

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM  
MARCH 25, 2021**

Virtual Meeting via GoToMeeting  
Bethlehem, PA 18018

**MINUTES**

The Board of the Redevelopment Authority of the City of Bethlehem met for a rescheduled, regular meeting on Thursday, March 25, 2021 at 5:00 P.M. via GoToMeeting. The place, the hour and the date duly noted for the holding of this meeting was publicized.

Chairman Ronald Heckman called the meeting to order and the following members were present:

Earl Bethel  
Lea B. Grigsby  
Tracy Oscavich  
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

Guests present were:                      Eric Evans, Business Administrator / City of Bethlehem  
   Alicia Karner, Director of Community & Economic Development / City of Bethlehem

**APPROVAL OF MINUTES**

Mr. Bethel made a motion to approve the minutes of the February 25, 2021 regular meeting of the Redevelopment Authority. The minutes were emailed earlier to each member of the Board. Ms. Grigsby seconded the motion. The motion carried unanimously and the minutes of the February 25, 2021 regular meeting of the Redevelopment Authority were approved.

**APPROVAL OF CASH REPORTS**

Mr. Spadoni made a motion to approve the cash reports for the months ended January 31, 2021 and February 28, 2021. These cash reports were emailed earlier to each member of the Board. As there were no errors or changes reported, Mr. Bethel seconded the motion. The motion carried unanimously and the cash reports for the months ended January 31, 2021 and February 28, 2021 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 information was posted on the RDA website prior to the meeting 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 or during the meeting.

**EXECUTIVE DIRECTOR REPORT**

Mr. Heckman turned the meeting over to Mr. Hanna for his Executive Director Report. Mr. Hanna provided updates to the Board regarding RDA activities.

1) **TIF 2020 Projects**

- a. **Founders Way Additional Crosswalks** – Mr. Hanna stated that the additional crosswalks have been completed in the area of Founders Way at the Steel Stacks campus. He added that the streets are now open in this area.
- b. **Bethlehem Landing Visitor Center / Stock House** – Mr. Hanna stated that most of the maintenance work has been completed at the Bethlehem Landing Visitor Center. He added that the leaking of the mortar joints work remains to be done and noted that pricing to repair / seal these areas is being received.

Mr. Spadoni questioned if this work was the responsibility of the RDA. Mr. Hanna explained that the roof and other work required to be done at the Visitor Center was work that typically a property owner, not tenant, would be responsible for doing.

Mr. Spadoni inquired as to renewing the lease between the RDA and ArtsQuest for the Bethlehem Landing Visitor Center. Mr. Hanna explained that the lease was designed to automatically renew for another 10-year term unless either party does not want to renew for a justifiable reason. He added that after this 10-year renewal period ends, the lease can be renewed two (2) additional times with each renewal being for a 5-year term. Mr. Hanna reminded the Board that in lieu of monthly rent the operations of the building, its maintenance and such are the responsibility of ArtsQuest.

Mr. Spadoni expressed concern regarding ArtsQuest becoming more responsible for issues at the Visitor Center. Mr. Hanna indicated that the RDA and City will not be spending public money to assist ArtsQuest with the general maintenance of this building. He noted that the RDA would only be responsible for major repairs, as a typical property owner would be. He added that ArtsQuest would be responsible for all interior issues and operations.

Mr. Hanna explained that he has been trying to be sensitive to ArtsQuest due to the impact the pandemic has had upon them. He added that all remain optimistic about their operating the building and Visitor Center. Mr. Hanna suggested the RDA clarify some of the lease issues with ArtsQuest due to the current transition status of the RDA.

- c. **Hoover-Mason Trestle** – Mr. Hanna noted he will work with the City in the opening of the HMT so that it opens when other public City parks are opened. He added a desire to also have the HMT available when the Steel Stacks Campus is active and is being monitored.
- 2) **RDA Transition** – Mr. Hanna reminded the Board that he prepared and distributed, via email, a summary regarding the RDA transition plan to them prior to the meeting. Mr. Hanna noted that he has been meeting with the City of Bethlehem administration regarding this transition. He added that the RDA and City will continue to meet and noted that he will have additional information for the RDA Board in the coming months.

**CONSULTANT AGREEMENT**

Mr. Heckman noted the RDA Board has been asked to review and consider for approval the Consultant Agreement between the RDA and Tony Hanna for consulting services through December 31, 2021.

Mr. Spadoni asked Mr. Riskin if he was satisfied with the consultant agreement as it is being presented. Mr. Riskin indicated that he is satisfied with the agreement as it is being presented for approval.

Mr. Spadoni asked Mr. Hanna if he was satisfied with the consultant agreement as it is being presented. Mr. Hanna indicated that he is satisfied with the agreement and noted that he does not anticipate much change to the operations of the RDA under this agreement. He added that he would be available to the RDA for as much as he is needed during this transition.

Mr. Spadoni asked Mr. Evans if, as the Business Administrator for the City of Bethlehem, he was satisfied with the consultant agreement as it is being presented to the RDA Board. Mr. Evans indicated that he is satisfied, from the City of Bethlehem perspective, with the consultant agreement as it is being presented.

Ms. Oscavich inquired about the amount of time Mr. Hanna would be providing and who he would be reporting to during this consulting period. Mr. Hanna indicated that if either he or the RDA is dissatisfied either party could terminate the agreement. Mr. Hanna added that resolving the situation would be a first step before terminating the agreement but noted that such termination is allowed as part of this agreement. Mr. Hanna indicated that he would be reporting directly to the RDA Chairman as well as continuing to report to the RDA Board.

Mr. Heckman indicated that even though all find the consultant agreement acceptable it is important to remember that the RDA is in a transition and the situation will continue to evolve as the RDA moves forward.

Mr. Bethel indicated that, in his opinion, it is good to continue to have Mr. Hanna involved with the transition since the dynamics of the RDA are changing from being involved with large projects to smaller projects.

Following this discussion, Mr. Bethel made a motion to accept the Consultant Agreement between the RDA and Tony Hanna for consulting services through December 31, 2021 as presented. Ms. Grigsby seconded the motion. The motion was unanimously adopted by the RDA Board. As a result, the Consultant Agreement between the RDA and Tony Hanna for consulting services through December 31, 2021 was unanimously adopted by the RDA.

After the passage of Resolution Number 1484, Ms. Oscavich indicated she had to leave the meeting due to another meeting she was required to attend for work. Ms. Oscavich left the RDA meeting at this time. A quorum remained present at the remainder of the RDA meeting.

**RESOLUTION NUMBER 1485**

Mr. Heckman noted the RDA Board has been asked to review and consider for approval Resolution Number 1485 which names Tony Hanna as Executive Director of the RDA in conjunctions with the Consulting Agreement considered at this meeting.

Mr. Hanna indicated that the resolution being considered names him Executive Director until December 31, 2021 but clarified that his continuing in that position can be shorter if another option arises before that date. He added should an alternative option arise before the December 31, 2021 date he would step aside from the Executive Director position and continue consulting services to the RDA through the December 31, 2021 date.

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Following this discussion, Ms. Grigsby presented the following resolution to the Board and moved for its adoption by the Board.

**WHEREAS**, Tony Hanna will be retiring as Executive Director of the Redevelopment Authority of the City of Bethlehem on March 31, 2021; and

**WHEREAS**, the Redevelopment Authority of the City of Bethlehem approved a Consulting Agreement with Mr. Hanna effective April 1, 2021; and

**WHEREAS**, one of the provisions in the Consulting Agreement was the Redevelopment Authority of the City of Bethlehem's ability to designate Mr. Hanna as Executive Director, on a provisional basis, while continuing to fulfil his duties and responsibilities under the terms and conditions of the Consulting Agreement.

**NOW, THEREFORE BE IT RESOLVED**, that Mr. Hanna will act as Executive Director, for no additional compensation and without benefits, until such time as the Consulting Agreement terminates or other arrangements are made by the Redevelopment Authority of the City of Bethlehem.  
(Resolution Number 1485)

Mr. Bethel seconded the motion. The motion was unanimously approved. As a result, Resolution Number 1485 was unanimously adopted by the RDA Board.

**APPROVAL OF INVOICES – MARCH 2021**

Mr. Heckman stated that the RDA Board has been asked to review and consider for approval the invoices / reimbursements as outlined on the March 2021 invoice summary.

Mr. Bethel made a motion to approve of the payments / invoices as outlined on the March 2021 invoice summary. Mr. Spadoni seconded the motion. The motion was unanimously approved and the following payments were approved:

- 1) \$29,443.25 represents costs associated with On-Going and Maintenance Costs and payment of such costs to be made from the Authority Fund.
- 2) \$445.45 represents reimbursement to the RDA from the Authority Fund account for various costs related to the Bethlehem Works / TIF District.

**RESOLUTION NUMBER 1486**

Mr. Heckman noted the RDA Board has been asked to review and consider for approval Resolution Number 1486 which authorizes removal of a tree on RDA owned property located behind the Apollo Grill in the Sun Inn Courtyard area.

Mr. Hanna explained that the price received from Jacob's Professional Tree and Shrub Care was the best price and could provide the most expedient service to the tree problem. He explained that these were overgrown honey locust trees and added that there were multiple trees included with this removal. Mr. Hanna apologized for the late notification about this issue but added that the issue occurred recently and immediate action was needed.

Mr. Hanna explained that the City of Bethlehem used to provide maintenance services to this Sun Inn Courtyard area but in more recent years the Sun Inn have been maintaining this area itself. He added that typically the RDA does not have any costs associated with the land parcel it owns in this area but these trees needed to be removed before building damage occurred due to their overgrown nature. He noted that the trees were mature and required powerful equipment to be used while being careful of the power lines in the area. Mr. Hanna added that he spoke with the City about the removal of these trees before it was done and the City agreed to have the RDA remove these trees.

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Mr. Spadoni asked if the removed trees were located on RDA property. Mr. Hanna confirmed that the removed trees that were located on RDA owned property in the Sun Inn Courtyard area. He added that by removing these trees at this time it helped prevent a future RDA liability of something occurring / damaging other property in this area.

Following this presentation and discussion, Mr. Bethel presented the following resolution to the Board and moved for its adoption by the Board.

**WHEREAS**, the Redevelopment Authority of e City of Bethlehem owns a portion of the Sun Inn Courtyard, situated between West Broad Street and West Walnut Street; and

**WHEREAS**, the property contains several mature trees that have become overgrown and require maintenance and trimming; and

**WHEREAS**, a proposal for services, for Four Thousand Nine Hundred Forty Dollars (\$4,940) was received from Jacob’s Professional Tree and Shrub Care, a Bethlehem-based, City licenses and Certified Arborist.

**NOW, THEREFORE, BE IT RESOLVED**, that the proposal is accepted and payment will be made to Jacob’s Professional Tree and Shrub Care upon completion of the work.

(Resolution Number 1486)

Mr. Spadoni seconded the motion. The motion was unanimously adopted. As a result, Resolution Number 1486 was unanimously adopted by the RDA Board.

**ADJOURNMENT**

As there was no further business, Mr. Bethel made a motion to adjourn this March 25, 2021 RDA Board meeting. Mr. Spadoni seconded the motion and the motion was unanimously carried. As a result, the meeting adjourned at 5:48 P.M.

Submitted by,

Heather M. Bambu-Weiss  
Board Secretary