

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
DECEMBER 18, 2025**

Town Hall
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, December 18, 2025 at 5:00 in Town Hall, at Bethlehem City Hall; 10 East Church Street, Bethlehem, Pennsylvania. The place, the hour and the date duly noted for the holding of this meeting was publicized.

Chairperson Tracy Oscavich called the meeting to order and the following members were present:

Ali McDaniel
Tracy Samuelson

The Chairperson called a quorum present.

Also present were: Sean Ziller, Executive Director
Heather M. Bambu-Weiss, Board Secretary
Michael E. Riskin, Esq., Solicitor

RDA Board members, Ronald Heckman and Christopher Spadoni, were unable to attend the meeting.

APPROVAL OF MINUTES

Ms. McDaniel made a motion to approve the minutes of the September 25, 2025 regular meeting of the Redevelopment Authority. These minutes were emailed earlier to each member of the Board. Ms. Samuelson seconded the motion. The motion carried unanimously and the minutes of the September 25, 2025 regular meeting of the Redevelopment Authority were approved as presented.

CASH REPORTS

Ms. McDaniel made a motion to approve the cash reports for the months ended August 31, 2025; September 30, 2025; and October 31, 2025. These cash reports were emailed to each member of the Board. Ms. Samuelson seconded the motion. The motion carried unanimously and the cash reports for the months ended August 31, 2025; September 30, 2025; and October 31, 2025 were approved.

COURTESY OF THE FLOOR

There were no comments during the Courtesy of the Floor portion of this meeting.

EXECUTIVE DIRECTOR REPORT

Ms. Oscavich turned the meeting over to Mr. Ziller who provided the Executive Director Report. Mr. Ziller noted the following items during his report:

- **401-403 East Fourth Street / 405 East Fourth Street** – Mr. Ziller reminded the Board about the location and condition of this property as well as the commercial and residential renovations proposed for this property. He also reminded the Board that the RDA continues to work to secure financing for this project and indicated that, to date, approximately \$1 million has been awarded to the RDA for this project. Mr. Ziller noted the largest award to the RDA was from Community Revitalization Funds as provided through the Pennsylvania Housing Finance Agency.

Mr. Ziller explained the RDA is currently preparing a Request for Proposal (RFP) which, when finalized, will be available for developers interested in this property. He also indicated that the RDA is evaluating the existing gap between awarded grant funds compared to the estimated project cost and the impact such a difference may have upon developer interest in this property. Mr. Ziller added although the RDA wants potential developers to be a contributing stakeholder in this project, additional financing options are being considered to keep the developer contribution reasonable based upon the project size and work scope.

Ms. Samuelson asked if the developer selected for this project would become the property owner after it is renovated. Mr. Ziller indicated that the ownership and management structure of this property post-renovation is something the RDA is also evaluating and considering as part of this process. He explained that the future owner / manager of this property will need to comply with affordable housing requirements, for an extended period of time, pertaining to the residential component of this property. As a result, compliance with such requirements, including annual reporting, will need to be a component of any owner / manager agreement involving this property.

- **Blighted Property Review Committee (BPRC)** – Mr. Ziller stated that the Blighted Property Review Committee (BPRC) met on December 16, 2025 and certified 317 Seventh Avenue as vacant and blighted. During this meeting, several previously certified properties were also decertified by the BPRC. Mr. Ziller added that the property located at 317 Seventh Avenue may become another property for the RDA to become involved to possibly acquire in the future. He added that this property is of high interest to others in the neighborhood and correction of its blighted condition is something the RDA will need to continue to monitor and possibly become engaged with resolving.
- **Strategic Planning** – Mr. Ziller stated that there may be an opportunity for the RDA to work with the Pennsylvania Economic League for some technical assistance involving strategic planning. He noted that one area of great interest to the RDA would be sustainable funding and is an area which may be able to be addressed with this opportunity. Mr. Ziller indicated this is something he is reviewing to determine if applying would be beneficial to the RDA.
- **Christopher Spadoni** – Mr. Ziller indicated that he received a letter from Mr. Spadoni in which he resigned from the RDA Board as of December 31, 2025. Mr. Ziller thanked Mr. Spadoni for his participation and involvement with the RDA and noted his always asking good questions as part of RDA discussions. Ms. Oscavich indicated she would like to echo the sentiments of Mr. Ziller and thanked Mr. Spadoni for his years of service to the RDA Board.

REAFFIRM EMAIL VOTES

Ms. Oscavich indicated that the RDA Board has been asked to reaffirm its email vote which authorized the RDA to enter into a Joinder Addendum to a Use Permit Agreement with the Greater Lehigh Valley Chamber of Commerce, through its Downtown Bethlehem Association, for the use of RDA portions of property in the Sun Inn Courtyard for the 2025 Christmas City Village.

Following this presentation, Ms. Samuelson made a motion to reaffirm the email vote authorizing the RDA to enter into a Joinder Addendum to a Use Permit Agreement with the Greater Lehigh Valley Chamber of Commerce, through its Downtown Bethlehem Association, for the use of the RDA portion of the Sun Inn Courtyard for the 2025 Christmas City Village. Ms. McDaniel seconded the motion. The motion was unanimously approved.

As a result, the RDA unanimously reaffirmed the email vote authorizing the RDA to enter into a Joinder Addendum to a Use Permit Agreement with the Greater Lehigh Valley Chamber of Commerce, through its Downtown Bethlehem Association, for the use of the RDA portion of the Sun Inn Courtyard for the 2025 Christmas City Village.

BLIGHTED PROPERTY REVIEW COMMITTEE (BPRC)

Ms. Oscavich indicated that the RDA is being asked to select a Board member to represent the RDA on the BPRC. She noted that this individual will replace the prior RDA representative who is no longer a Board member. It was explained that the BPRC evaluates properties to determine if their condition meets the criteria to be certified as vacant and blighted. It was also noted that all properties, which require RDA involvement, have been certified by the BPRC. Ms. Oscavich added that BPRC meetings are scheduled for 4:00 PM on the third (3rd) Tuesday of each month; however, she noted that meetings only occur when properties are identified for evaluation.

Following this presentation and RDA Board member discussion, Ms. Samuelson volunteered to represent the RDA on the BPRC for 2026. Ms. Samuelson requested this representation be reviewed and evaluated around December 2026 to determine if it should remain or change to another Board member based upon the time requirements for this position.

Ms. McDaniel made a motion for Ms. Samuelson to be the RDA representative to the BPRC for 2026 and that this representation be reviewed and evaluated around December 2026 to determine future representation based upon the time requirements for the position. Ms. Samuelson seconded the motion.

As a result, the RDA unanimously approved Ms. Samuelson being named the RDA representative to the BPRC for 2026. It was further approved that this representation will be reviewed and evaluated around December 2026 to determine future representation based upon the requirements for this position.

2026 RDA MEETINGS

Ms. Oscavich indicated that the RDA is being asked to consider confirming the RDA meeting schedule for 2026 with meetings occurring at 5:00 PM on the fourth (4th) Thursday of each month during January through October and the third (3rd) Thursday of November and December in Town Hall at Bethlehem City Hall.

Ms. Samuelson made a motion that the RDA meeting schedule for 2026 will be meetings occurring at 5:00 PM on the fourth (4th) Thursday of each month during January through October and the third (3rd) Thursday of November and December in Town Hall at Bethlehem City Hall. Ms. McDaniel seconded the motion.

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As a result, the RDA meeting schedule for 2026 will be meeting occurring at 5:00 PM on the fourth (4th) Thursday of each month during January through October and the third (3rd) Thursday of November and December in Town Hall at Bethlehem City Hall. It was noted that this meeting scheduled will be publicly advertised by the RDA Solicitor prior to the first 2026 RDA meeting.

ADJOURNMENT

As there was no further business, Mr. Spadoni made a motion to adjourn the September 25, 2025 RDA Board meeting. Ms. Samuelson seconded the motion, and the motion was unanimously carried. As a result, the meeting adjourned at 5:25 P.M.

Submitted by,

Heather M. Bambu-Weiss
Board Secretary