

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM**  
**MARCH 24, 2022**

Town Hall at 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, March 24, 2022 at 5:00 P.M. 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.

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

Earl Bethel  
Lea Grigsby  
Tracy Oscavich  
Christopher Spadoni

The Chairman called a quorum present.

Also present were:

Alicia Karner, Executive Director  
Tony Hanna, Consultant (via GoToMeeting)  
Heather M. Bambu-Weiss, Board Secretary  
Hillary Kwiatek, Bethlehem City Council Liaison to the Redevelopment  
Authority (via GoToMeeting)

RDA Solicitor, Michael E. Riskin Esq., informed the RDA office that he was unable to attend this meeting due to a schedule conflict. All matters involving Board action and/or discussion were presented to Mr. Riskin for his review and comments prior to the meeting by Ms. Karner.

**APPROVAL OF MINUTES**

Ms. Grigsby made a motion to approve the minutes of the February 24, 2022 regular meeting of the Redevelopment Authority. The minutes were emailed earlier to each member of the Board. Ms. Oscavich seconded the motion. The motion carried unanimously and the minutes of the February 24, 2022 regular meeting of the Redevelopment Authority were approved.

**COURTESY OF THE FLOOR**

Since there were no members of the public in attendance, there were no comments during the Courtesy of the Floor portion of this meeting.

**EXECUTIVE DIRECTOR REPORT**

Mr. Heckman turned the meeting over to Ms. Karner for her Executive Director Report. Mr. Hanna provided the following updates to the Board:

- 1) **1218 Center Street** – Ms. Karner reminded the Board about the condition of the property located at 1218 Center Street, which was discussed at the February 2022 RDA meeting. Copies of photos were provided to all members of the RDA so they could view the deteriorated condition of the exterior wall.

Ms. Karner reviewed these photos with the Board members. She noted that amount of deterioration to this structure and the close proximity it is to the non-adjoining neighboring property. It was also noted that the emergency stabilization work, which was approved by the RDA Board at its February 2022 meeting, has begun with the contractor anticipating being on site until the early part of the week of March 28, 2022.

Mr. Heckman asked if Mr. Riskin had been updated as to the status of this project. It was indicated that Mr. Riskin was aware of this situation and he has been updated accordingly.

- 2) **Wawa / PennDOT Project** – Ms. Karner explained that the Route 412 / Commerce Center Boulevard Wawa project site is a new project in the City of Bethlehem. She explained that as part of the project, the developer has been asked to modify the intersection area to be a more perpendicular design; however, part of the land involved in this aspect of the project involves a PennDOT owned right-of-way.

Ms. Karner indicated that PennDOT is supportive of this project and the improvement of this intersection. She added that because of the funding involved, PennDOT cannot sell the right-of-way land directly to the developer. This property must be sold to an Authority which can then sell it to the developer. Ms. Karner indicated that since the RDA was involved in a land transfer such as this, as part of the Skyline West project, it was thought the RDA could become involved in the transfer of this Wawa project land parcel.

Ms. Karner reported that she spoke with Mr. Riskin regarding this situation and noted that Mr. Riskin spoke to the developer's attorney. Ms. Karner noted she sent a letter to PennDOT from the RDA indicating interest in purchasing this property as part of this project and noted that a presentation on this is anticipated to be done to the RDA Board at its April 2022 meeting.

**RESOLUTION NUMBER 1499**

Mr. Heckman noted that the RDA Board has been asked to review and consider for approval Resolution Number 1499, which authorizes the RDA to accept the proposal from Base Engineering, Inc. for engineering professional services for the repairs to 1218 Center Street.

Ms. Karner and Mr. Hanna explained that when the City saw the condition of the exterior wall at 1218 Center Street they contacted Base Engineering to evaluate it and provide a professional opinion as to its condition. Mr. Hanna explained that Base Engineering occasionally does evaluation work such as this for the City of Bethlehem code enforcement bureau and they were asked to provide the initial assessment of this property issue. Ms. Karner explained that Base Engineering is used so infrequently for emergencies such as this and because their costs are so reasonable that Base Engineering services are paid through purchase orders by the City of Bethlehem.

Mr. Hanna explained that instead of hiring separate firms to do design, engineering, construction management and other services this project would entail, Base Engineering provided a quote to provide all these services for this project. He also noted that since Commonwealth funds are being used bidding procedures are required as are prevailing wages to be paid, which are all areas Base Engineering is well versed. Mr. Hanna explained that under the proposal being considered, Base Engineering would award the bid, ensure the work is done properly, monitor the progress of the project, ensure prevailing wages are met, ensure work is done in an acceptable manner as well as address other issues as they may arise on the project. Mr. Hanna noted that the fee quoted for these services is reasonable at being about 7%-8% of the project cost.

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Ms. Oscavich noted that the Phase 3 quote does not include a ‘not to exceed’ value as the other phase quotes provide. Mr. Hanna explained that Base Engineering indicated they were not comfortable provide a not to exceed value due to the unknowns of the situation and project. Mr. Hanna added that the costs proposed from Base Engineering were reasonable and noted that Base Engineering has a history of working with governments.

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

**WHEREAS**, the property located at 1218 Center Street, Bethlehem, PA has sustained significant structural damage due to a deterioration of the property’s north wall; and

**WHEREAS**, the wall deteriorated to such an extent that the property has become a safety hazard and declared unfit for occupancy; and

**WHEREAS**, the property is currently vacant and the wall requires extensive reconstruction to restore it to a safe condition; and

**WHEREAS**, an emergency situation exists and to prevent possible collapse of the structure, stabilization work on the wall is required, now; and

**WHEREAS**, the Redevelopment Authority of the City of Bethlehem (RDA) has been requested by the City of Bethlehem (City) to help remedy the situation utilizing blight remediation funding, provided to the RDA by the Commonwealth of Pennsylvania; and

**WHEREAS**, the RDA is entering a phase under which its projects and resources are more limited in scope, but its value remains important; and

**WHEREAS**, the RDA agreed to enter into an agreement with Coopersburg Construction Corporation; and

**WHEREAS**, the RDA has been granted permission to do the work via agreement between the property owner and the RDA; and

**WHEREAS**, additional work, beyond the contracted work with Coopersburg Construction Corporation, will be required to reconstruct the wall and make the property acceptable for occupancy; and

**WHEREAS**, the RDA solicited a proposal from Base Engineering, Inc. (Base), for professional design services as well as assistance during the bid stage of the project, including the development of bid documents and other bid services; and

**WHEREAS**, Base will also provide construction administration services which would include site visits during construction to determine design and bid compliance and to review all requests for payment by the contractor or contractors performing repair work on the property; and

**WHEREAS**, a copy of the proposal and full scope of services from Base is appended to this resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the RDA that the proposal from Base Engineering is accepted and the work as detailed is authorized to proceed, the cost of which will not exceed **Nine Thousand Seven Hundred Dollars (\$9,700)** as detailed in the proposal.

(Resolution Number 1499)

Ms. Oscavich seconded the motion. The motion was unanimously passed. As a result, the RDA Board approved the adoption of Resolution Number 1499.

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**ADJOURNMENT**

As there was no further business, Mr. Bethel made a motion to adjourn the March 24, 2022 RDA Board meeting. Ms. Oscavich seconded the motion and the motion was unanimously carried. As a result, the meeting adjourned at 5:30 P.M.

Submitted by,

Heather M. Bambu-Weiss  
Board Secretary