

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM  
SEPTEMBER 26, 2019**

Bethlehem City Hall  
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, September 26, 2019 at 3:00 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. The location of this meeting was posted in various locations at Bethlehem City Hall due to its change in location.

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

Earl Bethel  
Lea B. Grigsby  
Christopher Spadoni

The Chairman called a quorum present.

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

Guests present were:                    Eric Evans, Business Administrator for City of Bethlehem

RDA Board Member Dennis Cunerd contacted the RDA office prior to the meeting and indicated that he was unable to attend due to a scheduling conflict.

**APPROVAL OF MINUTES**

Ms. Grigsby made a motion to approve the minutes of the August 1, 2019 rescheduled, regular meeting of the Redevelopment Authority with a correction made to her name on the first page. The minutes were emailed earlier to each member of the Board. As there were additional modifications reported, Mr. Bethel seconded the motion. The motion carried unanimously and the minutes of the August 1, 2019 rescheduled regular meeting of the Redevelopment Authority were approved.

**APPROVAL OF CASH REPORTS**

Mr. Bethel made a motion to approve the cash reports for the month ended June 30, 2019. These cash reports were emailed earlier to each member of the Board. As there were not errors or changes reports, Mr. Spadoni seconded the motion. The motion carried unanimously and the cash reports for the month ended June 30, 2019 were approved.

Ms. Grigsby made a motion to approve the cash reports for the month ended July 31, 2019. These cash reports were emailed earlier to each member of the Board. As there were not errors or changes reports, Mr. Bethel seconded the motion. The motion carried unanimously and the cash reports for the month ended July 31, 2019 were approved.

**COURTESY OF THE FLOOR**

No guests present at the meeting had anything to share as part of the Courtesy of the Floor portion of the meeting.

**EXECUTIVE DIRECTOR REPORT**

Mr. Heckman turned the meeting over to Mr. Hanna for his Executive Director Report. Mr. Hanna presented a verbal report of events involving the RDA. He noted the following items:

- 1) **Wind Creek** – Mr. Hanna indicated that he has been having conversation with Wind Creek regarding their plans for the casino and other sites they own. He noted their plans to build an additional hotel at the site and indicated that has been identified as their priority project at this time.
- 2) **Hotel Bethlehem** – Mr. Hanna informed the RDA Board that while the Hotel Bethlehem has been working on their expansion concept, it was discovered that the RDA owns part of the land parcels upon which the existing Hotel Bethlehem site entrance parking lot is located. He noted that he has been working to obtain a value of this land parcel and indicated the interest of the Hotel in owning this parcel.
- 3) **Skyline West** – Mr. Hanna stated that, as approved by the RDA Board at its August 1, 2019 meeting, the RDA filed the necessary paperwork to acquire two (2) parcels in the vicinity of this project site. He also noted that he and Attorney Riskin are continuing to work to acquire a portion of the PennDOT right-of-way at this project site location.

**RESOLUTION NUMBER 1464**

Mr. Heckman stated that the RDA Board has been asked to review and consider for approval Resolution Number 1464, which pertains to the correction of drainage issues at the Levitt Pavilion in preparation for the 2019 Levitt Pavilion season.

Mr. Hanna explained that after construction of the Levitt Pavilion was completed issues with drainage were identified. He added that while improvements were made to the irrigation and landscaping at the site, issues contend to occur each year with flooding near the stage area.

Mr. Hanna further explained that ArtsQuest expressed a desire to do some landscaping and stoning around the stage area this year prior to the start of the 2019 Levitt season. As part of the planning for these improvements, the landscaping company asked if they could consider a way to remedy this drainage issue as well. Mr. Hanna indicated he agreed to have this issue considered and noted that a solution was found for the issue. Mr. Hanna indicated that three (3) quotes to do the work were obtained to do this work and noted that Ross Plants and Flowers / Naturalscapes provided the low bid of \$16,340.00 to do this work. Mr. Hanna added that based upon the rainy June and summer experienced, there was no flooding to the area as occurred in the past and noted that it appears the drainage issue has been corrected.

Mr. Hanna stated that the RDA was not in a financial situation to have this work done at the Levitt Pavilion until after the 2019 TIF revenue was received. He also stated that based upon the lease agreement between the RDA and ArtsQuest work, such as this drainage issue, was something the RDA was required to finance. Because ArtsQuest had hoped to have this issue fixed prior to the Levitt 2019 season ArtsQuest paid to have the work done earlier in 2019. Mr. Hanna explained that the resolution being considered by the RDA Board would reimburse ArtsQuest for those costs incurred to have the Levitt Pavilion issue corrected.

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

**Whereas**, the Redevelopment Authority of the City of Bethlehem, completed construction on the Levitt Pavilion SteelStacks in July 2011; and

**Whereas**, in addition to the Levitt Pavilion, a large lawn and seating area was also developed which included an elaborate irrigation and drainage system; and

**Whereas**, after several years of operation issues arose with the site drainage, rendering portions of the area in front of the Pavilion and stage unusable after heavy rains and after heavy use; and

**Whereas**, several solutions were offered to solve the drainage problem including extending the roof canopy of the Pavilion to cover the area in front of the stage and other minor adjustments to the site and lawn area; and

**Whereas**, other solutions were offered that addressed increasing drainage capacity and adding new landscape pavers to solve the problems; and

**Whereas**, after pricing many of those plans the costs were too prohibitive and the work was deferred; and

**Whereas**, in 2018, ArtsQuest while pricing some discretionary landscaping and fencing around the Levitt Stage area with local landscape firms asked for permission to review the drainage situation again; and

**Whereas**, ArtsQuest solicited bids from several firms and received a low bid from Ross Plants and Flowers / Naturalscapes for \$16,340; and

**Whereas**, ArtsQuest requested permission to complete the work in early 2019 prior to the start of the Levitt Pavilion season; and

**Whereas**, ArtsQuest agreed to advance funds to do the work with the understanding that the Redevelopment Authority would reimburse them later in 2019 after receipt of Tax Incremental Financing funds in June.

**Now, therefore be it resolved**, that the Redevelopment Authority agrees to reimburse ArtsQuest \$16,340 for the work completed as more fully described in the attached quote and invoice from Ross Plants and Flowers / Naturalscapes.

(Resolution Number 1464)

Ms. Grigsby seconded the motion. The motion was unanimously passed. As a result, Resolution Number 1464 was unanimously adopted by the RDA Board.

**REAFFIRM APPROVAL OF REIMBURSEMENT OF RDA GENERAL FUNDS ADVANCES TO TIF PROJECT FUND CHECKING ACCOUNT**

Mr. Heckman stated that the RDA Board has been asked to reaffirm its email vote for the approval of the reimbursement to the RDA General Fund for funds advanced to the TIF Project Fund checking account. It was noted that the transferred funds were used to pay invoices for various construction and/or maintenance / on-going costs at project sites within the designated Bethlehem Works / TIF District. It was further noted that avoid any delay in the RDA General Fund receiving this reimbursement, the RDA Board was asked to approve the reimbursement by email vote in June 2019. As a result, the RDA Board is being asked to re-affirm this email vote at this time.

Mr. Spadoni made a motion to reaffirm the approval of the reimbursement of RDA General Funds advanced to the TIF Project Fund checking account, which were used as payment for invoice for various construction and/or maintenance / on-going costs at projects within the designated Bethlehem Works / TIF District. Mr. Bethel seconded the motion. Ms. Grigsby abstained from the vote due to not having been involved in the emailed approval of this reimbursement. The motion was unanimously approved, with one abstained vote noted, and the following reimbursement was approved:

- 1) \$430,345.44 represents reimbursement to the RDA General Fund for funds advanced to the TIF Project Fund Checking Account to pay invoices for various construction and/or maintenance / on-going costs at project sites within the designated Bethlehem Works / TIF District.

**APPROVAL OF INVOICES – SEPTEMBER 2019**

Mr. Heckman stated that the RDA Board has been asked to review and consider for approval the invoices / reimbursements as outlined on the September 2019 invoice summary.

Mr. Spadoni made a motion to approve of the payments / invoices as outlined on the September 2019 invoice summary. Mr. Bethel seconded the motion. The motion was unanimously approved and the following payments were approved:

- 1) \$29,391.74 represents costs associated with On-Going and Maintenance Costs and payment of such costs to be made from the Authority Fund account.
- 2) \$868.99 represents reimbursement to the RDA from the Administrative Expense Fund account for reimbursement of additional costs from the 2018-2019 TIF Administrative Expense allocation so that allocated amount is fully recovered by RDA for costs pertaining to administrative costs related to the overall Bethlehem Works / TIF District.
- 3) \$12,267.66 represents reimbursement to the RDA from the Administrative Expense Fund for administrative costs related to overall Bethlehem Works / TIF District.
- 4) \$10,642.28 represents reimbursement to the RDA from the Authority Fund for various administrative costs associated with TIF Other Projects work.
- 5) \$22,690.66 represents reimbursement to the RDA from the Authority Fund account for various costs related to the Bethlehem Works / TIF District.

**RDA DISCUSSION – UPCOMING RDA BOARD MEETINGS FOR NOVEMBER 2019 AND DECEMBER 2019**

Mr. Hanna indicated that with the RDA changing its meeting schedule to the fourth (4<sup>th</sup>) Thursday of each month, the meetings for November 2019 and December 2019 conflict with holidays. As a result, Mr. Hanna asked the Board to consider and discuss alternative meeting date(s) for these months.

The RDA Board discussed this matter and possible alternative meeting dates. The RDA Board agreed that the November and December meeting will be combined to occur as a rescheduled meeting on December 4, 2019 at 3:00 PM. It was also decided that the Board would review this date again at its next meeting before any public advertising occurs for this rescheduled meeting.

**ADJOURNMENT**

As there was no further business, Mr. Bethel a motion to adjourn the meeting of the RDA. Mr. Spadoni seconded the motion. The motion was unanimously approved and the meeting of the Bethlehem RDA was adjourned at 3:50 P.M.

Submitted by,

Heather M. Bambu-Weiss  
Board Secretary