

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM
JULY 20, 2017**

A-205 – Public Safety Building
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, July 20, 2017 at 4:00 P.M. in Room A-205 of the Public Safety Building at 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.

Chairman Jason Henninger called the meeting to order and the following members were present:

Earl Bethel
Ronald Heckman

The Chairman called a quorum present.

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

RDA Board Members Dennis Cunerd and Christopher Spadoni, Esq. contacted the RDA office prior to the meeting and indicated that they had conflicts and were unable to attend.

APPROVAL OF MINUTES

Mr. Bethel made a motion to approve the minutes of the April 20, 2017 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. Heckman seconded the motion. The motion carried unanimously and the minutes of the April 20, 2017 regular meeting of the Redevelopment Authority were approved.

COURTESY OF THE FLOOR

Since no guests were present at this meeting, Mr. Henninger asked if any of the guests wanted to address the RDA at this time. No one in attendance addressed the RDA during this courtesy of the floor portion of the meeting.

EXECUTIVE DIRECTOR REPORT

Mr. Henninger turned the meeting over to Mr. Hanna for his Executive Director Report. Mr. Hanna did not have a written report for the RDA Board but updated the Board as follows:

1. **Rudy Bruner Award Visit** - Mr. Hanna indicated that the Steel Stacks Campus won the 2017 Rudy Bruner award. He added that the award presentation will take place at 3:00 PM on September 7, 2017 at Steel Stacks. He indicated that the Mayor and representatives from the award will be present for the presentation and all RDA Board members are invited to attend as well.

EXECUTIVE DIRECTOR REPORT (Continued)

2. **Rudy Bruner Award Visit** - Mr. Hanna indicated that the Steel Stacks Campus won the 2017 Rudy Bruner award. He added that the award presentation will take place at 3:00 PM on September 7, 2017 at Steel Stacks. He indicated that the Mayor and representatives from the award will be present for the presentation and all RDA Board members are invited to attend as well.
3. **Steel Stacks Accidents** – Mr. Hanna stated there have been two (2) accidents at the Steel Stacks site which involve the RDA. He explained that one incident occurred on the Hoover-Mason Trestle when an older individual fell over an extension joint. He indicated that this individual broke both their wrists and was suing the RDA. Mr. Hanna noted that the RDA insurance company has been working on investigating and resolving this matter. Mr. Hanna stated the second accident occurred on the Steel Stacks campus when an individual was crossing First Street. He noted that the location of this accident is in an area with multiple owners and added that a thorough review of the incident is occurring to determine exactly where the incident occurred and who owns that site.
4. **Bethlehem Sands – Change in Leadership** – Mr. Hanna stated that it has been announced that Mark Juliano is leaving his position as President of the Bethlehem Sands and will be replaced by the current Chief Financial Officer of the Bethlehem Sands. Mr. Hanna stated that the RDA and City has experience working with this individual in its current capacity as CFO and so there is an established working relationship with all of us and him.
5. **Bethlehem Sand - Expansion** – Mr. Hanna stated the Bethlehem Sands is planning on moving forward with their expansion plans. He added that with the expansions planned for the sites he is anticipating the RDA receiving additional TIF funds from this new development.
6. **Conestoga Street Property** – Mr. Hanna stated that he has been approached by the new owner of the property located at West Broad and Schaffer Street in West Bethlehem. He noted that the new owners of this property are planning to redevelop this site but noted a problem with a parcel the RDA currently owns. He explained that the RDA currently owns a parcel of land which is only accessible by this West Broad and Schaffer Street property or via Conestoga Street. He indicated that due to the slope of the land and limited access any development of this parcel would be extremely difficult. Therefore, Mr. Hanna stated that he spoke with the Mayor regarding this matter and it was suggested the value of this land be determined through an appraisal. Mr. Hanna noted that such an appraisal has been done and it appears the land has a value of \$25,000 to \$30,000. Mr. Hanna indicated that he wanted to update the Board on this matter as it may become an item of action for the Board in the future.

AGREEMENT NUMBER CDBG-2017-1 – RESOLUTION NUMBER 1442

Mr. Henninger stated that the RDA has been asked to review and consider for approval Resolution Number 1442 which authorizes the RDA to enter into an agreement with the City of Bethlehem for 2017 Community Development Block Grant (CDBG) funding in the amount of \$10,000.

Mr. Hanna stated that these CDBG-Funds will be a reimbursement to the RDA for administrative work the RDA staff does for the City of Bethlehem on various programs. He noted that amount of time Ms. Weiss spends doing various duties for the City in her daily activities.

Mr. Heckman presented the following resolution to the Board and moved for its adoption by the Board.

WHEREAS, the City of Bethlehem is undertaking and carrying out a Community Development Program utilizing funds made available by the Federal Government under the provisions of Title I of the Housing and Community Development Act of 1974, as amended;

WHEREAS, the City has designated the Department of Community and Economic Development to undertake planning, execution and administration of eligible activities in conjunction with the Community Development Program; and

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WHEREAS, the City, acting through the Director of Department of Community and Economic Development, has previously authorized the Redevelopment Authority of the City of Bethlehem to act as its agent within certain redevelopment; housing and Community Development Block Grant eligible programs as requested by the Department of Community and Economic Development; and

WHEREAS, the City will provide reimbursement to the Authority pertaining to various administrative costs generally described as Redevelopment Authority Administration and Delivery costs, acquisition and demolition costs, property maintenance costs, and costs associated with Section 108 / TIF.

NOW, THEREFORE, BE IT RESOLVED, that the Redevelopment Authority of the City of Bethlehem hereby approves the attached Agreement with the City of Bethlehem which provides funds up to \$10,000 for various administrative costs generally described as Redevelopment Authority Administration and delivery costs, acquisition and demolition costs, property maintenance costs and costs associated with Section 108 / TIF and which the Chairperson shall be authorized to sign said Agreement, same to be attested to by the Secretary.

(Resolution Number 1442)

Mr. Bethel seconded the motion. Resolution Number 1442 was unanimously adopted by the RDA Board.

APPROVAL FOR FUNDING – CITY OF BETHLEHEM BLIGHT STUDY - RESOLUTION NUMBER 1443

Mr. Henninger stated that the RDA has been asked to review and consider for approval Resolution Number 1442 which authorizes the RDA to provide funding to the City of Bethlehem to help underwrite the costs associated with the hiring of a consultant and the preparation of a Blight Mitigation and Remediation Plan for the City of Bethlehem.

Mr. Hanna stated that the study will be comprehensive study to review existing tools the City and RDA have as well as provide how best to utilize these tools most effectively when dealing with blight in the City. He added that in the long-term the RDA will continue to be active with blight remediation as a function of the RDA as it has been in the past. He added that Mr. Bethel will be involved with this blight study and the process as an RDA representative as well as due to his role as the Chair of the Blighted Property Review Committee (BPRC) which he serves on as the RDA representative.

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

WHEREAS, the City of Bethlehem recently sought proposals from qualified consultants to facilitate the creation of Blight Mitigation and Remediation Plan that will serve as the guide to the City's blight efforts; and

WHEREAS, the City of Bethlehem received proposal in response to the request for proposals and qualifications and a consultant was selected to complete the Blight Mitigation and Remediation Plan; and

WHEREAS, the Reinvestment Fund's Policy Solutions group in collaboration with May 8 Consulting, LLC and Atria Planning, LLC have agreed to produce a plan that will effectively reduce blight, improve quality of life for Bethlehem residents, and promote economic activity, and have agreed to complete all project tasks in an eight-month time period, at a total cost of \$100,000; and

WHEREAS, the Redevelopment Authority of the City of Bethlehem will be actively engaged in the creation of the Blight Mitigation and Remediation Plan as part of its mission;

NOW, THEREFORE, BE IT RESOLVED, by the Redevelopment Authority of the City of Bethlehem that \$50,000 in funding will be provided to the City of Bethlehem to help underwrite the costs associated with the hiring of the consultants and the preparation of the plan.

BE IT FURTHER RESOLVED, that the Chair, or Vice-Chair, is authorized to execute a contract for funding on behalf of the Authority, same to be attested to by the Secretary.

(Resolution Number 1443)

Mr. Bethel seconded the motion. Resolution Number 1443 was unanimously adopted by the RDA Board.

SPECIAL EVENT PERMIT AGREEMENT FOR HANDWERKPLATZ

Mr. Henninger stated that the RDA has been asked to review and consider for approval the Special Events Permit Agreement for Handwerkplatz. He added that this agreement takes into account land parcels the RDA owns in this area and will be impacted due to a modified use of this site during Musikfest this year. Mr. Henninger stated that, if acceptable, this agreement should be approved via motion by the RDA Board.

Mr. Hanna explained that the RDA has always owned property in the area detailed within the proposed agreement but noted that due to Musikfest expanding the use of this site this year the proposal has been drafted and is being requested for review and consideration by the RDA Board. He added that in addition to the traditional crafting displays in this area, there will be an expansion to more displays as well as carnival type rides as well at this site.

Mr. Bethel made a motion to approve the Special Events Permit Agreement for Handwerkplatz as presented to the RDA Board. Mr. Heckman seconded the motion. The motion was unanimously approved. As a result, the RDA Board unanimously approved the Special Events Permit Agreement for Handwerkplatz as presented to the RDA Board.

RDA ACCOUNTING POLICIES AND PROCEDURES

Mr. Henninger stated that the RDA Board has been asked to review and consider for approval an Accounting Policies and Procedures manual. He added that this manual was created as a result of a recommendation following the RA annual audit for the fiscal period ended June 30, 2014 and continued to date. Mr. Henninger stated that, if acceptable, the manual should be approved via motion by the RDA Board.

Mr. Hanna stated that Ms. Weiss had spent considerable time compiling the data and preparing the proposal manual. He then asked Ms. Weiss to provide some details about the manual being considered.

Ms. Weiss stated that even though there is a standard way for the financial operations of the RDA to function there was nothing formally written detailing the various activities, responsibilities and such. She explained that with the aid of the recommendation of the auditors in their annual audits and through online research she was able to prepare the proposed manual which provides details on all aspects of financial operations. She noted that this manual is useful to provide details on how the various financial job functions are done as well as provide policies for some areas where clear details were lacking. She noted areas such as Change Orders and Capitalizing Assets did not have a written procedure prior to this manual being comprised.

Ms. Weiss also stated that she tried to incorporate all aspects of operations and noted that there are items, such as receiving funding directly from the Commonwealth and/or Federal Government, which are not typical financial activities of the RDA at this time but may be something useful in the future. Ms. Weiss noted the amount of time she has spent working on this proposed manual and explained that she did her best to incorporate all which involves the RDA financial operations into it.

Following this presentation, Mr. Bethel made a motion to accept and adopt the RDA Accounting Policies and Procedures manual as presented to the RDA Board. Mr. Heckman seconded the motion. The motion was unanimously adopted. As a result, the RDA Accounting Policies and Procedures manual was accepted and adopted as presented to the RDA Board.

APPROVAL OF INVOICES – JULY 2017

Mr. Henninger stated that the RDA Board has been asked to review and consider for approval the invoices / reimbursements as outlined on the July 2017 invoice summary.

Mr. Heckman made a motion to approve the invoices as outlined on the July invoice summary. Mr. Bethel seconded the motion. The motion was unanimously approved and the following payments were authorized to occur:

- 1) \$13,673.87 represents reimbursement to the RDA from the Authority Fund for various administrative costs associated with a possible future TIF Expansion work.
- 2) \$36,735.77 represents reimbursement to the RDA from the Authority Fund for various administrative costs associated with TIF Other Projects work.
- 3) \$56,487.19 represents reimbursement to the RDA from the Authority Fund account for various costs associated with the overall Bethlehem Works / TIF District project.

BETHLEHEM ARMORY – EXTENSION

Mr. Hanna stated that an item he omitted to include on the original agenda for this meeting was the RDA considering a request to extend the Bethlehem Armory developer agreement to allow additional time for the developer to conduct their due diligence with this project. He explained that parking was a major issue regarding this proposal development at this project site. He added that the developer has been working with the neighbors to find a way to resolve their concerns as well as provide adequate parking for the development planned.

Mr. Hanna stated that the resolution to this matter appears to be an expansion of the amount of parking on Second Avenue as well as provide additional parking on the abandoned Second Avenue ramp. Mr. Hanna indicated that this resolution has taken much time to craft but noted that the developer is expected to be going to the Zoning Board and the Planning Commission with these plans for their review and approvals within the next 30-days. Mr. Hanna stated that a 90-day extension is being requested and recommended to allow adequate time for the developer to complete this process.

Mr. Heckman made a motion that the developer for the Bethlehem Armory project be given a 90-day extension to that which was previously indicated in the developer agreement to resolve all matters outstanding for the proposal redevelopment of the Bethlehem Armory. Mr. Bethel seconded the motion. The motion was unanimously approved. As a result, the RDA Board approved a 90-day extension for the developer of the Bethlehem Armory project to resolve all matters outstanding for the proposal development of the Bethlehem Armory.

ADJOURNMENT

As there was no further business, Mr. Bethel made a motion to adjourn the meeting of the RDA. Mr. Heckman seconded the motion. The motion was unanimously approved and the meeting of the Bethlehem RDA was adjourned at 4:20 P.M.

Submitted by,

Heather M. Bambu Weiss
Board Secretary