

MINUTES FROM THE BETHLEHEM REVITALIZATION AND IMPROVEMENT AUTHORITY (BRIA)

December 21, 2023
3:30 p.m.

1.0 Call to Order

A meeting of the **Bethlehem Revitalization and Improvement Authority (BRIA)** was held at 3:30 p.m. on Thursday, December 21, 2023 at Town Hall located at 10 East Church Street, Bethlehem, Pennsylvania.

Ms. Collins called the meeting to order.

2.0 Roll was taken as follows:

Authority: Laura Collins
Ann McHale - Absent
Donna Taggart
John Filipos
Mark Jobes

Solicitor: Edward Andres

Staff in attendance: Alicia Miller Karner
Christopher Jones
Denise Rider
Heather Bambu
Asher Schiavone

3.0 Public Comment None

4.0 Approval of Minutes dated October 19, 2023

Mr. Filipos stated that he failed to mention in the October 19, 2023 Treasurer's report that there was interest income of \$4,176. Mr. Andres noted that if the minutes are accurate then they should be approved as they are and minutes for this meeting would reflect that Mr. Filipos believes he should have added additional facts which will be reflected in the December 21, 2023 meeting.

Additionally, Mr. Filipos noted that the vote on page 3 in agenda item 7.3 (Creation of a Revolving Line of Credit) should be corrected to state it passed 3-0 with 1 abstention. The remainder of the Authority agreed. Being no further discussion, a motion was made by Mr. Filipos and seconded by Ms. Taggart to approve the minutes with the exception that the vote on page 3 in agenda item 7.3 (Creation of a Revolving Line of Credit) should state a vote of 3-0 with 1 abstention. The minutes were then approved 4-0.

For the record, Mr. Andres asked Mr. Filipos to indicate what should have been mentioned at the last meeting that should be reflected in today's meeting. Mr. Filipos stated that he mentioned the fee income of \$9,253 but it should have been a total income of \$13,429. He initially left out the \$4,176 interest income amount.

5.0 Treasurer's Report

Mr. Filipos stated that the total income is \$2,898,097.19, total expenses are \$1,456,963.69 and there is a net income of \$1,441,133.50. Mr. Jobses asked if this includes RACP to which Ms. Karner stated, no. It is the increment transfer. Ms. Karner noted that the remaining will be disbursed in today's resolution. This is a timing issue. Not all of it was transferred. Being no further discussion, a motion was made by Ms. Taggart and seconded by Mr. Jobses to approve the Treasurer's Report. The Treasurer's Report was then approved 4-0.

6.0 Old Business

Ms. Karner noted that there is no old business. Ms. Taggart asked if there is any status of the properties discussed at the last meeting. Ms. Karner noted that she will cover that in the Executive Director's report.

7.0 New Business

7.1 Increment Distribution

Ms. Karner stated that at the last BRIA meeting it was mentioned that we received the increment transfer of just under \$3,000,000. This came from the Commonwealth of Pennsylvania and included the state and local increment which is collected by the City and assigned to projects. There are a number of agreements based on project approvals that detail the increment split between the project and the Authority. This is based on a funding agreement per project. There is remaining funding due to the negotiated amount that the Authority gets to keep and expend on eligible projects within the CRIZ. In October, BRIA approved the Fidelity Revolving Line of Credit in the amount of \$250,000. Since we did so well with the increment, we are looking to disperse the remaining increment. detailed in the resolution in the packet for this meeting. Ms. Karner then discussed the details included in Resolution 2023 – 4. Mr. Jobses asked for an approximate on how much money will go to the debt services for the Polk Street Garage. Ms. Karner asked for confirmation from Mr. Jones who said it is about \$235,000. Mr. Jobses asked if he has a conflict since he sits on the Parking Authority Board. Mr. Andres said that he doesn't because he is not getting any direct benefit from it. He noted that it is proper that this was disclosed by Mr. Jobses for transparency but doesn't believe it is a voting conflict under the relevant statues. He can take any action he believes is appropriate. Being no further discussion, Ms. Collins requested a motion to approve Resolution 2023 – 4. Mr. Filipos made the motion and it was seconded by Ms. Taggart. Resolution 2023 – 4 was then approved 4-0.

8.0 Solicitor's Report

None

9.0 Executive Director's Report

Ms. Karner noted that at a prior meeting the Authority approved the Martin Tower Project. The application was submitted to the Commonwealth and we have not received any questions from them and they have not approved the application for both of the projects yet.

Ms. Karner announced that she is leaving the City of Bethlehem in January and thanked everyone for their support and encouragement over the years.

Mr. Jobs asked if there are any other projects that are being worked on. Ms. Karner stated that she expects the Authority to move into financing the Martin Tower project. Dependent upon approval, it would need to be approved probably by the first quarter of 2024. There is also potential for a property transfer from the 610 Flats project over to the Polk Street garage or another location.

10.0 Next Meeting Date

The next meeting is scheduled for Thursday, January 4, 2024.

11.0 Adjournment

There being no further business to come before the BRIA, a motion was made by Mr. Jobs and seconded by Mr. Filipos to adjourn the meeting. The meeting was adjourned at 3:45 p.m.

Signed by: Donna G. Taggart

Print name: Donna G. Taggart

Print title: Secretary