

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM  
DECEMBER 6, 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 rescheduled regular meeting on Thursday, December 6, 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:

Tracy Oscavich  
Christopher Spadoni

The Chairman called a quorum present.

Also present were:

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

Jennifer CruverKibi, of Maher Duessel, was also present at the meeting via GoToMeeting.

RDA Board Member, Earl Bethel, was not in attendance at this meeting.

In addition, RDA Board Member, Lea Grigsby, submitted her resignation from the RDA Board due to her recent appointment to the City of Bethlehem Zoning Hearing Board.

**APPROVAL OF MINUTES**

Ms. Oscavich made a motion to approve the minutes of the September 22, 2022 regular meeting of the Redevelopment Authority. The minutes were emailed earlier to each member of the Board. Mr. Spadoni seconded the motion. The motion carried unanimously and the minutes of the September 22, 2022 regular meeting of the Redevelopment Authority were approved.

**APPROVAL OF CASH REPORTS**

Mr. Spadoni made a motion to approve the cash reports for the months ended July 31, 2022; August 31, 2022; and September 30, 2022. These cash reports were emailed earlier to each member of the RDA Board prior to the meeting. Ms. Oscavich seconded the motion. The motion carried unanimously and the cash reports for the months ended July 31, 2022; August 31, 2022 and September 30, 2022 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.

**RDA AUDIT – FISCAL PERIOD ENDED JUNE 30, 2021**

Mr. Heckman turned the meeting over to Ms. CruverKibi, who provided the RDA Board with a presentation of the RDA audit for the fiscal period ended June 30, 2021. Ms. CruverKibi indicated that the completion of the RDA audit was delayed until documentation was from the Pennsylvania Municipal Retirement System (PMRS) was received. She provided the following highlights regarding the RDA audit:

- 1) The RDA financial statements were an unmodified opinion, which was explained to be the best opinion that the RDA could receive. An updated format was also used for the preparation of these financial statements due to new auditor standards.
- 2) RDA historical pension information is included within the audit report for the 2020-2021 fiscal period.
- 3) The RDA assets and liabilities were less during the 2020-201 fiscal period when compared with the prior fiscal period primarily due to the ending of the Tax Incremental Financing (TIF) District and the repayment of all funds borrowed in connection with that financing.
- 4) Communication to Management noted that the RDA did not implement any new accounting standards or policies during the audit period. Also indicated the auditors did not experience any issues working with RDA management during the audit process.
- 5) Management Letter indicated that QuickBooks clean-up activities were provided and implemented by the RDA as well as noted recommendations to improve the segregation of duties for RDA financial operations. (The RDA staff noted that some internal control practices were impacted by the Covid pandemic but added that pre-pandemic practices were returning by the end of the audit period.)
- 6) Disaster Recovery Plan – A recommendation was made to RDA that a Disaster Recovery Plan should be created. Ms. CruverKibi noted that a similar recommendation was made to the City of Bethlehem as part of their audit process. It was suggested that the RDA work with the City in the creation of the RDA plan.

Mr. Heckman asked about the internal control recommendations by the auditors. Ms. Karner indicated that this is something that will be discussed in the new year. Ms. Bambu-Weiss noted that some internal control measures were impacted by the Covid pandemic due to the lack of contact with others, especially during the initial pandemic weeks / months. She added that things have begun returning to more pre-pandemic operations and that as a result some of the internal control measures previously used have resumed.

Following the presentation by Ms. CruverKibi, and the discussion by the RDA, Ms. Oscavich made a motion to accept, as presented, the RDA audit and financial statements for the fiscal period ended June 30, 2021. Mr. Spadoni seconded the motion. The motion was unanimously approved. As a result, the RDA audit and financial statements for the fiscal period ended June 30, 2021 were accepted, as presented.

**EXECUTIVE DIRECTOR REPORT**

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

**1218 Center Street / 1220 Center Street** – Ms. Karner stated that the demolition of 1218 and 1220 Center Street has been completed. She indicated that the RDA has received the necessary information from the City of Bethlehem regarding the demolition of this structure and the RDA is in the process of preparing payment to the demolition contractor for this work. She also noted that a lien for the cost of the demolition has been filed on both 1218 Center Street and 1220 Center Street, with the total cost equally divided between the two (2) properties.

Ms. Karner indicated that the RDA paid some relocation costs (14-days) for the owner of 1220 Center Street as well as costs associated with the storage of personal items for the owner of 1220 Center Street. Costs such as these were eligible under the PHARE grant funds the RDA has utilized for this project.

**RESOLUTION NUMBER 1502**

Mr. Heckman indicated that the RDA Board has been asked to review and consider for approval Resolution Number 1502, which extends the Consulting Agreement with Tony Hanna through December 31, 2023.

Ms. Oscavich asked if any of the terms of the agreement have changed from the original consulting service agreement. Ms. Karner stated that the only change involves the time period. She noted that the cost and all other conditions remain the same in this extension as was detailed in the original agreement for consulting services with Tony Hanna.

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

**WHEREAS**, the Redevelopment Authority of the City of Bethlehem (RDA) entered into a Consulting Agreement, dated March 25, 2021, with Tony Hanna (Consultant) to provide consulting services to the RDA; and

**WHEREAS**, said agreement has been extended multiple times with the current extension expiring on December 31, 2022; and

**WHEREAS**, the RDA desires to continue to receive said services from the Consultant through December 31, 2023.

**NOW, THEREFORE, BE IT RESOLVED**, the RDA and Consultant agree to extend the consulting agreement for the period of January 1, 2023 through December 31, 2023.

**BE IT FURTHER RESOLVED**, that the Chairperson or Vice-Chairperson, is authorized to execute the extension of this agreement on behalf of the Redevelopment Authority of the City of Bethlehem, same to be attested to by the Secretary.

(Resolution Number 1502)

Ms. Oscavich seconded the motion. The motion was unanimously approved. As a result, Resolution Number 1502 was unanimously adopted by the RDA.

**GENERAL DISCUSSION**

**Route 412 / Wawa Project** – Mr. Riskin reported that the Quit Claim Deed for the acquisition of this PennDOT property has been fully executed. He noted that the property will be transferred to CCAN, the developer for the Wawa project to be located along Route 412, with settlement anticipated in the near future. Mr. Riskin added that as part of the settlement the RDA will recover the legal fees associated with this project.

**Skyline West Project** – Mr. Riskin reported that he anticipates the Skyline West project settlement occurring in the near future. Mr. Hanna indicated that the project is moving through the City of Bethlehem land development process.

**2023 RDA Meeting Schedule** – Mr. Riskin asked the RDA Board about the meeting schedule for 2023. The RDA Board members discussed this matter and agreed the RDA will have its regular meetings during 2023 at 5:00 PM on the fourth (4<sup>th</sup>) Thursday of each month. Mr. Riskin indicated that he would have the RDA meeting schedule for 2023 published as required.

**RDA Board Member Resignation** – The RDA Board recognized and accepted the resignation of Board member, Lea Grigsby, from the RDA Board due to her being approved to be a member of the City of Bethlehem Zoning Hearing Board. The RDA Board recognized and thanked Ms. Grigsby for her service as an RDA Board member and congratulated her on her appointment to the Zoning Hearing Board.

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**ADJOURNMENT**

As there was no further business, Mr. Spadoni made a motion to adjourn the December 6, 2022 RDA Board meeting. Ms. Oscavich seconded the motion and the motion was unanimously carried. As a result, the meeting adjourned at 5:40 P.M.

Submitted by,

Heather M. Bambu-Weiss  
Board Secretary