: none"> ▪ FY 2004 – FY 2018 CDBG Applications to DCED ▪ FY 2004 – FY 2017 ERRs ▪ BEDI Application for South Sixth Street ▪ Preparation of CRSA for Downtown ▪ Redevelopment Area Plan ▪ Technical Assistance
<p>City of Greensburg, PA 416 South Main Street Greensburg, PA 15601</p> <p>Contact: Ms. Kellsye Milliron City Administrator Phone: (724) 838-4328 Email: bciampini@greensburgpa.org</p>	<ul style="list-style-type: none"> ▪ FY 2015 – FY 2018 CDBG Applications to DCED ▪ FY 2015 – FY 2017 ERRs ▪ Assistance in setting up the City's CDBG Program ▪ Technical Assistance
<p>Borough of Waynesboro, PA 55 East Main Street Waynesboro, PA 17268</p> <p>Contact: Mr. Jason B. Stains Borough Manager/Treasurer Phone: (717) 762-2101 Email: jason@waynesboropa.org</p>	<ul style="list-style-type: none"> ▪ Technical Assistance ▪ ADA Compliance ▪ FY 2018 CDBG Application
<p>City of Elyria, OH 131 Court Street Elyria, OH 44035</p> <p>Contact: Ms. Ashley Scott, Director Phone: (440) 326-1402 E-mail: ascott@cityofelyria.org</p>	<ul style="list-style-type: none"> ▪ FY 2015 Annual Action Plan ▪ FY 2015 Analysis of Impediments ▪ FY 2015-2019 Consolidated Plan

The stars mark the locations of recent projects/activities of Urban Design Ventures, LLC.



References

The following references are listed for the City of Scranton staff to contact. These references are from clients for whom we have provided similar services:



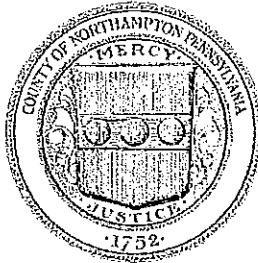
Mr. Jerry Cafardi

Community Development Program Manager
Office of Management and Budget
Phone: (412) 255-2162
Email: jerry.cafardi@pittsburghpa.gov



Mr. Lee C. Slusser, AICP

Director/Planning Administrator
Department of Planning and Community Development
City of Altoona, PA
Phone: (814) 949-2470
Email: lslusser@altoonapa.gov



Mr. Frank Brooks

Administrator, Community and Economic Development
Northampton County
Phone: (610) 829-6311
Email: FBrooks@northamptoncounty.org



Ms. Stacy Milo

CDBG Program Coordinator
Lehigh County
Phone: (610) 782-3855
Email: lemleys@cityofhuntington.com

b. Key Personnel:

Urban Design Ventures, LLC has seven (7) full time employees, and one (1) part-time employee. The following six (6) employees will be available to work on the preparation of the FY 2020-2024 Five Year Consolidated Plan, FY 2020 A.I., and FY 2020 Annual Action Plan:

Walter J. Haglund, A.I.A. – President of UDV / Registered Architect

He will be the project manager for these assignments. Walter is a registered architect and planner with over 40 years of experience in the field. He founded the firm in 2002 and has been in charge of UDV for the past 16 years. Walt has prepared numerous Five Year Consolidated Plans, Annual Action Plans, and A.I.s. Walt will be responsible for the following tasks:

- Contact person for the project assignments
- Establishes the work schedule
- Reviews projects and activities for eligibility
- Reviews data and research findings
- Assists in the analysis of housing and community development needs
- Attends public hearings, meetings, and interviews

Karl M. Haglund – Vice President of UDV

Karl will be assisting Walter Haglund in all of the City assignments. His expertise is in planning and financing. He was a co-founder of the firm and has been active in the fields of planning and finance for the past 16 years. Karl will be responsible for the following tasks:

- Assists in preparing the Five Year Consolidated Plan and Annual Action Plan
- Prepares the budget and financing plan
- Assists in analyzing data and resources
- Determines eligibility of project activities

David G. Jordan, ASLA – Senior Planner / Landscape Architect

David is a licensed landscape architect. He has been active in the field of planning for over 30 years. He recently joined UDV's staff and his last employment was with the Pennsylvania Department of Community and Economic Development (PA-DCED) in the HOME and CDBG Programs. David will be responsible for the following tasks:

- Assists in interviews
- Attends meetings and presentations

- Evaluates activities and prepares descriptions
- Prepares narrative for the plans

Jon G. Haglund – Senior Planner

Jon has been with Urban Design Ventures for the past 14 years. He is a planner and grants writer. His areas of expertise are of Five Year Consolidated Plans and Annual Action Plans. He provides technical training and assistance in the administration of CDBG and HOME programs. Jon will be responsible for the following tasks:

- Reviews previous studies
- Establishes outline for priorities, goals, and objectives
- Conducts meetings, public hearings, and interviews
- Responsible for the text of the plans

Brandon T. Wilson – Planner

Brandon holds a Master's Degree from Carnegie Mellon University. He has been with our firm for 2 years. He has worked on numerous Annual Action Plans and AIs. Brandon will be responsible for the following tasks:

- Attends meetings, hearings, and interviews
- Assists in preparing the narrative for the Five Year Consolidated Plan and Annual Action Plan
- Performs research and data collection
- Enters the narrative in IDIS using the eCon Planning Suite

Keith S. Portugal - Planner

Keith holds his Master's Degree from the University of Pittsburgh in Public Administration. He first started as an intern in 2015 and has been a full-time employee for the past 2 years. Keith has been responsible for establishing the meeting schedules, analysis of data, meeting notes, and calculating and analyzing survey results. He has worked on numerous Annual Action Plans. Keith will be responsible for the following tasks:

- Prepares a list of stakeholders
- Sets up meetings and interviews
- Prepares the survey forms
- Establishes the resident survey on "Survey Monkey"
- Follows up on telephone interviews
- Prepares summary of survey information

Attached are the resumé's of the Key Staff members who will be assigned to the various plans and studies for the City of Scranton should our staff be selected.



WALTER J. HAGLUND, A.I.A.

President/Principal

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA

2002-present

Founder & Principal of Firm

- Responsible for providing technical assistance to client communities, grants *writing, application preparation, implementation services and studies.*
- Prepares architectural designs and drawings for housing developments, as well as urban design studies for both public and private clients.
- Project Manager for CDBG/HOME client communities in Pennsylvania, West Virginia, Indiana, Illinois, Maryland, North Carolina, and Georgia.

Mullin & Lonergan Associates, Inc., Pittsburgh, PA

1990-2002

Vice President

- Project Manager and Principal in Charge for five Federal CDBG Entitlement Communities, including two HOME Consortia.
- Project Manager and Principal in Charge for three State Small Cities Entitlement Communities.
- Responsible for providing technical assistance, grantsmanship, and planning consulting services to each of the above federal and state entitlement communities in West Virginia and Pennsylvania under the Community Development Block Grant, HOME Investment Partnership and Emergency Shelter Grant Programs.
- Prepared applications for federally assisted housing programs under the HUD Section 202 and 811 Housing Programs, and continued to provide housing consulting services during the construction phase.
- Responsible for providing consultation and research on federal regulations.

Community Programs, Inc., Pittsburgh & Allentown, PA

1979 -1990

Vice President

- Responsible for oversight and management of the housing and community development programs of the firm's clients in Western Pennsylvania, Ohio, Maryland and West Virginia.
- Preparation of all of the firm's UDAG applications for clients in West Virginia and Pennsylvania.
- Preparation of zoning ordinances and comprehensive plans.

Redevelopment Authority of Allegheny County, Pittsburgh, PA

1969-1979

Executive Director & Chief Planner

- Responsible for preparation of urban renewal plans and modifications to the plans.
- Responsible for urban design studies and downtown revitalization projects.
- Supervision of a staff of over 50 employees.

EDUCATION:

Syracuse University, Syracuse, NY

- Bachelor of Architecture with minor in Urban Planning.



KARL M. HAGLUND

Vice President/Principal

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA
Vice President and Treasurer

2002-present

- Assisted in establishing the firm and filing the Articles of Incorporation.
- Responsible for all the financial aspects of the firm, including payroll, taxes, insurance, invoices, etc.
- Responsible for preparing, presenting, and managing company finances.
- Responsible for providing technical assistance to client communities, grants writing, application preparation, implementation services and studies.
- Project Manager for CDBG, HOME, ADDI, ESG, HESG, and HOPWA client communities in Pennsylvania, West Virginia, and Indiana.
- Preparation of Five Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance Evaluation Reports (CAPER's), Environmental Review Records (ERR's), Analysis of Impediments to Fair Housing (A.I.), and day to day questions on projects.
- Assist in preparing redevelopment area plans/proposals for redevelopment authorities.
- Preparation of economic development applications and programs for client communities.
- Preparation of project feasibility reports for mixed uses developments.
- Preparation of Section 108 Loan Applications, financial closings, and bond issuance.
- Preparation of Part I, II, and III of the Historic Tax Credit Applications.
- Assisted in the development of the certification of the Tax Incremental Financing (TIF) districts for the Baum-Centre Redevelopment Area, the North Shore Stadium Redevelopment Area, and Uptown Redevelopment Area for the URA of Pittsburgh.
- Responsible for the preparation of the financial data analysis, underwriting, repayment schedule, and applications for the PA Section 108 Loan Guarantee Project.

Kaufmann's Department Stores, Pittsburgh, PA
Assistant Buyer/Executive Management Trainee

2001-2002

- Responsible for providing technical assistance and management for a \$12 million sales department for all the Kaufmann's stores.
- Responsible for tracking sales and market trends.
- Responsible for the preparation, including writing, graphic design, and layout for presentation of various sales promotions.
- Responsible for providing consultation, technical assistance in the ordering and budgeting for the department for all the Kaufmann stores.

EDUCATION:

Syracuse University, Syracuse, NY

- Bachelor of Science in Finance and a minor in Economics



DAVID G. JORDAN, ASLA

SENIOR PLANNER

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA

November 2018-present

Planner

- Provides project management assistance to client communities.
- Assists in the preparation of Five-Year Consolidated Plans, Annual Action Plans, and Environmental Review Records.
- Provides technical assistance to client communities.

Pennsylvania Dept. of Comm. & Economic Dev., Harrisburg, PA

June 2015-November 2018

Grant Manager

- Reviewed grant applications from entitlement jurisdictions for Commonwealth administered CDBG, CDBG-DR, and HOME programs and provided technical assistance to grantees.
- Conducted on-site monitorings of program activities for proper expenditures of funds.

Washington County Comm. Action Council, Inc., Hagerstown, MD

August 2002-August 2013

Executive Director

- Increased agency capacity from \$2.5 million to its peak at \$6.5 million, agency staff from 25 to 40, and maintained a \$5 million annual budget.
- Established the agency as a Community Housing Development Organization (CHDO) with approximately 30 rental units and several additional units in the pipeline.
- Developed a transportation program to serve individuals with developmental disabilities.
- Reinstated a Weatherization Assistance Program and expanded the Summer Food Program.
- Built partnerships with private, non-profit, and government actors to provide additional services.

Community Assistance Network, Baltimore, MD

April 2000-April 2002

Assistant Executive Director

- Managed a countywide action agency with an annual operating budget of \$2.5 million.
- Performed oversight and operations of fiscal, day-to-day, and personnel matters.
- Established Hearth, Inc. as Baltimore County's first Community Housing Development Organization (CHDO) and packaged its first housing project: a two-unit rental conversion in Baltimore County, MD.

EDUCATION:

West Virginia University, Morgantown, WV

1980

- Bachelor of Science in Landscape Architecture

LICENSES & ORGANIZATIONS:

- American Society of Landscape Architects (ASLA) – Member
- Pennsylvania/Delaware Chapter ASLA – Treasurer
- Mainstreet Waynesboro – Design Committee Member



JON G. HAGLUND

SENIOR PLANNER

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA

2009-present

Planner

- Provides project management assistance to client communities
- Assists in preparing redevelopment area plans/proposals for redevelopment authorities
- Assists in the preparation of grant requests and applications for funding
- Assists in preparation of program analyses for client communities
- Assists in the preparation of strategic plans
- Provides technical assistance to client communities

Innovest Financial Management, Inc., Pittsburgh, PA

2007-2009

Vice President of Portfolio Management

- Responsible for developing individualized portfolio management solutions for institutional and individual investors by understanding client's needs, defining realistic investment objectives to meet client's needs, establishing the right asset mix for each investment portfolio and developing sensible investment policies designed to achieve client's stated investment objectives.
- Responsible for servicing client accounts, providing account reconciliation services and creating quarterly asset analysis and performance reports for both held and non held client accounts.

Fleming Financial Services, Inc., Pittsburgh, PA

2002-2007

Investment Analyst

- Provided back office support and investment analysis for a boutique financial advisory firm asset allocation models, determining investment selection, executing trades and reporting account performance.

New York Life, New York, NY

2000-2001

Agency Trader

- Filled and processed institutional and individual investor security orders on New York Life trading desk on a non-discretionary basis.

T. Rowe Price, Baltimore, MD

1998-2000

Investment Representative

- Processed mutual fund trades, serviced investment accounts, and answered shareholder questions concerning T. Rowe Price mutual funds' investment objectives, risks and market performance.

EDUCATION:

Johns Hopkins University, Baltimore, MD

- Bachelor of Arts in Biology



BRANDON T. WILSON, MSPPM PLANNER

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Pittsburgh, PA

August 2017 – Present

Consultant

- Provides project management assistance to client communities.
- Assists in the preparation of grant requests and applications for funding.
- Provides technical assistance to client communities.

Allegheny County Economic Development, Pittsburgh, PA

May 2016 – May 2017

Housing Intern

- Investigated over one hundred tax delinquent properties and matched properties to buyers to increase taxes collected by 65 municipalities throughout Allegheny County.
- Evaluated systems for monitoring Community Development Block Grant-funded projects and improved the monitoring systems based on related research.
- Developed a database to track lead abatement applicants and manage lead abatement projects.

The Sprout Fund, Pittsburgh, PA

November 2015 – May 2016

Community Building Intern

- Marketed a technology-focused collaborative educational network of teachers, foundations, nonprofit organizations, and extracurricular activity providers and by conducting outreach.
- Created a guide outlining strategies for facilitation of meetups to optimize meetup impact and encourage greater investment from network members.
- Published a series of five blog posts designed to communicate to network members the nuances of learning frameworks and promote exemplary regional initiatives of each framework.

Teach for America/University of Cleveland Preparatory School

June 2012 – June 2014

4th and 5th Grade ELA Teacher

- Managed 80 4th grade students and 34 5th grade students to 60% increases in 4th grade Reading Comprehension test scores, 50% increases in 5th grade Reading Comprehension test scores, and 60% increases in Reading fluency test scores in a high-pressure, deadline-driven environment.
- Collaborated with grade-band teachers and Middle School ELA teacher to redesign and implement a Writing curriculum for 4th and 5th grade students.
- Analyzed student achievement data to design a Reading curriculum for 4th and 5th grade students.

EDUCATION:

Carnegie Mellon University, Pittsburgh, PA

2017

Heinz College of Information Systems and Public Policy

- Master of Science in Public Policy and Management

University of Pittsburgh, Pittsburgh, PA

2010

- Bachelor of Arts in Politics & Philosophy, Sociology



KEITH S. PORTUGAL, MPA PLANNER

SUMMARY OF EXPERIENCE & QUALIFICATIONS:

Urban Design Ventures, LLC, Homestead, PA

March 2014-present

Planner

- Provides project management assistance to client communities.
- Assists in the preparation of grant requests and applications for funding.
- Assists in the preparation of strategic plans.
- Provides technical assistance to client communities.

Urban Design Ventures, LLC, Pittsburgh, PA

Oct. 2014 – Sept. 2015; Jun. 2016 – Jul. 2017

Intern

- Managed office communications, staff schedules, and material inventory.
- Assisted in researching and writing for Annual Action Plans, Environmental Review Records, Consolidated Annual Performance and Evaluations, and Proposals for a variety of clients.

Justifacts Credential Verification, Murrysville, PA

August 2011 – June 2014

Assistant Account Manager

- Authenticated applicant information using proprietary and publicly available databases.
- Provided support to Account Manager regarding client contact as well as team member progress.

Local Bigwig, LLC, New York, NY

September 2010 – April 2011

Online Marketing Analyst/Writer

- Researched events and attractions for neighborhoods and wrote comprehensive articles for the blog and weekly newsletters.
- Oversaw company blog using Word Press and managed the blog schedule.

United Nations Secretariat, New York, NY

May 2011 – August 2011

Messenger/Assistant: Disarmament and International Security Committee

- Analyzed opening remarks made by Member States on the Copenhagen Climate Conference of 2009, and assisted in drafting a synopsis for the Secretary-General.
- Assisted in writing and editing First Committee Rapporteur's Reports, which presented the Committee's findings to the 64th session of the General Assembly.
- Maintained draft resolutions from Member States for review by the First Committee Secretary.

EDUCATION:

University of Pittsburgh, Pittsburgh, PA

2016

Graduate School of Public and International Affairs

- Master of Public Administration
 - Concentration in Urban and Regional Affairs

Northeastern University, Boston, MA

2010

- Bachelor of Science in History, Minor in Psychology

c. Familiarity with the City of Scranton's Programs:

Urban Design Ventures has previously assisted the City of Scranton with the preparation of its 2015-2019 Analysis of Impediments to Fair Housing Choice. In addition, UDV staff prepared the Section 108 Loan application for Boscov's Department Store when it was repurchased and bought out of bankruptcy by Al Boscov.

Urban Design Ventures has prepared for our clients: 44 Five Year Consolidated Plans; 147 Annual Action Plans; 120 CAPERs; and 42 Analysis of Impediments to Fair Housing Choice. UDV serves clients across multiple states, including Pennsylvania, West Virginia, Ohio, Indiana, Illinois, Maryland, Georgia, Florida, and North Carolina.



PROPOSAL FOR PLANNING CONSULTING SERVICES: FIVE YEAR CONSOLIDATED PLAN, ANNUAL ACTION PLAN, & ANALYSIS OF IMPEDIMENTS FOR SCRANTON, PA

2. Work Plans –

Urban Design Ventures' staff will prepare the City's Five Year Consolidated Plan and Annual Action Plan using the eCon Planning Suite tool, the Consolidated Plan Template in IDIS online, and the Community Planning Development (CPD) Map website.

a. Five Year Consolidated Plan:

Urban Design Ventures will prepare the City's Five Year Consolidated Plan in accordance with the HUD Guidelines using the eCon Planning Suite, the Consolidated Plan Template in IDIS Online, and the Community Planning Development (CPD) Maps website. The Five Year Consolidated Plan will contain the following elements:

- **Executive Summary.** A brief summary of the program, the goals and objectives, sources of funds, etc. will be prepared.
- **Identification of Lead Entity or Agency Which Will Be Responsible for the Development of the Plan.** The administrative structure needed to implement the Plan will be described along with the roles and responsibilities.
- **Housing and Homeless Needs Assessment.** The estimated housing needs over the five (5) year period will be described using the latest U.S. Census data, American Community Survey, the updated Census Reports, the HUD-CHAS data tables, local studies and information obtained from meetings and interview. Categories of persons affected and estimated numbers and types of families in need of housing assistance will be listed.
 - The City's housing needs will be described for the extremely low-income, very low-income and low-income families for renters and homeowners: the elderly, large families, small families, and persons with disabilities.
 - The housing needs will be described for persons/families that are cost overburdened, large families who are residing in overcrowded conditions and substandard housing conditions in which low-income persons/families are residing for both renters

and homeowners, compared to the overall housing conditions in the surrounding area and the State.

- The nature and extent of homeless persons in the City will be documented using information obtained from social service agencies and operators of emergency shelters, transitional shelters and supportive housing providers.
- A housing needs assessment will be included for persons with HIV and AIDS based on available data from agencies.
- An estimate of the housing units in the City that contain a lead-based paint hazard, including the number of low-income occupants of these housing units will be shown.
- **Housing Market Analysis.** Our firm will undertake a housing study to determine the significant characteristics of the local housing market for the City, including supply, demand, condition, cost, and availability of housing.
 - Areas with concentrations of racial/ethnic minorities and low-income families, will be graphically shown on maps.
 - The number of public housing units and Federally assisted housing units, their physical condition, waiting list, and plans for improving management and operations of public housing will be described. We will identify the public housing developments outlined in the PHA's Comprehensive Grant Program.
 - Homeless facilities for emergency shelter, transitional housing, permanent supportive housing and housing needs will be described. The plan will also describe the special housing needs, facilities and services for persons who are returning to the community from institutions.
 - The barriers to affordable housing such as public policies and the cost or incentives needed to develop, maintain or improve affordable housing will be included.
- **Strategic Plan.** We will list the City's general priorities for allocating funds geographically within the City of Scranton. UDV will describe the basis for assigning the priority, identify any obstacles to meeting underserved needs and summarize these priorities and specific objectives. For each specific objective UDV will identify proposed accomplishments in quantitative terms.
 - Priorities for the Strategic Plan will be prepared in the HUD required format, describing the basis for assigning priority.
 - UDV will prepare specific objectives and how the local housing market will influence the use of funds.

- We will prepare the homeless needs table and description of the local's strategy.
- Special needs housing for the frail elderly, disabled, persons with HIV/AIDS, etc. will also be listed.
- Priorities for non-housing community development needs will be incorporated into the Strategic Plan. This will include public facility improvements and economic development activities.
- UDV will describe the strategies to address and eliminate any barriers to affordable housing, actions to eliminate and reduce lead-based paint hazards, and reduce the number of poverty level families.
- Descriptions will be provided of the institutional structure, activities to enhance coordination between public and private housing providers and public housing resident initiatives.
- **Consultation/Survey.** Through the planning process our firm will meet with the City's staff and local officials, City and local agencies, authorities, and stakeholders.
 - **Community Development Staff** – we will interview and meet with the local staff and personnel to ascertain needs and priorities for economic development projects.
 - **Other Departments, Local Officials, Agencies, Authorities** – separate meetings will be held with individuals, departments and agencies to obtain their input.
 - **Resident Survey** – our firm will prepare a resident survey, for the local jurisdiction to distribute to residents.
 - **Stakeholder Meetings** – we will organize, with the City's staff assistance, a series of round-table discussions for citizen input from various stakeholders in the area. Various groups will be invited to separate meetings: i.e. housing providers, social service agencies, economic development agencies, local neighborhood citizen organizations, planning agencies, local officials, financial institutions, etc. UDV will prepare a sample questionnaire to be provided to each stakeholder prior to the meeting.
- **Citizen Participation.** UDV will work with the City's staff and local officials to follow its Citizen's Participation Plan and make recommendations, any updates, or changes as may be required.
 - **Public Hearings** – UDV will prepare the required public advertisements of the two (2) required public hearings and will attend the public hearings and we will provide the necessary documentation for approval of the Plan.

- **Approval Process.** We will be in contact with the City's staff during the planning process. We will provide status reports and "draft" sections of the Five Year Consolidated Plan for review. We will present our preliminary findings and discussion of needs. The City Officials and others will be asked to establish priorities. UDV will provide the local staff with a "draft" plan prior to the second public hearing. We will be available to assist the staff to prepare for their presentation for approval. UDV will address all questions and concerns, and make the necessary adjustments to the plan prior to final adoption.
- **Final Document.** We will submit to HUD the Five Year Consolidated Plan through IDIS. One (1) hard copy and one (1) electronic copy will be provided to the City.
- **FY 2020 Annual Action Plan.** The Annual Action Plan will be included in the Five Year Consolidated Plan

b. FY 2020 Annual Action Plan:

Urban Design Ventures, LLC will assist the City of Scranton in the preparation of its FY 2020 Annual Action Plan. Our staff has been performing these services over the past sixteen (16) years for other clients.

The Annual Action Plan describes what activities the City proposes to undertake with each year's funding. The Annual Action Plan will be developed utilizing the latest eCon Planning Suite in IDIS. The Annual Action Plan will contain the following elements.

- **Form HUD – 424 and 424D.** As consultants, we will complete the new HUD forms for approval and signature by the appropriate City Officials. Other resources that will be utilized by the City for leveraging and match obligations will be listed.
- **Executive Summary.** Our staff will prepare the Executive Summary which will identify the available funds, strategies and objectives and activities to be undertaken.
- **Summary of Priorities, Goals, Budgets and Anticipated Accomplishments.** We will prepare a listing of the proposed new five year strategic initiatives to be outlined in the Five Year Plan, which initiatives will be under taken in each annual action plan, and the number of persons benefiting.

- **General Questions.** Our staff will address the HUD general questions in the latest IDIS format which will include a description of the geographic areas of the City, what was the basis used to allocate funds by geographic area, are funds being used to address underserved needs, and what resources are expected to be made available.
- **Managing the Process.** We will describe what agencies are administering programs, a description of the process used to develop the plan, and how improvements will be made to enhance coordination among agencies.
- **Citizen Participation.** Our staff will describe the citizen participation process used, we will prepare all the notices to be published in the local newspaper and we will prepare a summary of any written citizen comments.
- **Institutional Structure.** Our staff will describe what actions the City proposes to undertake in the development of the institutional structure.
- **Monitoring.** We will describe what actions the City will utilize to monitor its community development projects and sub-recipients.
- **Lead Based Paint.** A description will be made of what is the extent of lead based paint hazards in the City and what actions are being undertaken to reduce and abate lead based paint.
- **Specific Housing Objectives.** Our staff will prepare the listing of specific housing objectives by priority status and include a list of available resources.
- **Needs of Public Housing.** We contact the staff of the local Housing Authority and review their plans and needs of public housing, as well as preparing a description of the housing authority's performance rating.
- **Barriers to Affordable Housing.** We will prepare a narrative on previously identified barriers to affordable housing and what actions the City will take to remove, reduce, and eliminate those barriers to affordable housing.
- **Specific Homeless Prevention Elements.** We will address the following required areas and issues in the latest IDIS format, including: what sources of funds are available, what is the extent of homelessness and chronic homelessness in the City, what programs are in place or proposed to prevent homelessness, what are the discharge policies from state institutions and how is it being coordinated, what are the transitional housing resources, what are

the permanent supportive housing resources, and what are the other special housing needs in the City.

- **Community Development.** Our staff will prepare the required narrative on what are the priority community development needs and we will describe the community development objectives.
- **Antipoverty Strategy.** We will prepare a narrative on what actions the City will undertake to reduce the number of persons living in poverty.
- **Non-Homeless Special Needs.** We will prepare the outline of what are the City's non-homeless special needs housing objectives and what resources will be used to address those needs.
- **Certifications.** We will download from HUD Exchange the latest certifications and complete them for signature by the Chief Elected Official.
- **Activity/Project Worksheets.** Our staff will prepare the individual project entries in IDIS for each activity to be funded; including the performance and outcome measures.
- **Final Document.** We will submit to HUD the Annual Action Plan through IDIS. One (1) hard copy and one (1) electronic copy will be provided to the City

c. 2020 Analysis of Impediments to Fair Housing Choice (A.I.):

Based on our previous experience in preparing A.I.s, our staff will perform the following work tasks and sub-tasks in the City of Scranton:

- **Perform Research and Review of Background Data:**
The UDV team will perform the following research and review of the local background information:
 - The local and state building, occupancy, health, and safety codes.
 - The local accessibility design standards.
 - Local laws and ordinances that may affect the availability of housing for minorities, families with children, female headed households, the elderly, and persons with disabilities.
 - Local policies and actions affecting the approval of sites and other building requirements used in the approval process for the construction of public, assisted, and private housing such as: equalization of municipal services; tax policy; demolition and displacement decisions; and the removal of slums and blight.

- Discuss with the City Planning Department the status of changes to the City's zoning ordinances and the agency's efforts to bring the City into compliance with the Fair Housing Act, as amended.
- Local policies concerning community development and housing activities such as: multi-family housing rehabilitation; the application of site and neighborhood standards for new construction activities; the application of accessibility standards for new construction and alterations; activities causing displacement such as revitalization of neighborhoods and property tax increases; and the demolition of low-income housing.
- Local policies that could be considered restrictive in directing housing and community development resources to areas of minority concentration.
- Local planning, financing and administrative actions related to the provision and funding of public transportation and social services that may inhibit or concentrate affordable housing opportunities for persons with disabilities.
- Local policies and practices affecting the representation of all racial, ethnic, religious, and disabled segments of the population on local advisory boards, authorities, commissioners, and committees.
- The relationship, cooperation and collaboration between the local Housing Authority, the City agencies, and local officials.
- The area's socio- and economic demographic data, using the U.S. Census Data, the HUD-CHAS Data, and existing census and population reports.
- The foreclosure data for the City's housing market.
- The local assisted housing programs, policies for allocating funds, and the geographic distribution of previous years' CDBG funds, by examining the Five Year Consolidated Plan, the last Annual Action Plans, the Consolidated Annual Performance and Evaluation Reports (CAPER's), Public Housing Plans, the Continuum of Care, and HMIS reports.
- Review all previous HUD FHEO comments and correspondence concerning the City of Scranton's actions to affirmatively further fair housing.

■ **Performance Evaluation of the Private Sector's Policies and Procedures:**

- Review the state's banking and insurance laws and regulations pertaining to home financing, refinancing, sale, purchase, rehabilitation, and rental of housing that may affect the achievement of fair housing choice within the City.

- Request in writing such policies procedures and practices that should be available from the state licensing and other agencies that regulate banks, other financial institutions, and insurance companies operating within the City.
 - Obtain the most recent Home Mortgage Disclosure Act (HMDA) reports that will provide additional data on the lending practices of specific banks in the area and prepare a summary of the information as it relates to fair housing practices.
 - Review the state and local Landlords – Tenants Act and regulations governing the rental and leasing of residential property.
 - Summarize the efforts of the local Board of Realtor’s Code of Ethics, policies, training, educational requirements, and to raise awareness of fair housing choice.
 - Review the local newspapers, the publications “Sales of Homes” and “Listing of Rental Properties” for compliance in advertising with the Fair Housing Act.
 - Research and report on the availability and dissemination of information on programs and services that provide financial assistance to low-income families and individuals for private housing.
 - Determine the extent that accommodations are made to private housing, both new construction and substantial rehabilitation of multi-family housing, for persons with disabilities.
 - Evaluate the programs and services offered by the local Homebuilders Association in the region to assist low-income or disabled persons or families.
- **Interviews and Meetings:**
 - Our firm will utilize surveys that we will collect from the various local and regional agencies and organizations that the City recommends, based on the following categories: housing development agencies (public and private); owners, realtors, management agencies, and landlord organizations; advocacy groups (particularly those for persons with disabilities); civil rights, legal rights, legal services organizations; NAACP and ethnic organizations; the LGBT organization; agencies for the homeless; consumer and housing counseling agencies; senior citizen groups; etc.
 - We will discuss with the HUD-FHEO staff during the planning and research process to review the methodology and the status of previously identified impediments to fair housing choice.
 - UDV will update reports and listings of housing complaints filed with the following organizations: HUD-FHEO

Regional/State office; Fair Housing Board; State Human Relations Commission; and U.S. Attorney General's Office (Justice Department); and our staff will provide a summary of the complaints and disposition of the investigation and outcomes.

- Our firm will provide a summary of meetings with groups and organizations involved in fair housing, civil rights, and advocacy groups.
- Our firm will follow-up with telephone interviews for those groups and organizations that did not previously respond to the survey nor attend the meetings.
- An updated list of all groups, agencies, organizations, and individuals contacted will be prepared, along with a summary of comments.

▪ **Prepare an Analysis of Data:**

- UDV's staff will prepare maps illustrating the location of public and subsidized housing; low- and moderate-income census tracts; concentrations of minorities; and housing tenure. These maps will illustrate any patterns of concentration of assisted housing in areas with concentrations of minorities or areas with low- and moderate-income concentrations.
- UDV will prepare a review of the previous and current Analysis of Impediments, what actions have been taken to address those impediments, what policies were developed, what policies was adopted, and if there are any unresolved issues.
- A summary of all fair housing complaints filed in the City with HUD, the State Human Relations Commission, the U.S. Attorney General's Office, and the local Human Rights organization will be made, and which will indicate all outcomes and results.
- A comparison will be made between the local Fair Housing complaints, complaints filed in the City, and the total state complaints filed, will be examined for trends.
- A narrative will be prepared that lists what fair housing planning efforts are being undertaken in the City.
- A narrative will also be prepared which lists the number of existing affordable housing units by category, the estimated demand or waiting list for affordable housing, and what programs, plans, or goals the area must address to meet those needs.
- A summary based on the estimate of the number and types of accessible housing units in the City will be prepared to ascertain the existing housing stock versus the demand for accessible housing.

- A narrative will be prepared on any evidence of: segregated housing conditions; discriminatory lending patterns, practices, and disclosures; discriminatory appraisal and insurance underwriting practices; and disinvestment and insurance “redlining” practices.
- The programs and services offered by the City will be reviewed to determine if there is a need for increased programs and services to affirmatively further fair housing.

▪ **List of Recommendations and Conclusions:**

- A narrative will be prepared on what actions are necessary or what needs to be improved to affirmatively further fair housing (AFFH) in the City.
- A narrative will be prepared on any conflicts between existing local laws, the local Zoning Ordinance, land use regulations and policies, as compared to the Fair Housing Act, and its amendments.
- A statement will be prepared if there are any observed conflicts in the housing agencies, departments and administrative policies, practices, and distribution of Federal funds and the Fair Housing Act.
- Recommendations and improvements, if needed, will be identified for: local realtors and their practices; mortgage lending and financing of the purchase of homes; advertising in daily newspapers of homes for sale or apartments for rent; and any discriminatory or non-responsive property management or rental agent actions; as these all relate to the Fair Housing Act.
- A narrative will be prepared that describes the enforcement and monitoring policy of local programs and grants and how they affirmatively further fair housing.

▪ **Impediments to Fair Housing Choice:**

- Our firm will identify any impediments it finds to Fair Housing Choice.
- Each impediment will be listed separately with the goals and actions necessary to address and overcome that impediment listed in a tabular format per the HUD-FHEO request.
- Strategies will be identified to address each impediment and goal.
- The entities which are responsible for addressing the strategies for each impediment will be identified along with the necessary resources needed.

d. Technical Assistance

In addition to preparing the required CDBG documents, UDV will provide the following additional services to the City of Scranton on an as needed basis.

▪ **Qualifying Activities for Federal Financial Assistance:**

There are several ways to determine the eligibility of project activities under the CDBG Program. This comes with experience in designing and implementing these programs. The staff of UDV has the experience and knowledge of the programs and Federal Regulations. Through this knowledge and experience, UDV staff will provide the City of Scranton with written memorandums and references based on the Federal Regulations. Our staff has performed this same service for all of our CDBG Entitlement clients.

- Determine which National Objective applies to a project or activity.
- Determine the CDBG citation/regulation(s) on eligibility of a project or activity.
- Determine the outcome measures and accomplishments.
- Determine if a project or activity principally benefits low- and moderate-income persons/households as an area benefit, limited clientele benefit, restricted income benefit, presumed benefit, etc.
- Determine the service area of a proposed project or activity and calculate the public benefit.

▪ **Assistance in Meeting the Citizen Participation Requirements:**

Our staff will prepare the notices to be published in the local newspaper advertising public hearings, citizen meetings, placing planning documents on public display, etc. We will attend the public hearings and present the plans, prepare agendas, sign-in sheets and pass outs. Our staff will prepare summary notes of meetings and citizen comments. Lastly, we will prepare written responses to citizen comments for the City to send out.

▪ **Technical Assistance in Implementation of Programs:**

Urban Design Ventures staff is capable of providing CDBG, HOME, ESG, and HOPWA programs planning assistance to the City of Scranton and its sub-recipients, if requested, on an as-

needed basis. Such services that our firm offers include the following:

- **Presentation.** Assisting in explaining and making presentations on programs and activities to the City to help in establishing goals, objectives, and procedures.
- **Financial Management.** Our staff has years of experience in financial management and administrative compliance with all HUD and OMB regulations and requirements. We have completed the HUD Webinar training on IDIS and will be able to share this training with the City staff.
- **Technical Advice.** Through memos, documentation, and research, we will be able to provide the City staff with technical advice and assistance in connection with the planning and administration of the CDBG, HOME, ESG, and HOPWA Programs.
- **Specific Advice.** The UDV staff is well versed in providing specific technical advice and assistance to municipalities, non-profits, and other sub-recipients in the administration of specific project activities. As a registered architect, Walter Haglund is well qualified in pre-construction and site-inspection meetings and will provide his training and expertise to the City and sub-recipients.
- **In-House Capacity.** Our staff will provide the technical advice, assistance, and training necessary for the City to prepare documentation in-house. UDV has provided this same service to numerous clients over the past fourteen years. We help to develop in-house capacity of the staff by providing training, outlines, and models to follow.
- **Funding Requests.** Our staff will review and evaluate request for funding from non-profits, etc. and will prepare the evaluation forms for the City Staff to review.
- **TIF Districts.** Preparation of tax increment financing (TIF) districts based on certification of redevelopment areas.
- **Redevelopment Area Plans.** Preparation of redevelopment area plans and redevelopment proposals in accordance with PA Redevelopment Law.
- **Site Plans.** Development of site plans and urban design studies and plans for specific economic development strategies, downtown improvement strategies such as Business Improvement Districts (BID), and preliminary feasibility analysis of potential developments.

- **Provide Advice & Technical Assistance in Connection with Implementation:**

UDV staff has the knowledge base and experience that it will be able to assist the City of Scranton in its implementation of the CDBG, HOME, and ESG Programs.

We provide advice and assistance in addressing issues and problems for clients. We prepared a "Policies and Procedures Manual" and a "Best Practices Guide" to assist the City of Pittsburgh staff in the administration of their grant programs.

- **Section 108 Loan Guarantee Applications:**

UDV's Staff is very knowledgeable in preparing applications for Section 108 Loan Guarantees. We prepared a \$68 million application for the Commonwealth of Pennsylvania to establish a Section 108 Loan Program for non-entitlement communities in Pennsylvania. We were also successful in obtaining a \$35 million Section 108 Loan for Boscov's Department Stores, and a \$15 million Section 108 Loan for 84 Lumber Company.

- **Provide Advice on Other Sources of Funds:**

Mr. Haglund and staff have identified numerous other sources for funding for projects such as EDI, USDA-Rural Development, and ARC for Federal funds. We have also been successful in obtaining FHLB and PHFA funds for various housing projects in the States of Pennsylvania and West Virginia. UDV staff has assisted local non-profits to obtain Section 202 and Section 811 Supportive Housing Funds.

Mr. Haglund and staff have been instrumental in obtaining funding through the PHFA and WVHDF for LIHTC for various projects such as the Simms School Apartments and the Huntington High Renaissance Project, Historic Homestead Bakery and the Half Brothers Building in Homestead, PA.

The staff of UDV has prepared numerous applications for other funds from both state and federal sources. In Beckley, we prepared applications to the WV Department of Transportation for the Transportation Alternatives Program. We have also assisted in obtaining Recycling Grants Program Applications.

In regard to other Federal programs, we have prepared applications for Historic Preservation Grants, Appalachian

Regional Commission Grants, U.S.D.A. Community Facilities Grants, etc.

▪ **Section 106 Consultation:**

As a registered architect, licensed in the States of Pennsylvania and West Virginia, Walter Haglund has performed numerous historic preservation evaluations. He has been very successful in obtaining SHPO releases for historic buildings and those located in historic districts. He has drafted MOA's and performed the documentation required for compliance with the agreements. UDV staff has prepared this for the City of Wheeling, WV; the City of Pittsburgh, PA; the County of Northampton, PA; City of Martinsburg, WV; Borough of Chambersburg, PA; City of Beckley, WV; etc.

▪ **Environmental Review Record (ERR):**

Urban Design Ventures staff has prepared numerous Environmental Review Records for client communities for the past sixteen (16) years. Our goal is to initiate the ERR process as soon as practical after acceptance of the Annual Action Plan to provide clients with a release of funds immediately following the beginning of their program year. We prepare the information for submittal to the SHPO prior to publication of the RROF. This allows us to have the SHPO review quickly, and eliminates potential problems, concerns and objectives which could hold up the RROF. UDV follows the N.E.P.A. guidelines and uses the HUD environmental checklist and supplies the supporting documentation.

Urban Design Ventures is able to assist the City in the preparation of its Environmental Review Records for its Annual Action Plans based on the following:

- **Environmental Assessments.** These will be performed using the N.E.P.A checklists for those activities that would have an effect on the environment; such as demolition/clearance, new construction work, etc.
- **Categorical Exclusions.** A determination will be made for activities; such as infrastructure replacement, reconstruction, housing rehabilitation, acquisition of property, public services which have an increase in the level of service, etc.

- **Exempt Activities.** A determination of exempt activities will be made for activities; such as administrative costs, payment of Section 108 Loans, etc.
- **Floodplain Management.** For activities located in a floodplain, we will prepare the eight (8) step Floodplain Management decision making process and the notice for publication will be included in the ERR.
- **SHPO Release.** We will prepare the documentation to the PA-SHPO for release of properties scheduled for demolition or rehabilitation.
- **Combined Notice.** We will provide the City with the Combined Notice of Finding of No Significant Impact (FONSI) and Request for Release of Funds (RROF).
- **Letters.** Our staff will prepare the letters to the applicable agencies (EPA, DEP, etc.) for the City to mail.
- **Release of Funds.** The forms and documentation for release of funds and certification by the City will be prepared.
- **HUD Format.** The environmental data and research will be presented using the HUD format.
- **Final Document.** UDV will provide the City with one hard copy of the final plan and one electronic copy to make additional copies.
- **Technical Assistance.** UDV staff has been providing technical assistance to the City in revising and updating its previous project ERRs.

▪ **Preparations of Modifications and Amendments to the Previously Approved CDBG Grant Program:**

Our staff has performed numerous modifications and amendments to the CDBG Programs for our clients. We have previously advised our clients on eligibility of new activities & budget revisions. We completed substantial amendments to the Annual Action Plans for the City of Pittsburgh, PA; Allegheny County, PA; the City of Morgantown, PA; the City of McKeesport, PA; the City of East Chicago, IN; the City of Joliet, IL; the City of Beckley, WV; the City of Johnstown, PA; the City of Huntington, WV; and City of Wheeling, WV, etc. We work well with local staff to determine and outline what is a budget modification and what constitutes a substantial amendment. If applicable, the substantial amendment is prepared in the eCon Planning Suite and submitted to IDIS.

- **Preparations of Plans for NRSA:**

We are also capable of providing technical assistance in the preparation and submission for designation of Neighborhood Revitalization Strategy Area (NRSA) Plans.

Our staff has completed NRSA Plans for the City of Pittsburgh, the City of McKeesport, the City of East Chicago, the City of Huntington, the City of Jeannette, etc. We will prepare the survey work, maps, and narrative to meet the HUD regulations.

- **Assistance with Fair Housing Plans & Implementation:**

Our staff will assist the City to meet its requirements to Affirmatively Furthering Fair Housing. We will report on efforts the City is making and planned activities.

- **Assistance in Conducting Other Planning Studies:**

Urban Design Ventures, as a multi-faceted and full planning consulting firm have prepared numerous other planning studies, including:

- Housing Conditions Studies
- NRSA Plans
- Enterprise Zone Plans
- Basic Conditions Studies
- Housing Site Evaluations
- Housing Market Studies



PROPOSAL FOR PLANNING CONSULTING SERVICES: FIVE YEAR CONSOLIDATED PLAN, ANNUAL ACTION PLAN, & ANALYSIS OF IMPEDIMENTS FOR SCRANTON, PA

3. Participation by Small Business Firm, Minority Owned Enterprise, Section 3 Firm, or Women Owned Business Enterprise –

a. Small Business Firm:

The firm of Urban Design Ventures, LLC qualifies as a small business firm. UDV is independently owned; not dominant in its field of operations; and is not an affiliate or subsidiary of a business that is dominant in its field of operations.

Furthermore, Urban Design Ventures, LLC meets the size requirements established in 13 CFR 121 in that the company has less than 25 employees and an annual sales volume less than \$2,500,000.

Attached is a completed certification form attesting to our firm being classified as a small business.

SMALL BUSINESS CERTIFICATION

I, Walter J. Haglund, the President/principal of Urban Design Ventures, LLC, do hereby certify that the business qualifies as a small business enterprise as defined by the U.S. Department of Housing and Urban Development (HUD) in 13 CFR 121.

Employer Tax I.D. Number: 06-1648008

IN WITNESS THEREOF, I have hereunto set my hand this 17th day of April, 2019.

URBAN DESIGN VENTURES, LLC

By:



Walter J. Haglund, President

Title:

Principal/Owner

Date:

April 17, 2019

Witness:



Karl M. Haglund

Title:

Vice President

Date:

April 17, 2019



PROPOSAL FOR PLANNING CONSULTING SERVICES: FIVE YEAR CONSOLIDATED PLAN, ANNUAL ACTION PLAN, & ANALYSIS OF IMPEDIMENTS FOR SCRANTON, PA

4. Compensation –

a. Hourly Rates:

The following are Urban Design Ventures hourly rates of compensation:

▪ Walter J. Haglund, President	\$150.00 per hour
▪ Karl M. Haglund, Vice President	\$140.00 per hour
▪ Jon G. Haglund, Senior Consultant	\$120.00 per hour
▪ David G. Jordan, Senior Consultant	\$120.00 per hour
▪ Brandon T. Wilson, Consultant	\$ 90.00 per hour
▪ Keith S. Portugal, Consultant	\$ 90.00 per hour

Note: These rates include costs of travel, all staff salaries & benefits, overhead, printing, postage/mailing, etc.

b. Lump Sum Amounts:

The firm of Urban Design Ventures is willing to negotiate a lump sum not to exceed amount for each task to be assigned. Below are suggested costs that are subject to the final scope of work.

▪ FY 2020-2024 Five Year Consolidated Plan	\$23,750
▪ FY 2020 Annual Action Plan	\$ 8,500
▪ FY 2020 Analysis of Impediments (A.I.)	\$18,000

▪ Technical Assistance	Hourly Rate
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RESOLUTION NO.

2019

AUTHORIZING RE-APPOINTMENT OF MICHAEL BURKE, 74 SNOOK STREET, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HOUSING APPEALS REVIEW BOARD FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE MAY 16, 2019. MR. BURKE'S PRIOR TERM EXPIRED NOVEMBER 24, 2018 AND WAS HELD OVER UNTIL MAY 16, 2019. HIS NEW TERM WILL EXPIRE ON NOVEMBER 24, 2023.

WHEREAS, Michael Burke's prior term on the Housing Appeals Review Board expired on November 24, 2018 and was held over to May 16, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Michael Burke as a member of the Housing Appeals Review Board for an additional five (5) year term effective May 16, 2019. His new term will expire on November 24, 2023; and

WHEREAS, Michael Burke has the requisite experience, education and training necessary to serve on the Housing Appeals Review Board.

NOW, THEREFORE, BE IT RESOLVED that Michael Burke, 74 Snook Street, Scranton, Pennsylvania is hereby re-appointed to the Housing Appeals Review Board for an additional five (5) year term effective May 16, 2019. His new term will expire on November 24, 2023.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

May 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503


RECEIVED
MAY 28 2019
OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF
MICHAEL BURKE, 74 SNOOK STREET, SCRANTON, PENNSYLVANIA 18505, AS
A MEMBER OF THE HOUSING APPEALS REVIEW BOARD FOR AN
ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE MAY 16, 2019. MR. BURKE'S
PRIOR TERM EXPIRED NOVEMBER 24, 2018 AND WAS HELD OVER UNTIL
MAY 16, 2019. HIS NEW TERM WILL EXPIRE ON NOVEMBER 24, 2023.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO
DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,


Jessica L. Eskra, Esquire
City Solicitor

JLE/sl



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

May 16, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: **Housing Appeals Review Board**

Dear Council Members:

Please be advised that I am re-appointing Michael Burke, 74 Snook St., Scranton, PA 18505 as a member of the Housing Appeals Review Board for an additional five (5) year term effective May 16, 2019.

Mr. Burke's term expired on November 24, 2018 and was held over until May 16, 2019, his new term will expire on November 24, 2023

I respectfully request City Council's concurrence in this appointment.

Sincerely,

William L. Courtright

WLC/mm

CC: Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Housing Appeals Review Board
Michael Burke

RESOLUTION NO.

2019

AUTHORIZING RE-APPOINTMENT OF GERALD SMURL, 300 PROSPECT AVENUE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HOUSING APPEALS REVIEW BOARD FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE MAY 16, 2019. MR. SMURL'S PRIOR TERM EXPIRED ON NOVEMBER 24, 2018 AND WAS HELD OVER TO MAY 16, 2019. HIS NEW TERM WILL EXPIRE ON NOVEMBER 24, 2023.

WHEREAS, Gerald Smurl's prior term on the Housing Appeals Review Board expired on November 24, 2018; and

WHEREAS, the Mayor of the City of Scranton desires to re-appoint Gerald Smurl as a member of the Housing Appeals Review Board for an additional five (5) year term effective May 16, 2019. His new term will expire on November 24, 2023; and

WHEREAS, Gerald Smurl has the requisite experience, education and training necessary to serve on the Housing Appeals Review Board.

NOW, THEREFORE, BE IT RESOLVED that Gerald Smurl, 300 Prospect Avenue, Scranton, Pennsylvania is hereby re-appointed to the Housing Appeals Review Board for an additional five (5) year term effective May 16, 2019. His new term will expire on November 24, 2023.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intend of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

May 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

MAY 28 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING RE-APPOINTMENT OF GERALD SMURL, 300 PROSPECT AVENUE, SCRANTON, PENNSYLVANIA 18505, AS A MEMBER OF THE HOUSING APPEALS REVIEW BOARD FOR AN ADDITIONAL FIVE (5) YEAR TERM EFFECTIVE MAY 16, 2019. MR. SMURL'S PRIOR TERM EXPIRED ON NOVEMBER 24, 2018 AND WAS HELD OVER TO MAY 16, 2019. HIS NEW TERM WILL EXPIRE ON NOVEMBER 24, 2023.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

May 16, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, Pa. 18503

RE: Housing Appeals Review Board

Dear Council Members:

Please be advised that I am re-appointing Gerald Smurl, 300 Prospect Ave., Scranton, PA 18505 as a member of the Housing Appeals Review Board for an additional five (5) year term effective May 16, 2019.

Mr. Smurl's term expired on November 24, 2018 and was held over until May 16, 2019, his new term will expire on November 24, 2023

I respectfully request City Council's concurrence in this appointment.

Sincerely,

A handwritten signature in black ink, appearing to read "William L. Courtright", with a long, sweeping horizontal stroke at the end.

William L. Courtright

WLC/mm

CC: Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Housing Appeals Review Board
Gerald Smurl

RESOLUTION NO. _____

2019

AUTHORIZING APPOINTMENT OF ROBERT KEIPER, 406 ROANOKE LANE, SCRANTON, PENNSYLVANIA, 18504, TO THE CIVIL SERVICE COMMISSION. MR. KEIPER'S EFFECTIVE DATE WILL BE MAY 16, 2019. MR. KEIPER WILL BE REPLACING JEFF MACKIE WHO RESIGNED EFFECTIVE MAY 14, 2019. MR. KEIPER'S TERM WILL EXPIRE WITH THE TERM OF MAYOR WILLIAM L. COURTRIGHT.

WHEREAS, Jeff Mackie resigned from the Civil Service Commission on May 14, 2019;
and

WHEREAS, the Mayor of the City of Scranton desires to appoint Robert Keiper to the Civil Service Commission effective May 16, 2019 and his term will expire with the term of Mayor William L. Courtright; and

WHEREAS, Robert Keiper has the requisite, experience, education and training necessary to act as a member of the Civil Service Commission.

NOW, THEREFORE, BE IT RESOLVED that Robert Keiper, 406 Roanoke Lane, Scranton, PA is hereby appointed to the Civil Service Commission to replace Jeff Mackie who resigned May 14, 2019. Mr. Keiper's term will expire with the term of Mayor William L. Courtright.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval.

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



OFFICE OF THE MAYOR

PENNSYLVANIA CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

May 16, 2019

Honorable Council of the City of Scranton
340 N. Washington Avenue
Scranton, PA 18503

RE: **Civil Service Commission Appointment**

Dear Council Members:

Please be advised that I am appointing Robert Keiper, 406 Roanoke Lane, Scranton, PA 18504 as a member of the Civil Service Commission, effective May 16, 2019.

Mr, Keiper will be replacing Jeff Mackie who resigned on May 14, 2019.

I respectfully request City Council's concurrence in this appointment.

Sincerely,

William L. Courtright
Mayor, City of Scranton

WLC/mm

CC: Jessica Eskra, City Solicitor
David Bulzoni, Business Administrator
Civill Service Commision
Robert Keiper

Robert Keiper
406 Roanoke Lane
Scranton, PA 18504

April 26, 2019

To Whom It May Concern:

My name is Robert Keiper. I recently retired from the Scranton Police Department in October 2018 after serving for 25 years.

It would be an honor to serve on Scranton's Civil Service Commission. I thank you for the opportunity to serve.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Robert Keiper', written in black ink.

Robert Keiper

Honorable William Courtright
Mayor, City of Scranton PA

Mayor, Courtright,

May 14, 2019

I am submitting my resignation as a member of the Scranton Civil Service Commission, effective this date. Due to personal family obligations, I need to refocus my attentions. I am honored to have served you and the Commission for the past 5 years and hope my dedication has made a positive impact upon your administration's goals for the City of Scranton.

JM/jam

Respectfully,
Jeffery A. Mackie



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

May 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

MAY 28 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF ROBERT KEIPER, 406 ROANOKE LANE, SCRANTON, PENNSYLVANIA, 18504, TO THE CIVIL SERVICE COMMISSION. MR. KEIPER'S EFFECTIVE DATE WILL BE MAY 16, 2019. MR. KEIPER WILL BE REPLACING JEFF MACKIE WHO RESIGNED EFFECTIVE MAY 14, 2019. MR. KEIPER'S TERM WILL EXPIRE WITH THE TERM OF MAYOR WILLIAM L. COURTRIGHT.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica L. Eskra (s)
Jessica L. Eskra, Esquire
City Solicitor

JLE/sl

RESOLUTION NO. _____

2019

AUTHORIZING APPOINTMENT OF ROBERT SHUMAKER, 617 COLFAX AVENUE, SCRANTON, PENNSYLVANIA, 18510, AS A MEMBER OF THE SCRANTON MUNICIPAL RECREATION AUTHORITY EFFECTIVE MAY 16, 2019. MR. SHUMAKER WILL BE REPLACING EMANUEL JOHNSON WHO RESIGNED MAY 8, 2019. MR. SHUMAKER WILL FULFILL THE UNEXPIRED TERM OF MR. JOHNSON WHOSE TERM IS SCHEDULED TO EXPIRE ON DECEMBER 31, 2022.

WHEREAS, Emanuel Johnson resigned from the Scranton Municipal Recreation Authority effective May 8, 2019; and

WHEREAS, the Mayor of the City of Scranton desires to appoint Robert Shumaker as a member of the Scranton Municipal Recreation Authority to fill the unexpired term of Emanuel Johnson who resigned effective May 8, 2019. Mr. Shumaker's term will expire on December 31, 2022; and

WHEREAS, Robert Shumaker has the requisite, experience, education and training necessary to serve on the Scranton Municipal Recreation Authority.

NOW, THEREFORE, BE IT RESOLVED that Robert Shumaker, 617 Colfax Avenue, Scranton, PA is hereby appointed as a member of the Scranton Municipal Recreation Authority to fill the unexpired term of Emanuel Johnson who resigned effective May 8, 2019. Mr. Shumaker's term will expire on December 31, 2022.

SECTION 1. If any section, clause, provision or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The City reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interests of the promotion of the purposes and intent of this Resolution and the effective administration thereof.

SECTION 2. This Resolution shall become effective immediately upon approval

SECTION 3. This Resolution is enacted by the Council of the City of Scranton under the authority of the Act of Legislature, April 13, 1972, Act No. 62, known as the "Home Rule Charter and Optional Plans Law", and any other applicable law arising under the laws of the State of Pennsylvania.



DEPARTMENT OF LAW

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4105 • FAX: 570-348-4263

May 24, 2019

To the Honorable Council
Of the City of Scranton
Municipal Building
Scranton, PA 18503

RECEIVED

MAY 28 2019

OFFICE OF CITY
COUNCIL/CITY CLERK

Dear Honorable Council Members:

ATTACHED IS A RESOLUTION AUTHORIZING APPOINTMENT OF ROBERT SHUMAKER, 617 COLFAX AVENUE, SCRANTON, PENNSYLVANIA, 18510, AS A MEMBER OF THE SCRANTON MUNICIPAL RECREATION AUTHORITY EFFECTIVE MAY 16, 2019. MR. SHUMAKER WILL BE REPLACING EMANUEL JOHNSON WHO RESIGNED MAY 8, 2019. MR. SHUMAKER WILL FULFILL THE UNEXPIRED TERM OF MR. JOHNSON WHOSE TERM IS SCHEDULED TO EXPIRE ON DECEMBER 31, 2022.

THE ADMINISTRATION HAS VERIFIED THAT THE APPOINTEE HAS NO DELINQUENT CITY TAX OR REFUSE PAYMENTS DUE.

Respectfully,

Jessica L. Eskra, Esquire
City Solicitor

JLE/sl



OFFICE OF THE MAYOR

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4101 • FAX: 570-348-4251

May 16, 2019

Honorable Council of the City of Scranton
340 N. Washington Ave.
Scranton, PA 18503

Re: Scranton Municipal Recreation Authority Appointment

Dear Council Members:

Please be advised that I am appointing Robert Shumaker, 617 Colfax Ave., Scranton, Pennsylvania 18510 as a member of the Scranton Municipal Recreation Authority effective May 16, 2019.

Mr. Shumaker will be replacing Emanuel Johnson who resigned on May 8, 2019.

Mr. Shumaker will fill the unexpired term of Mr. Johnson that is scheduled to expire on December 31, 2022.

I respectfully request City Council's concurrence in this re-appointment.

Sincerely,



William L. Courtright

WLC/mm

CC: Scranton Municipal Recreation Authority
Jessica Eskra, Esq., City Solicitor
David Bulzoni, Business Administrator
Robert Shumaker

Bob Shumaker

617 Colfax Ave
Scranton, PA 18510

May 12, 2019

The Honorable Mayor William Courtright

City of Scranton
340 North Washington Avenue
Scranton, PA 18503

Dear Mayor Courtright,

It has come to my attention that a board seat has opened on the Parks and Recreation Board of Directors and I would like to enter my name for your consideration to fill this seat. My wife and I have lived in the city for 35 years and raised our two daughters here. We have been blessed with 3 grandchildren with another on the way. We live in the neighborhood near Nay Aug Park and spend a considerable amount of time there with our family. .

I feel this park is truly one of the jewels of the city and I am passionate about improving it for today and preserving it for our future generations. I appreciate your vision of the city and I would be honored to serve in this capacity.

Thank you for your consideration



Bob Shumaker



May 8th, 2019

Brian Fallon
Director of Parks and Recreation
Scranton, Pa.

Dear Mr. Fallon,

This letter is to inform you that I must resign as a member of the Board of Parks and Recreation for the city of Scranton, effective immediately.

It has been my pleasure to serve on the board for the past several years. However, I feel I have no choice but to step down due to personal reasons.

I wish the Board of Parks and Recreation only the best for the future, and regret any inconvenience my resignation may cause.

Sincerely,

Emanuel Johnson

A handwritten signature in cursive script that reads "Emanuel Johnson". The signature is written in dark ink and is positioned below the printed name.