

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
JANUARY 21, 2016**

Public Safety Building – Room A-205
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, January 21, 2016 at 4:00 P.M. in Room A-205 of the Public Safety Building of 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.

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

Earl Bethel
Dennis Cunerd

The Chairman called a quorum present.

Also present were: Tony Hanna, Executive Director
 Heather M. Bambu, Board Secretary
 Michael E. Riskin, Esq., Solicitor

Board Members Jason Henninger and Christopher Spadoni contacted the RDA office prior to the meeting and indicated that they were unable to attend.

APPROVAL OF MINUTES

Mr. Cunerd made a motion to approve the minutes of the November 19, 2015 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. Bethel seconded the motion. The motion carried unanimously and the minutes of the November 19, 2015 regular meeting of the Redevelopment Authority were approved.

FINANCIAL REPORTS

The Financial Reports for the months ended October 31, 2015 and November 30, 2015 were mailed to the Redevelopment Authority Board members prior to the meeting. As there were no changes or errors noted in these reports, Mr. Bethel made a motion that the cash reports for the months ended October 31, 2015 and November 30, 2015 be accepted as presented. Mr. Cunerd seconded the motion. Motion unanimously carried and the cash reports for the months ended October 31, 2015 and November 30, 2015 were accepted as presented.

COURTESY OF THE FLOOR

Since no guests were present at this meeting, Mr. Heckman noted there that the Courtesy of the Floor portion was not necessary at this time. He then proceeded to the next agenda item and continued the meeting.

EXECUTIVE DIRECTOR’S REPORT

Mr. Heckman then turned the meeting over to Mr. Hanna to present his Executive Director’s report to the Board. Mr. Hanna did not provide a written report to the Board. Mr. Hanna provided the following updates for the Board:

RDA Audit - Mr. Hanna reminded the RDA Board that the RDA is in the midst of an audit for the fiscal periods ended June 30, 2014 and June 30, 2015. He noted that the auditors being used are new to doing this for the RDA and added that they started from scratch with the process. He noted that the auditors have been thoroughly reviewing all RDA records and so far he is not aware of any irregularities having been discovered. Mr. Hanna stated that the auditors will likely be commenting on strengthening the internal control of the RDA operations but noted the challenges involved with internal control for the RDA due to its small staff size. Mr. Hanna stated that when the audit process is complete, the RDA will have solid financial statements which will include capitalization of the RDA assets as part of the report.

Bethlehem Armory – Mr. Hanna stated that the committee selected to review the Bethlehem Armory proposals is in the process of conducting interview of those developers who received the highest scores during the initial committee proposal review. He noted that the RDA received ten (10) proposals for the Bethlehem Armory and all were review by the committee gathered for this process. He noted that the top five (5) proposals were scheduled for interviews regarding their proposals but noted that one of those selected withdrew their proposal prior to the interview process. He noted that at this time the interviews are being conducted and this represents the next step in the scoring and selection process.

Mr. Heckman asked if the proposals allowed for the Bethlehem Armory to be preserved. Mr. Hanna stated that yes, the preservation of the Bethlehem Armory is part of the proposals as well as the incorporation of some additional new residential units in and around the area. Mr. Hanna noted that he anticipates that after the interview process is completed, a final review will occur by the committee. Mr. Hanna stated that he anticipates being able to make a recommendation to the RDA Board at its February meeting, with Bethlehem City Council considering the recommendation at its March Council meeting.

Mr. Heckman asked how the new development will impact parking at the site. Mr. Hanna stated that the scoring method used kept the density low at the site so that parking should not be an issue. Mr. Hanna added that Mayor Donchez attended all the interviews but has not participated in any of the scoring process for this project development. Mr. Hanna stated that Mayor Donchez has stated that the decision regarding this project is the decision of the RDA.

Silk Mill – Mr. Hanna stated that the developer for the Silk Mill has decided not to pursue the development at this site after all. He noted that there is a prospective purchaser for this property and added that he will update the RDA Board as more information becomes available.

Polk Street Parking Garage - Mr. Cunerd asked Mr. Hanna what the status was of the Polk Street Parking Garage that appeared to previously be a project for the RDA. Mr. Hanna stated that the RDA involvement in this project is something that is still possible. He noted that the parking garage is the City of Bethlehem’s priority for requesting RCAP funds from the State of Pennsylvania. He added that if RCAP funds are received for this project then the parking garage may be able to move forward with the RDA building the garage or the RDA being reimbursed for its cost to date and transferring the remaining funds to the Bethlehem Parking Authority to be used toward the construction of the garage.

APPROVAL OF INVOICES – JANUARY 2016

Mr. Heckman stated that the RDA Board has been asked to review and consider for approval the invoices as outlined on the January 2016 invoice summary. He noted that costs incurred for the Bethlehem Works / TIF District project during January 2016 are included on this summary.

Mr. Cunerd made a motion to approve the invoices as outlined on the January 2016 invoice summary for those costs incurred for the Bethlehem Works / TIF District project. Mr. Bethel seconded the motion. The motion was unanimously approved and the following payments were authorized to occur:

- 1) \$11,334.01 represents costs associated with Phase I project costs with payment of such costs to be made immediately using the balance of funds available in the 2010 Project Fund account and additional funds from the TIF Authority Fund account to cover these costs.
- 2) \$14,792.03 represents costs associated with Phase II project costs with payment of such costs to be made immediately following the RDA Board authorization and the completion of the transfer of funds from the RDA General Fund to the TIF Project Fund account. It is the understanding of the RDA Board that such a transfer will be reimbursed to the RDA General Fund upon receipt of additional TIF collections and/or other funds eligible to be used to pay such Phase II costs.
- 3) \$7,176.25 represents reimbursement to the RDA from the Administrative Expense Fund account for administrative costs associated with the overall Bethlehem Works / TIF District project.
- 4) \$11,917.52 represents reimbursement to the RDA from the Authority Fund account for administrative costs associated with Phase II of the Bethlehem Works / TIF District project.
- 5) \$23,748.07 represents reimbursement to the RDA from the TIF Authority Fund for administrative and other various costs associated with the overall Bethlehem Works / TIF District project.

ANNUAL MEETING

Vice-Chairman Heckman turned the meeting over to Mr. Riskin, who temporarily assumed the office of Chairman for the 2016 Annual Meeting and the election of officers. Mr. Riskin began by reviewing the 2015 slate of officers.

Mr. Cunerd made a motion that the 2015 slate of officers be kept the same for 2016 and that this slate be adopted for 2016. Mr. Bethel seconded the motion. The motion was unanimously approved.

As a result of this motion and the unanimous vote, the following slate of officers was created for the Redevelopment Authority for 2016.

Redevelopment Authority of City of Bethlehem	
Slate of Officers – 2016	
Chairman	Jason Henninger
Vice-Chairman	Ronald Heckman
Treasurer	Earl Bethel
Secretary	Heather M. Bambu
Assistant Secretary	Christopher T. Spadoni, Esq.
Assistant Treasurer	Dennis Cunerd

Mr. Riskin turned the meeting to Mr. Heckman who resumed the position of Vice-Chairman.

Vice-Chairman Heckman asked that the next item of business be the re-appointment of Michael E. Riskin, Esq. as Solicitor for the Redevelopment Authority. The RDA Board unanimously voted to re-appoint Michael E. Riskin, Esq. as Solicitor for the Redevelopment Authority.

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Vice-Chairman Heckman asked that the final item of business for the RDA Annual meeting be the setting of the meeting time and date for the 2016 RDA monthly Board meetings. Mr. Heckman reminded the Board that the RDA current meeting date is the third (3rd) Thursday of each month at 4:00 P.M. in room A-2015 of the Public Safety Building a Bethlehem City Hall. The RDA unanimously voted to confirm the RDA Meetings for 2016 to take place on the third (3rd) Thursday of each month at 4:00 P.M.

ADJOURNMENT

As there was no further business, Mr. Bethel made a motion to adjourn the meeting of the RDA. Mr. Cunerd seconded the motion. The motion was unanimously approved and the meeting of the Bethlehem RDA was adjourned at 4:35 P.M.

Submitted by,

Heather M. Bambu
Board Secretary