

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM**  
**SEPTEMBER 25, 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, September 25, 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:

Tracy Samuelson  
Christopher Spadoni

The Chairperson called a quorum present.

Also present were: Sean Ziller, Executive Director  
Eric Evans, Business Administrator for City of Bethlehem  
Heather M. Bambu-Weiss, Board Secretary  
Michael E. Riskin, Esq., Solicitor

RDA Board members, Ronald Heckman and Ali McDaniel, were unable to attend the meeting.

## **APPROVAL OF MINUTES**

Ms. Samuelson made a motion to approve the minutes of the May 22, 2025 regular meeting of the Redevelopment Authority. These minutes were emailed earlier to each member of the Board. Mr. Spadoni seconded the motion. The motion carried unanimously and the minutes of the May 22, 2025 regular meeting of the Redevelopment Authority were approved as presented.

## **CASH REPORTS**

Ms. Samuelson made a motion to approve the cash reports for the months ended April 30, 2025; May 31, 2025; June 30, 2025; and July 31, 2025. These cash reports were emailed to each member of the Board. Mr. Spadoni seconded the motion. The motion carried unanimously and the cash reports for the months ended April 30, 2025; May 31, 2025; June 30, 2025; and July 31, 2025 were approved.

## **COURTESY OF THE FLOOR**

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

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**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:

- **Distribution of Land Sale Proceeds** – Mr. Ziller reminded the Board that at a past meeting, the RDA and City of Bethlehem entered into an agreement with Christmas City Hotel, LLC to sell land parcels located in the vicinity of the hotel parking area. Mr. Ziller indicated that later in the meeting, the Board will be asked to consider distributing a portion of these sale proceeds to the City of Bethlehem as detailed in the agreement previously approved by the Board. It was noted that this distribution has been delayed due to cancellation of prior RDA meetings.
- **723 Broadway** – Mr. Ziller stated the renovations of this property has been completed and the sale of this property to Community Action Lehigh Valley (CALV) is an item to be considered later in this meeting. He noted the goal of this property is for it to be sold as an affordable property to a low- or moderate-income individual or family.
- **401-403 East Fourth Street / 405 East Fourth Street** – Mr. Ziller stated that the RDA submitted a grant application for financing from the Federal Home Loan Bank of Pittsburgh to assist with the costs to renovate 401-403 East Fourth Street / 405 East Fourth Street property. He noted that Peoples Security sponsored the RDA application. Mr. Ziller added that applying for these funds in 2024 was considered; however, an evaluation of the project concluded it was not developed enough to apply for the grant funds during the 2024 cycle. Mr. Ziller noted additional progress has been made on this project since 2024, including securing additional financing, which made for a stronger application to submit at this time. Mr. Ziller added that the RDA application included an empowerment component which will involve CALV providing financial literacy to the eventual tenants to the rental units at this site.
- **Blighted Properties** – Mr. Ziller stated that RDA and City of Bethlehem staff have begun meeting on a regular basis to discuss blighted properties in the City. He noted that those properties which have been certified to the RDA as well as potential additional properties are discussed during these meetings. Mr. Ziller stated that additional properties are expected to be presented for blight consideration to the City Planning Commission and Blighted Property Review Committee (BPRC) in the coming months. It was noted that these properties may eventually require RDA involvement to acquire them.
- **Steelworkers Veterans Memorial Expansion** – Mr. Ziller reminded the Board that the RDA received a Local Share Account (LSA) grant to finance the expansion of the Steelworks Veterans Memorial. He indicated that this project continues to progress with the bidding phase having been completed. Mr. Ziller indicated that the final drawings to be included on the monument are being prepared. He also noted that the Steelworkers are in the process of preparing a contract between them and the Contractor for this project work.

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**REAFFIRM EMAIL VOTES**

Ms. Oscavich indicated that the RDA Board has been asked to reaffirm its email vote regarding the RDA entering into a Joinder Addendum to a Use Permit Agreement with ArtsQuest for the use of the RDA portion of the Sun Inn Courtyard and Handwerkplatz properties for Musikfest 2025-2030.

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 ArtsQuest for the use of the RDA portion of the Sun Inn Courtyard and Handwerkplatz properties for Musikfest 2025-2030. Mr. Spadoni 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 ArtsQuest for the use of the RDA portion of the Sun Inn Courtyard and Handwerkplatz properties for Musikfest 2025-2030.

**RESOLUTION NUMBER 1517**

Ms. Oscavich indicated that the RDA is being asked to review and consider for approval Resolution Number 1517, which authorizes the distribution of a portion of the proceeds from the sale of parking areas to Christmas City Hotel, LLC by the City of Bethlehem and Redevelopment Authority.

Ms. Samuelson asked for a reminder as to the location of these parcels. Mr. Ziller indicated that these parcels were in the vicinity of the parking area, to the left of the Hotel Bethlehem. He added that the distribution of these sale proceeds to the City of Bethlehem was included in the agreement approved by the RDA Board at a prior meeting.

Following this presentation and discussion, Ms. Samuelson presented the following resolution to the Board and moved for its adoption by the RDA.

WHEREAS, Christmas City Hotel, LLC (“CCH”) is the owner of the Historic Hotel Bethlehem (the “Hotel”); and

WHEREAS, the City of Bethlehem (“City”) asserted being a record titleholder of that certain parcel of real property located in the City of Bethlehem, Northampton County, Pennsylvania, designated as Tax Parcel ID No. P6NW3B 2 1, a portion of which CCH and its predecessors in interest have historically used and maintained for Hotel Parking and an exist lane for Hotel customers; and

WHEREAS, the Redevelopment Authority of the City of Bethlehem (“RDA”) asserted being a record titleholder of that certain parcel of real property located in the City of Bethlehem, Northampton County, Pennsylvania, designated as Tax Parcel ID No. P6NE4A 1 1, a portion more of which CCH and its predecessors-in-interest have historically used and maintained for Hotel parking and an exit land for Hotel customers; and

WHEREAS, during its ownership and operation of the Hotel, CCH asserted having repaired, improved and maintained both areas while preventing public parking thereon since purchasing the Hotel on or about January 15, 1999; and

WHEREAS, the Parties entered into a certain Agreement dated August 4, 2023, whereby CCH paid the RDA a good faith payment, in the amount of \$4,250, as an acknowledgement that CCH would continue discussions with the City and RDA regarding title to the parking area; and

WHEREAS, the Parties entered into a Settlement Agreement on July 15, 2024, whereby CCH paid the RDA a sum of \$100,000, less the good faith payment, in exchange for an easement agreement covering the two parking areas; and

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WHEREAS, said Easement Agreement was executed by the Parties on July 15, 2024; and

WHEREAS, the parcel of real property designated as Tax Parcel ID No. P6NW3B 2 1, previously asserted to have the City as record titleholder, consisted of 7.5 parking spaces for 4,219 square feet and represented 70% of the total parking area identified as part of the Settlement Agreement; and

WHEREAS, the parcel of real property designated as Tax Parcel ID No. P6NE4A 1 1, previously asserted to have the RDA as record titleholder, consisted of 3.5 parking spaces for 1,363 square feet and represented 30% of the total parking area identified as part of the Settlement Agreement; and

WHEREAS, pursuant to the Settlement Agreement, the payment of \$100,000 from CCH is to be distributed between the City and RDA, upon execution of the easement agreement, with distribution based upon the parking space and square footage allocation of the total parking area.

NOW, THEREFORE, BE IT RESOLVED, the Redevelopment Authority of the City of Bethlehem is hereby authorized to:

- 1) Distribute to the City of Bethlehem \$70,000, representing 70% of the total payment received from Christmas City Hotel, LLC as the City portion of proceeds received in accordance with the execution of the Settlement Agreement and Easement Agreement for the sale of the parking areas identified in the Settlement Agreement.
- 2) Retain \$30,000, representing 30% of the total payment received from Christmas City Hotel, LLC, as the RDA portion of proceeds received in accordance with the execution of the Settlement Agreement and Easement Agreement for the sale of the parking areas identified in the Settlement Agreement.

(Resolution Number 1518)

Mr. Spadoni seconded the motion. The motion was unanimously approved. As a result, Resolution Number 1517 was unanimously adopted by the RDA.

**RESOLUTION NUMBER 1518**

Ms. Oscavich indicated that the RDA is being asked to review and consider for approval Resolution Number 1518, which authorizes the RDA to enter into an Agreement of Sale with Community Action Lehigh Valley (CALV) for the property located at 723 Broadway.

Following this presentation and discussion, Ms. Samuelson presented the following resolution to the Board and moved for its adoption by the RDA.

WHEREAS, the Redevelopment Authority of the City of Bethlehem (RDA) acquired the Blighted Property at 723 Broadway, Bethlehem, Northampton County, Pennsylvania, by Eminent Domain; and

WHEREAS, the RDA received grant funds (Grant) from the Commonwealth Financing Authority Blight Remediation Program which included funding to renovate the blighted property located at 723 Broadway, Bethlehem (Property); and

WHEREAS, the RDA entered into a Cooperation Agreement with Community Action Committee of the Lehigh Valley, Inc. (CALV) to renovate the Property; and

WHEREAS, CALV has completed a full renovation of said Property and received a Certificate of Occupancy from the City of Bethlehem for the renovated Property; and

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WHEREAS, the RDA has received an offer from CALV to purchase the Property for the price of Forty-Two Thousand and 00/100 Dollars (\$42,000.00) plus a Mortgage for the total of the Grant and other funds issued to CALV for this Property; and

WHEREAS, the RDA agrees to accept the purchase price of Forty-Two Thousand and 00/100 Dollars (\$42,000.00) plus a Mortgage in the amount of the Grant and other funds issued to CALV for this Property; and

WHEREAS, the RDA will forgive some, or all, of said Mortgage, as detailed in the Agreement of Sale, if CALV sells the Property to a low-to-moderate income prospective residential homebuyer, for value, to occupy the Property as their principal residence; and

WHEREAS, the RDA Solicitor has prepared an Agreement of Sale and Deed for the property that meets the conditions of City Ordinances and State Law regarding blight elimination.

NOW, THEREFORE, BE IT RESOLVED THAT:

- A. The form and content of the Agreement of Sale is satisfactory and hereby approved.
- B. Disposition of the land through negotiations is the appropriate method of making the land available for purchase and resale.
- C. Community Action Committee of the Lehigh Valley, Inc. possesses the qualification and financial resources to acquire and sell the residential dwelling to a low-to-moderate income prospective residential homebuyer, for value, to occupy the Property as their principal residence.
- D. The current value of the property is Forty-Two Thousand and 00/100 Dollars (\$42,000.00) as determined by appraisal.

BE IT FURTHER RESOLVED, that the appropriate officers of the Redevelopment Authority of the City of Bethlehem are authorized to execute the Agreement of Sale, the Deed and any and all documents and take any and all action which may be required, to transfer the property in accordance with the Agreement of Sale. (Resolution Number 1518)

Mr. Spadoni seconded the motion. The motion was unanimously approved. As a result, Resolution Number 1518 was unanimously adopted by the RDA.

**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