

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
JUNE 25, 2020**

Virtual Meeting via GoToMeeting
Bethlehem, PA 18018

MINUTES

The Board of the Redevelopment Authority of the City of Bethlehem met for a regular meeting on Thursday, June 25, 2020 at 5:00 P.M. via GoToMeeting. The place, the hour and the date duly noted for the holding of this meeting was publicized.

Vice-Chairman Earl Bethel called the meeting to order and the following members were present:

Lea B. Grigsby
Tracy Oscavich
Christopher Spadoni

The Vice-Chairman called a quorum present.

Also present were:

Tony Hanna, Executive Director
Michael E. Riskin, Esq., Solicitor
Heather M. Bambu-Weiss, Board Secretary

RDA Board Member, Ronald Heckman, joined the meeting after it had been called to order.

Prior to the first meeting agenda item, Mr. Hanna and the RDA Board members welcomed Ms. Oscavich to the RDA Board.

APPROVAL OF MINUTES

Mr. Spadoni made a motion to approve the minutes of the January 23, 2020 regular meeting of the Redevelopment Authority. The minutes were emailed earlier to each member of the Board. As there were no changes notes, Ms. Grigsby seconded the motion. The motion carried unanimously and the minutes of the January 23, 2020 regular meeting of the Redevelopment Authority were approved.

APPROVAL OF CASH REPORTS

Ms. Grigsby made a motion to approve the cash reports for the months ended December 31, 2019; January 31, 2020; February 29, 2020; and March 31, 2020. These cash reports were emailed 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 cash reports for the months ended December 31, 2019; January 31, 2020; February 29, 2020; and March 31, 2020 were approved.

COURTESY OF THE FLOOR

Due the Covid-19 situation, the RDA meeting was conducted virtually via GoToMeeting. To provide an opportunity for guests to share any thoughts about the RDA agenda items, or other Authority business, the virtual meeting was posted on the RDA website on June 18, 2020 and included instructions to contact the RDA office if any members of the community had any thoughts about RDA business to share with the RDA Board during this meeting. The RDA phone line was available and monitored during the meeting by the Administrative Coordinator. No phone calls were received during meeting. In addition, no messages to be shared at the meeting were provided to the RDA prior to the meeting.

EXECUTIVE DIRECTOR REPORT

Mr. Bethel turned the meeting over to Mr. Hanna for his Executive Director Report. Mr. Hanna presented a verbal report of events involving the RDA. He noted the following items:

- 1) **RDA Operations** – Mr. Hanna reported that due to the Covid-19 situation, the RDA staff has been operating remotely from their residences. He noted that this began when Bethlehem City Hall closed to the public in March. Mr. Hanna added that the operations of the RDA were able to continue without interruption during this time. He noted that technology made working remotely effective especially with Ms. Bambu-Weiss having access to her work computer remotely. He also noted some of the projects that have been undertaken during this time.
- 2) **2020 TIF Collection** – Mr. Hanna indicated one large project that the RDA staff has been working on remotely is planning for projects to finance with the 2020 TIF collections. He noted that Resolution Number 1470 did include one proposed use of some of the 2020 TIF revenues collected and indicated he would discuss this item more later in the meeting.

Mr. Hanna explained that planning sessions have been occurring between the RDA Staff and the City of Bethlehem Administration regarding the use of the 2020 TIF Collections at the project sites. He noted that there is approximately \$1.25million to spend on various projects within the TIF District.

Mr. Hanna indicated that he will provide the RDA Board with a presentation of the proposed expenditures from the current TIF collections. He also indicated that he will provide the Board with plans for the continued maintenance of the project site after the TIF expires in November 2020. He noted that he is planning this presentation for the July 2020 RDA Board meeting.

REAFFIRM APPROVAL OF INVOICES – MAY 2020

Mr. Bethel stated that the RDA Board has been asked to reaffirm its vote for approval of the invoices / reimbursements as outlined on the May 2020 invoice summary. Mr. Bethel reminded the Board that these invoices / reimbursements were previously approved via email voting due to the cancellation of the May 2020 RDA Board meeting.

Ms. Grigsby made a motion to approve of the payments / invoices as outlined on the May 2020 invoice summary. Mr. Spadoni seconded the motion. The motion was unanimously approved and the following payments were approved:

- 1) \$11,168.10 represents costs associated with On-Going and Maintenance Costs and payment of such costs to be made from the Authority Fund account.
- 2) \$32,242.86 represents reimbursement to the RDA from the Administrative Expense Fund for various administrative costs associated with overall Bethlehem Works / TIF District work.
- 3) \$1,837.00 represents reimbursement to the RDA from the Authority Fund for various administrative costs associated with TIF Expansion work.
- 4) \$24,519.37 represents reimbursement to the RDA from the Authority Fund for various administrative costs associated with TIF Other Projects work.
- 5) \$24,646.76 represents reimbursement to the RDA from the Authority Fund account for various costs related to the Bethlehem Works / TIF District.

APPROVAL OF INVOICES – JUNE 2020

Mr. Bethel stated that the RDA Board has been asked to review and consider for approval the invoices / reimbursements as outlined on the June 2020 invoice summary.

Mr. Heckman made a motion to approve of the payments / invoices as outlined on the June 2020 invoice summary. Mr. Spadoni seconded the motion. The motion was unanimously approved and the following payments were approved:

- 1) \$907.50 represents costs associated with On-Going and Maintenance Costs and payment of such costs to be made from the Authority Fund. Of this total invoice amount of \$10,836.26, the RDA General Fund will pay \$9,928.75 since those costs pertain to the relocation of the Bethlehem Steel Press artifact and the RDA will be reimbursed for these costs associated by Wind Creek. The balance of \$907.50 will be paid from Authority Fund monies.
- 2) \$15,614.29 represents reimbursement to the RDA from the Administrative Expense Fund for various administrative costs associated with overall / general TIF project work.
- 3) \$3,228.00 represents reimbursement to the RDA from the Authority Fund for various administrative costs associated with TIF Expansion work.
- 4) \$8,922.45 represents reimbursement to the RDA from the Authority Fund for various administrative costs associated with TIF Other Projects work.
- 5) \$20,576.51 represents reimbursement to the RDA from the Authority Fund account for various costs related to the Bethlehem Works / TIF District.

RESOLUTION NUMBER 1467

Mr. Bethel stated that the RDA Board has been asked to review and consider for approval Resolution Number 1467, which authorizes the RDA to purchase a parcel of land currently owned by PennDOT to be used as part of the proposed Skyline West project.

Mr. Spadoni indicated that he spoke with Mr. Hanna prior to the meeting regarding this item and has been assured that the RDA will be reimbursed for all costs incurred and associated with this matter. Mr. Hanna indicated reimbursement by the RDA for all its legal and other costs associated with this project will occur. He noted that Skyline West has indicated a willingness to provide those reimbursements to the RDA.

Mr. Heckman presented the following resolution to the Board and moved for its adoption by the Board.

RESOLUTION NUMBER 1467

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
RESOLUTION APPROVING AGREEMENT OF SALE WITH
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION (COMMONWEALTH)**

WHEREAS, the Redevelopment Authority of the City of Bethlehem will acquire all of the right, title and interest of the Commonwealth in property designated on the plot plan attached hereto as Exhibit A; and

WHEREAS, the Redevelopment Authority is acquiring the property in furtherance of the Contract for Sale of Land for Redevelopment with Skyline West, LLC, as amended; and

WHEREAS, The Redevelopment Authority will purchase the right, title and interest of the Commonwealth for Seven Hundred Dollars (\$700.00); and

WHEREAS, all other significant terms and conditions of the sale are contained in the attached Agreement of Sale; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The form and content of the Agreement of Sale is satisfactory and the Agreement is approved.

BE IT FUTHER RESOLVED that the Chairperson or Vice-Chairperson of the Redevelopment Authority of the City of Bethlehem is hereby authorized to sign the Agreement of Sale and all other documents related to the sale of this property, same to be attested by the Secretary.

(Resolution Number 1467)

Ms. Grigsby seconded the motion. The motion was unanimously passed. As a result, Resolution Number 1467 was unanimously adopted by the RDA Board.

RESOLUTION NUMBER 1468

Mr. Bethel stated that the RDA Board has been asked to review and consider for approval Resolution Number 1469, which authorizes the RDA to enter into a license agreement with the Apollo Grill.

Ms. Oscavich presented the following resolution to the Board and moved for its adoption by the Board.

RESOLUTION NUMBER 1468

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
RESOLUTION APPROVING LICENSE AGREEMENT WITH APOLLO GRILL**

WHEREAS, the Redevelopment Authority of the City of Bethlehem is the legal owner of certain property located in the City of Bethlehem, Pennsylvania as depicted in Exhibit A of the License Agreement attached; and

WHEREAS, the Apollo on Broad, LLC, doing business as Apollo Grill, wishes to use the property for purposes more fully described in License Agreement attached; and

WHEREAS, the Redevelopment Authority is willing to permit the Apollo Grill to enter upon and use the property for purposes more fully described in the License Agreement attached; and

WHEREAS, the License agreement was approved for execution by the Redevelopment Authority via email consent effective June 4, 2020, subject to formal approval by the Board via resolution.

NOW, THEREFORE, BE IT RESOLVED THAT:

The License Agreement, previously executed and attached, is hereby approved.

BE IT FUTHER RESOLVED that the Chairperson is hereby authorized to sign the License Agreement, same to be attested by the Secretary.

(Resolution Number 1468)

Mr. Spadoni seconded the motion. The motion was unanimously passed. As a result, Resolution Number 1468 was unanimously adopted by the RDA Board.

RESOLUTION NUMBER 1469

Mr. Bethel stated that the RDA Board has been asked to review and consider for approval Resolution Number 1469, which authorizes the RDA to submit an application for grant funding from the Commonwealth Finance Authority Blight Remediation Program.

Mr. Hanna noted that this is a similar application process as the one the RDA participated in last year when it applied for PHARE funding from the Commonwealth. He added that Ms. Bambu-Weiss is working with the City on this application process. Mr. Hanna also noted that the funds would be used for remediation of property which have been certified as blighted within the City of Bethlehem.

Ms. Grigsby presented the following resolution to the Board and moved for its adoption by the Board.

RESOLUTION NUMBER 1469

WHEREAS, Section 1726-K(E) of the act of June 28, 2019, under the Fiscal Code created the Blight Remediation Program within the Commonwealth Finance Authority to address blight remediation within the Commonwealth of Pennsylvania.

WHEREAS, the Redevelopment Authority of the City of Bethlehem (“the RDA”) is a state incorporated government redevelopment authority with the powers vested by Pennsylvania Redevelopment Authority law;

WHEREAS, the RDA and the City of Bethlehem (“the City”) have a strong working relationship toward meeting the national objective of blight removal;

WHEREAS, the RDA and COB partnered on an eight-month planning process to develop a Blight Remediation and Mitigation Plan (“the Plan”) to address blighted properties and disinvested neighborhoods at risk of further decline with the City of Bethlehem.

WHEREAS, the Commonwealth Finance Authority administers the Blight Remediation Program and announced acceptance of request for grant funding from eligible applicants to address blight remediation within their community;

WHEREAS, the Commonwealth Finance Authority has identified redevelopment authorities as an eligible applicant to receive such grant funding;

WHEREAS, the Commonwealth Finance Authority charges a One Hundred Dollar (\$100.00) non-refundable application fee for all Blight Remediation Program applications to be paid electronically by credit or debit card or electronic check through a secure, third-party vendor of the Commonwealth Finance Authority;

WHEREAS, The RDA desires to submit an application for grant funding from the Blight Remediation Program of the Commonwealth Finance Authority to be used for blight remediation as supported by the Blight Remediation and Mitigation Plan;

WHEREAS, the RDA has identified the City as a partner for the submission of this application as well as a partner toward meeting the national objective of blight removal.

THEREFORE, BE IT RESOLVED, by the Redevelopment Authority of the City of Bethlehem that:

1. The Redevelopment Authority of the City of Bethlehem, in partnership with the City of Bethlehem, hereby request a Blight Remediation Program grant of Three Hundred Thousand Dollars (\$300,000.00) from the Commonwealth Finance Authority to be used for blight remediation as supported by the Blight Remediation and Mitigation Plan is hereby approved.

BETHLEHEM REDEVELOPMENT AUTHORITY
MINUTES – JUNE 25, 2020
PAGE – 6

2. The Board of the Redevelopment Authority of the City of Bethlehem authorizes the Administrative Coordinator to use the Redevelopment Authority credit card to pay the One Hundred Dollar (\$100.00) non-refundable application fee for the Blight Remediation Program application.
3. The Redevelopment Authority of the City of Bethlehem does hereby designate Tony Hanna (Executive Director) and Ronald R. Heckman (Chairman) or Earl Bethel (Vice-Chairman / Treasurer) as the officials to execute all documents and agreements between the Redevelopment Authority and the Commonwealth Finance Authority to facilitate and assist in obtaining the requested grant.

(Resolution Number 1469)

Ms. Oscavich seconded the motion. The motion was unanimously passed. As a result, Resolution Number 1469 was unanimously adopted by the RDA Board.

RESOLUTION NUMBER 1470

Mr. Bethel stated that the RDA Board has been asked to review and consider for approval Resolution Number 1470, which provides additional funding to the Bethlehem Parking Authority for the purchase of land for the Polk Street Parking Garage. He added that these funds would be allocated to the Bethlehem Parking Authority from the 2020 TIF Collection revenues.

Mr. Hanna reminded the Board that the RDA has already spent a significant amount for the design and planning of the Polk Street Parking Garage before the Bethlehem Parking Authority was involved with the project. He explained that even though the RDA was going to be able to acquire the land for the garage through a lease agreement, the Bethlehem Parking Authority was required to purchase the property. As a result, Mr. Hanna indicated that the funds being considered as part of this resolution would be provided to assist with that land purchase.

Mr. Hanna explained that when the original TIF documents were created use of TIF funds was primarily to address parking and infrastructure needs within the designated Bethlehem Works / TIF District. He added that over the years TIF funds have been used to create surface parking lots, planning for the parking garage as well as for other public improvements within the District.

Mr. Spadoni questioned the current financial situation of the Bethlehem Parking Authority and how the RDA can be assured these funds will be used for the purchase of the land for the Polk Street Parking Garage. Mr. Hanna acknowledged that the Parking Authority financial resources are currently tight due to the Covid-19 situation and the impact it has had on parking revenue for the Parking Authority. Mr. Hanna added that as the state has begun opening these revenues are again being generated and the Parking Authority should become more liquid as community activities resume and parking revenues are again generated. Mr. Hanna indicated that an agreement will be prepared requiring the TIF funds to be restricted for use for the land purchase.

Mr. Heckman stated that he agreed with Mr. Spadoni regarding a concern about the Parking Authority use of the funds being provided through this resolution. He requested assurance that the agreement being prepared between the RDA and Parking Authority will be specific to that matter. Mr. Hanna indicated that he will work with Mr. Riskin and the Parking Authority Solicitor to prepare an agreement which is specific to the use of the funds provided by the RDA to the Parking Authority. Mr. Hanna also indicated that he will forward the agreement to the RDA Board prior it being executed and any funds being transferred.

Ms. Grigsby noted that while Mr. Hanna has indicated the forwarding of these funds to the Parking Authority will require an agreement, Resolution Number 1470 currently has language indicating "... in the event an agreement will be necessary to legally effect ...". And she questioned if that was accurate. Mr. Hanna stated that the resolution could be updated to reflect a necessity for an agreement should the Board desire to make such change. The Board requested such a change be made..

Mr. Spadoni presented the following resolution to the Board and moved for its adoption by the Board with the assurance from the RDA Executive Director and Solicitor that the agreement prepared will require such funds to be used toward the purchase of the land for the Polk Street Parking Garage and the resolution be updated to remove the words "...in the event..." noted by Ms. Grigsby.

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
RESOLUTION NUMBER 1470
RESOLUTION FOR ADDITIONAL FUNDING POLK STREET PARKING GARAGE**

WHEREAS, the City of Bethlehem and the Redevelopment Authority of the City of Bethlehem had established a Tax Incremental Financing Plan (TIF Plan) in March 2000, and updated the TIF Plan in October 2010; and

WHEREAS, an updated TIF Plan of Finance was also created in October 2010, which included among other things, priorities for the use and funding of TIF Investments and expenditures; and

WHEREAS, the 2010 Plan of Finance, as described in the Rebate Agreement dated, October 7, 2010, provides for the Redevelopment Authority to pay all or a portion of the costs of acquisition, design, construction, and equipping of on-site infrastructure work, parking facilities, road improvements, streetscapes and signage, within the Bethlehem Works Redevelopment Area; and

WHEREAS, the Redevelopment Authority had advanced the planning, design, and pre-constructions services for the development of a new parking garage at East Third and Polk Street in the Bethlehem Works Redevelopment Area; and

WHEREAS, various consultants, planners, designers and engineers were engaged by the Redevelopment Authority including DESMAN ASSOCIATES, USA ARCHITECTS PLANNERS + INTERIOR DESIGNERS, P.A., MASER CONSULTING, P.A., SIMONE COLLINS LANDSCAPE ARCHITECTURE, STRUNK-ALBER, AND BOYLE CONSTRUCTION, INC; and

WHEREAS, as of June 30, 2017 the capitalized value of the Redevelopment Authority's investment in the Polk Street Parking Garage was \$941,381 as determined by Maher Duessel, auditors for the Redevelopment Authority; and

WHEREAS, the Bethlehem Parking Authority assumed the responsibility to develop and finance the Polk Street Parking Garage and requested that all studies, plans, specifications, and files be transferred to the Parking Authority; and

WHEREAS, all plans, specifications and files were approved for transfer to the Parking Authority, effective June 30, 2017 for the capitalized value of \$941.381; and

WHEREAS, the Parking Authority expended \$2.3 million to acquire the land for the development of the Polk Street Parking Garage; and

WHEREAS, the Parking Authority has requested additional TIF funding to assist in the cost of land acquisition for the Polk Street Parking Garage, in the amount of Five Hundred Thousand Dollars (\$500,000.00), with the request also supported by the City of Bethlehem.

NOW, THEREFORE, BE IT RESOLVED THAT, the Redevelopment Authority of the City of Bethlehem, hereby approves the funding request for \$500,000 for the Polk Street Parking Garage.

BE IT FUTHER RESOLVED, that an agreement will be necessary to legally effect the above referenced funding, and that the Chairperson or Vice-Chairperson is authorized to execute any and all contracts or agreements on behalf of the Redevelopment Authority, same to be attested to by the Secretary.

**BETHLEHEM REDEVELOPMENT AUTHORITY
MINUTES – JUNE 25, 2020
PAGE – 8**

Ms. Grigsby seconded the motion. The motion was unanimously passed. As a result, Resolution Number 1470 was unanimously adopted by the RDA Board.

2020-2021 ANNUAL ADMINISTRATIVE BUDGET

Mr. Bethel stated that the RDA Board has been asked to review and consider for approval the proposed 2020-2021 Annual Administrative Budget for the period of July 1, 2020 through June 30, 2021. He added that approval of this budget can be done via motion as has been done in the past.

Following a review of the proposed budget, Mr. Spadoni made a motion to approve the 2020-2021 Annual Administrative Budget, as presented, for the RDA period of July 1, 2020 through June 30, 2021. Mr. Heckman seconded the motion. The motion was unanimously approved. The 2020-2021 Annual Administrative Budget for the period of July 1, 2020 through June 30, 2021 was unanimously adopted by the RDA.

GENERAL DISCUSSION

Next RDA Meeting – Mr. Hanna indicated that the next regular meeting of the RDA will occur July 23, 2020 and he is currently planning for the meeting to occur in Town Hall as prior meetings have. He added that the RDA auditor will be at the July meeting to present the RDA audit for the fiscal period ended June 30, 2019. Mr. Hanna noted that the 2018-2019 RDA audit was ‘clean’ and thanked Ms. Bambu-Weiss for her work in keeping the RDA financial records in order. Mr. Hanna also reminded the Board that he will be presenting recommendations regarding projects for the 2020 TIF collections revenue.

ADJOURNMENT

As there was no further business, Mr. Spadoni made 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 5:35 P.M.

Submitted by,

Heather M. Bambu-Weiss
Board Secretary