

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
10 EAST CHURCH STREET; BETHLEHEM, PA 18018**

THURSDAY, JANUARY 26, 2023 - 5:00 PM

TOWN HALL

AGENDA

- A. APPROVAL OF MINUTES – Meeting of December 6, 2022
- B. APPROVAL OF CASH REPORTS
 - 1. Month Ended October 31, 2022
 - 2. Month Ended November 30, 2022
- C. COURTESY OF THE FLOOR
- D. EXECUTIVE DIRECTOR REPORT
- E. ITEMS REQUIRING BOARD ACTION
 - 1. **APPROVAL OF REIMBURSEMENTS – JANUARY 2023** – The RDA Board has been asked to review and consider for approval the reimbursements as outlined on the January 2023 invoice summary.
 - 2. **BUDGET ADJUSTMENT TO 2022-2023 ANNUAL ADMINISTRATIVE BUDGET** – The RDA Board has been asked to review and consider for approval the proposed budget adjustment to the 2022-2023 Annual Administrative Budget. This budget adjustment is due to the extension of the consulting services agreement with Tony Hanna, which resulted in the RDA incurring an additional 6-months of costs during the 2022-2023 budget period.
- F. ANNUAL MEETING - 2023
 - 1. Election of Officers
 - 2. Re-appoint Solicitor
- G. GENERAL DISCUSSION
- H. ADJOURNMENT

REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM						
SUMMARY OF AUTHORITY FUND REQUEST FOR BETHLEHEM WORKS / TIF DISTRICT PROJECT						
INVOICES FOR PROJECT COSTS						
PAID FROM TIF AUTHORITY FUND AND/OR OTHER FUNDS						
JANUARY 2023						
INVOICE DATE	INVOICE #	CONTRACTOR	INVOICE PERIOD	PROJECT	INVOICE AMOUNT	
SECTION I - AUTHORITY FUND REIMBURSEMENTS						
** The following costs were incurred by RDA pertaining to the Bethlehem Works / TIF District project. The RDA is paying for these costs initially from its General Fund but is requesting reimbursement from the RDA Authority Fund created under the Indenture of Trust and held with the RDA Trustee, Fulton Financial. Because these costs pertain to the TIF District project, the Authority Funds are being requested to reimburse the RDA.						
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for PPL Electric Utilities at Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (05/09/2022 to 06/08/2022)	\$	425.04
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for PPL Electric Utilities at Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (06/08/2022 to 07/08/2022)	\$	474.88
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for City of Bethlehem Storm Sewer Fee for Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (July 2022 costs)	\$	140.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for PPL Electric Utilities at Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (07/08/2022 to 08/08/2022)	\$	506.64
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for City of Bethlehem Storm Sewer Fee for Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (August 2022 costs)	\$	140.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for KDA Elevator Consultants, LLC for State mandated routine inspection of Hoover-Mason Trestle elevator, located within formerly designated Bethlehem Works / TIF District	\$	125.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for PPL Electric Utilities at Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (08/08/2022 to 09/07/2022)	\$	515.68
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for City of Bethlehem Storm Sewer Fee for Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (September 2022 costs)	\$	140.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for final payment to Maher Duessel for RDA audit for fiscal period ended June 30, 2021.	\$	2,360.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for PPL Electric Utilities at Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (09/07/2022 to 10/06/2022)	\$	500.50
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for City of Bethlehem Storm Sewer Fee for Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (October 2022 costs)	\$	140.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for City of Bethlehem Storm Sewer Fee for Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (November 2022 costs)	\$	140.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for PPL Electric Utilities at Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (10/06/2022 to 11/04/2022)	\$	532.45
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for City of Bethlehem Storm Sewer Fee for Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (December 2022 costs)	\$	140.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for KDA Elevator Consultants, LLC for State mandated routine inspection of Hoover-Mason Trestle elevator, located within formerly designated Bethlehem Works / TIF District	\$	130.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for City of Bethlehem Storm Sewer Fee for Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (January 2023 costs)	\$	140.00
N/A	N/A	Redevelopment Authority of the City of Bethlehem (RDA General Fund)	N/A	Reimbursement to RDA General Fund for PPL Electric Utilities at Hoover-Mason Trestle, located within designated Bethlehem Works / TIF District (11/04/2022 to 12/06/2022)	\$	710.40
Total RDA Authority Fund Reimbursement					\$	7,260.59

U.S. Department of Housing and Urban Development Urban Renewal Program SUMMARY OF ANNUAL ADMINISTRATIVE STAFF EXPENSE BUDGET			NAME OF AGENCY REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM				
			BUDGET PERIOD From: <u>July 1, 2022</u> To: <u>June 30, 2023</u> (Revised 01/2023)				
ITEM	PRIOR YEAR (ACTUAL) TOTAL (1)	ACTUAL YEAR (ESTIMATE) ¹ TOTAL (2)	BUDGET YEAR (ESTIMATE)			REGIONAL OFFICE USE ONLY	REMARKS
			TOTAL (3)	OTHER ACTIVITIES (4)	TITLE I ACTIVITIES (5)	APPROVED TITLE I ACTIVITIES (6)	
1. Personal Services	\$ 227,142	\$ 57,140	\$ 50,898				
2. Travel	92	150	0				
3. Publications	0	0	0				
4. Contracts for Services	0	300	24,300				Increased by \$12,000 due to extension of Consultant Services for additional 6-months; extension approved by RDA Board 12/06/2022
5. Other Cost	13,741	3,000	0				
6. Nonexpendable Equipment	0	0	0				
7. TOTAL COSTS	\$ 240,975	\$ 60,590	\$ 75,198				
8. Contingencies (5% of Line 7)			3,760				
9. TOTAL BUDGET	\$ 240,975	\$ 60,590	\$ 78,958				
SUBMITTED BY:			APPROVED AS INDICATED IN COLUMN 6 ABOVE				
_____ Signature <u>EXECUTIVE DIRECTOR</u> Title _____ Date			_____ Signature _____ Title _____ Date				

¹ Estimate of present year expense shall include actual cost to the date of submission (nearest accounting period) plus an estimate of additional cost through the end of the current year.

SCHEDULE OF PERSONAL SERVICES AND RELATED EXPENSE

BUDGET PERIOD: _____

NAME OF AGENCY: REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM

FROM: 07/01/2022 **TO:** 06/30/2023

ORGANIZATIONAL UNIT AND POSITION TITLE (1)	FULL-TIME EMPLOYMENT		PART-TIME EMPLOYMENT		ESTIMATED GROSS COMPENSATION FOR PERSONAL SERVICES (6)	ESTIMATED DISTRIBUTION OF EXPENSE			
	RATE OF COMPENSATION BEGINNING OF PERIOD (2)	ESTIMATED COMPENSATION DURING PERIOD (3)	ESTIMATED PERIOD EMPLOYED (Months) (4)	ESTIMATED COMPENSATION DURING PERIOD (5)		TITLE I ACTIVITIES		OTHER ACTIVITIES	
						% (7)	AMOUNT (8)	% (9)	AMOUNT (10)
Administrative Coordinator (Represents 100% for 07/01/2021 to 12/31/2021 + RDA 30% contribution for 01/01/2022 to 06/30/2022)	\$ 57,052								
Administrative Coordinator (Represents RDA 30% contribution during fiscal period)		\$ 24,937			\$ 24,937				
Part-Time			12	\$ 1,200	\$ 1,200				
TOTAL EST. PERSONAL SERVICES		\$ 24,937		\$ 1,200	\$ 26,137				
EMPLOYEE BENEFITS:									
Social Security (0.0765)		\$ 1,908		\$ 92	\$ 2,000				
Retirement (current RDA MMO + 10%)		\$ 18,896		\$ 0	\$ 18,896				
Health & Hospital Insurance (Current + 10%)		\$ 3,845		\$ 0	\$ 3,845				
Other (Specify) City Non-Contributory Insurance		\$ 20		\$ 0	\$ 20				
TOTAL PERSONAL SERVICES & BENEFITS		\$ 49,606		\$ 1,292	\$ 50,898				

SCHEDULE OF ESTIMATE TRAVEL EXPENSES

TOTAL TRAVEL EXPENSES

** As of 01/01/2022 Travel expenses to be included in City of Bethlehem budget for RDA and Grants Program Manager position

\$ 0.00

SCHEDULE OF CONTRACTS FOR SERVICES

Legal

\$50 per month for 6 months

\$ 300.00

Consulting

\$2,000 per month for 6 months (July to December 2022)

\$12,000.00

\$2,000 per month for 6 months (January to June 2023 per extension approved by RDA Board at 12/06/2022 meeting)

\$12,000.00

TOTAL CONTRACTS FOR SERVICES

\$24,300.00

SCHEDULE OF OTHER EXPENSES

TOTAL OTHER EXPENSES

** As of 01/01/2022 Other Expenses, such as postage, to be included in City of Bethlehem budget for RDA and Grants Program Manager position.

\$ 0.00

SCHEDULE OF NON-EXPENDABLE EQUIPMENT

TOTAL NON-EXPENDABLE EQUIPMENT

** As of 01/01/2022 Non-Expendable Equipment to be included in City of Bethlehem budget for RDA and Grants Program Manager position.

\$ 0.00