

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
MAY 17, 2018**

A-205 – Public Safety Building
Bethlehem City Hall
10 East Church Street
Bethlehem, PA 18018

MINUTES

The Board of the Redevelopment Authority of the City of Bethlehem met for a regular meeting on Thursday, May 15, 2018 at 3:00 P.M. in Room A-205, located in the Public Safety Building at Bethlehem City Hall, 10 East Church Street, Bethlehem, PA. The place, the hour and the date duly noted for the holding of this meeting was publicized.

Chairman Jason Henninger called the meeting to order and the following members were present:

Earl Bethel
Ronald Heckman
Christopher Spadoni

The Chairman called a quorum present.

Also present were: Tony Hanna, Executive Director
 Michael E. Riskin, Esq., Solicitor
 Heather M. Bambu-Weiss, Board Secretary
 Olga Negron, City Council Liaison to the RDA

RDA Board Member Dennis Cunerd contacted the RDA office prior to the meeting and indicated that he was unable to attend.

APPROVAL OF MINUTES

Mr. Bethel made a motion to approve the minutes of the March 15, 2018 regular meeting of the Redevelopment Authority. The minutes were mailed earlier to each member of the Board. As there were no errors or changes reported, Mr. Spadoni seconded the motion. The motion carried unanimously and the minutes of the March 15, 2018 regular meeting of the Redevelopment Authority were approved.

APPROVAL OF CASH REPORTS

Mr. Bethel made a motion to approve the cash reports for the months ended February 28, 2018 and March 31, 2018. The cash reports were mailed earlier to each member of the Board. As there were no errors or changes to these reports, Mr. Spadoni seconded the motion. The motion carried unanimously and the cash reports for the months ended February 28, 2018 and March 31, 2018 were approved.

COURTESY OF THE FLOOR

Since no guests were present at the meeting, Mr. Henninger moved onto the next agenda item at this time.

EXECUTIVE DIRECTOR REPORT

Mr. Henninger turned the meeting over to Mr. Hanna for his Executive Director Report. Mr. Hanna did not have a written report for the RDA Board but present a verbal report as highlighted below.

- 1) **Blight Study** - Mr. Hanna indicated that copies of the City of Bethlehem Blight Study was provided to all Board members at the start of this meeting. He reminded the Board that the RDA partnered with the City of Bethlehem and funded half the cost of this study. Mr. Hanna noted that while he was not able to attend the various meetings during the course of this study, the RDA was represented by Mr. Bethel and Ms. Bambu-Weiss. Mr. Hanna added that, in his opinion, the study report has some good recommendations of ways to improve the current City and RDA processes for addressing blight within the City of Bethlehem. He also indicated that some new tool and options are included in these recommendations for addressing blight.
- 2) **Bethlehem Armory** - Mr. Hanna stated that closing for the sale of the Bethlehem Armory is being scheduled to occur during June 2018. He indicated that even though some work is still being done on portion of the street vacations, the developers are ready for settlement to occur in June as well. He also stated while there was public concern about the development of the historic portion of the Bethlehem Armory, it appears a positive resolution has been found and the developer will be providing more details about the reuse of this historic portion of the Armory in the future. Mr. Hanna noted that he expects construction on this project to begin sometime during 2018.
- 3) **Greenway Commons / Five 10 Flats** - Mr. Hanna stated that there was some recent press regarding the project formerly known as Greenway Commons. He noted that the project is now called “Five 10 Flats” and indicated that their first tenants are expected to move in during June 2018. Mr. Hanna also stated that Starbucks has been announced to be one of the first floor retailers for Five 10 Flats.
- 4) **Polk Street Parking Garage** - Mr. Hanna indicated that the Polk Street Parking Garage project is moving along and that the Sands Retail is looking to sell this land to the Bethlehem Parking Authority (BPA) prior to the sale of the casino to Wind Creek. Mr. Hanna noted that he remain unsure if the RDA will be able to recover any of the costs it put into this project but added that the all the work the RDA did is being used by and has been incorporated into the BPA parking garage for the site.
- 5) **Sands Casino / Retail Sale to Wind Creek Hospitality** - Mr. Hanna noted that the process for selling the Sands Casino and Retail to Wink Creek Hospitality continues to move in a positive direction. He added that the new owner has been in town recently and have been evaluating the casino / retail site.
- 6) **Skyline West** - Mr. Hanna reminded the RDA Board that the Skyline West project involved the sale of a land parcel owned by the RDA to Skyline West. He noted that this property land sale was supported by Bethlehem City Council and noted that he has heard a lot of support for this project from the community. Mr. Hanna added that the Skyline West project has received its initial approvals from the City Planning Commission and he anticipates it to be reviewed by City Council in the near future. Mr. Hanna cautioned that some obstacles may exist involving the historic structure on the neighboring land parcel, owned by Skyline West. He reminded the RDA Board that this historic structure would need to be either relocated or demolished for the Skyline West project to move forward.
- 7) **508 East Fifth Street** - Mr. Hanna reminded the RDA Board that the property located at 508 east Fifth Street was certified as blighted by the Blighted Property Review Committee (BPRC) and City Planning Commission. He also reminded them that at a previous meeting the Board authorized the RDA Solicitor to begin the eminent domain process to acquire this property since the RDA offer of just compensation to the property owner was not accepted. Mr. Hanna added that he and the RDA Solicitor will be going to Northampton County for a court appearance on June 1, 2018 at which time the RDA will pay monies into court to acquire this property. Mr. Hanna added that following the RDA acquisition of this property, it will be sold to a developer who will make it a code compliant property again.

CREDIT CARD USE POLICY

Mr. Henninger stated that the RDA Board has been asked to review and consider for approval a proposed Credit Card Use Policy for the RDA. Mr. Henninger added that because the RDA recently acquired a credit card to use when purchasing goods / services requiring immediate payment with a credit card, a use policy has been created for the RDA to detail its use when such purchases are made. Mr. Henninger also stated that the proposed Credit Card use Policy, if approved, will be incorporated into the RDA Accounting Policies and Procedures manual.

Mr. Spadoni questioned if the number of cards the RDA received was limited. Mr. Hanna stated that yes, there are only two (2) cards issued – one for the Executive Director and one for the Administrative Coordinator. Mr. Spadoni asked if the cards were issued in the name of the RDA or in the name of individuals. Mr. Hanna explained that while he wanted them in the name of the RDA the bank would only issue the cards in the names of individuals. As a result, these credit cards are issued in the name of the RDA Executive Director and the name of the RDA Administrative Coordinator. Ms. Bambu-Weiss added that both of these credit cards are kept in a locked cabinet at the RDA office when not in use.

Mr. Spadoni also questioned the \$5,000 credit limit available with these credit cards. Mr. Hanna explained that initially he wanted the credit limit to be only \$1,000; however, he explained, the bank indicated their typical small credit limit is \$5,000.

With all of these concerns adequately addressed and explicitly stated as part of the proposed Credit Card Use Policy, Mr. Spadoni indicated that he was supportive of the proposed RDA Credit Card Use Policy. Mr. Spadoni then made a motion to accept and adopt the Credit Card Use Policy as presented and to incorporate this policy into the RDA Accounting Policies and Procedures manual. Mr. Heckman seconded the motion. The motion was unanimously approved. The Credit Card Use Policy was unanimously adopted, as presented, and will be incorporated into the RDA Accounting Policies and Procedures.

2018-2019 ANNUAL ADMINISTRATIVE BUDGET

Mr. Henninger stated that the RDA Board has been asked to review and consider for approval the proposed 2018-2019 Annual Administrative Budget for the period of July 1, 2018 through June 30, 2019. He added that approval of this budget can be done via motion as has been done in the past.

Mr. Heckman questioned the RDA Pension Plan and its solvency. Mr. Hanna indicated that each year, as part of the RDA annual audit, this plan is thoroughly reviewed to verify the soundness of the plan with various documentation required by the auditors directly from the administrators of the plan. Mr. Hanna indicated the RDA pension plan is administered by the Pennsylvania Municipal Retirement System (PMRS) which is the same administrators of the City of Bethlehem pension plan. He noted that these pensions are protected by the Commonwealth of Pennsylvania.

Following this presentation and discussion, Mr. Heckman made a motion to approve the 2018-2019 Annual Administrative Budget, as presented, for the RDA period of July 1, 2018 through June 30, 2019. Mr. Spadoni seconded the motion. The motion was unanimously approved. The 2018-2019 Annual Administrative Budget for the period of July 1, 2018 through June 30, 2019 was unanimously adopted by the RDA.

REAFFIRM APPROVAL OF INVOICES – APRIL 2018

Mr. Henninger stated that the RDA has been asked to reaffirm its email vote for approval of the invoices / reimbursements as outlined on the April 2018 invoice summary. He reminded the Board that approval of these invoices was originally approved via an email vote due to the April 2018 RDA meeting being canceled.

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Mr. Heckman made a motion to reaffirm the approval of the invoices as outlined on the April 2018 invoice summary. Mr. Bethel seconded the motion. The motion was unanimously approved and the following payments were reaffirmed:

- 1) \$10,460.58 represents costs associated with On-Going and Maintenance Costs and payment of such costs to be made from the Authority Fund account.
- 2) \$17,660.70 represents reimbursement to the RDA from the Authority Fund account for various costs related to the Bethlehem Works / TIF District.

APPROVAL OF INVOICES – MAY 2018

Mr. Henninger stated that the RDA has been asked to review and consider for approval the invoices / reimbursements as outlined on the May 2018 invoice summary.

Mr. Heckman asked if the RDA costs for landscaping was for those areas owned / developed by the RDA at the Steel Stacks Campus. Mr. Hanna indicated that the landscaping cost, for which the RDA is requesting reimbursement, is the annual clean-up as detailed in the lease agreement with ArtsQuest. Mr. Hanna reminded the RDA Board that this lease agreement expires in 2020 and as a result negotiations for the new lease agreement will be occurring soon.

Mr. Heckman also questioned why ArtsQuest was being paid by the RDA for Hoover-Mason Trestle costs / services. Mr. Hanna explained that ArtsQuest provides daily services with the opening / closing and monitoring of the Hoover-Mason Trestle, and, as a result, the RDA pays ArtsQuest for these services on a quarterly basis.

Following this discussion, Mr. Heckman made a motion to approve the invoices as outlined on the May 2018 invoice summary. Mr. Bethel seconded the motion. The motion was unanimously approved and the following payments were approved:

- 1) \$2,851.79 represents costs associated with On-Going and Maintenance Costs and payment of such costs to be made from the Authority Fund account.
- 2) \$25,706.83 represents reimbursement to the RDA from the TIF Administrative Expense Fund account for administrative costs associated with the overall Bethlehem Works / TIF District project.
- 3) \$15,797.15 represents reimbursement to the RDA from the Authority Fund account for various costs related to the Bethlehem Works / TIF District.

ADJOURNMENT

As there was no further business, Mr. Bethel a motion to adjourn the meeting of the RDA. Mr. Heckman seconded the motion. The motion was unanimously approved and the meeting of the Bethlehem RDA was adjourned at 3:35 P.M.

Submitted by,

Heather M. Bambu-Weiss
Board Secretary