

# MINUTES FROM THE BETHLEHEM REVITALIZATION AND IMPROVEMENT AUTHORITY (BRIA)

March 3, 2022  
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, March 3, 2022 at Town Hall located at 10 East Church Street, Bethlehem, Pennsylvania.

Mr. Kelly called the meeting to order.

## 2.0 Roll was taken as follows:

Authority: Joseph Kelly  
Ann McHale - Absent  
Donna Taggart  
John Filipos  
Mark Jobes  
Solicitor: Edward Andres

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

## 3.0 Reorganization and Fee Schedule

### 3.1 Appointment of Chairperson

Mr. Andres requested a motion to appoint a Chairperson. A motion was made by Mr. Filipos to appoint Mr. Kelly. Being no additional nominations, Mr. Kelly was unanimously appointed Chairperson. Mr. Andres then turned the meeting over to Mr. Kelly.

### 3.2 Appointment of Vice Chairperson, Secretary, Treasurer, Assistant Secretaries, Solicitor, Executive Director and Financial Assistant

A unanimous decision was made by the Authority to appoint Ms. McHale as Vice Chairperson, Donna Taggart as Secretary, John Filipos as Treasurer, Mark Jobes, Ann McHale and John Filipos as Assistant Secretaries, Alicia Karner as Executive Director and Christopher Jones as Financial Assistant.

3.3 Fee Schedule

Ms. Karner provided information regarding the 2022 fee schedule. Mr. Kelly asked if the Authority had any questions. Mr. Kelly thanked Solicitor Andres for the pro bono work he has been doing for the BRIA and believes that this is a fair fee schedule. Mr. Kelly requested a motion to accept the fee schedule. Ms. Taggart made the motion and it was seconded by Mr. Filipos. The fee schedule was unanimously approved as presented.

- *Ms. Karner noted that Laura Collins, the new Director for DCED, and Councilwoman Dr. Wandalyn Enix are in attendance.*

4.0 Public Comment

None

5.0 Approval of Minutes dated November 18, 2021

There are no additions or corrections. A motion to approve the minutes was made by Mr. Filipos and seconded by Ms. Taggart. Being no further discussion, the minutes were approved as presented.

6.0 Treasurer's Report

Mr. Filipos noted that the Dec 31, 2021 financial statement audit received a clean opinion from the auditors. Mr. Filipos made a motion to accept the audit report as filed in the packet along with the management letter given to BIRA by the auditors. The motion was seconded by Ms. Taggart. Being no further discussion, the Treasurer's report and management letter from the auditors was unanimously approved.

7.0 Old Business

7.1 Loan Increase NIP Wilbur

Mr. Noble, owner of the Wilbur Mansion, spoke before the board. He is requesting a loan increase by \$1.1 million for cost overrun due to site issues and inflation. This will be a 9 room boutique hotel with an event center and restaurant along with an apartment building that is 40% leased. The project is about 75% complete. They are looking at an end of May 2022 opening.

Ms. Karner reminded the board that BRIA was listed as the guarantor and does not pledge anything other than the increment that is generated by the project. Being no questions from the board, Mr. Kelly requested a motion to adopt resolution 2022 – 01. Mr. Noble noted that there is an error in the resolution and asked that the BRIA strike the sentence indicating that this is a grant. Mr. Andres indicated that he can “adopt resolution 2022 – 01 in a form substantially as presented in the packet with such changes as may be approved by a solicitor”. A motion was made by Ms. Taggart and

seconded by Mr. Filipos. Resolution 2022 – 01 was unanimously approved as presented with the changes approved by the solicitor.

Mr. Jobes joined the meeting after the resolution was voted on. He asked for details regarding the need for an increase. Ms. Karner provided him with the information that Mr. Noble presented earlier in the meeting. Mr. Jobes also asked if financing is in place which Ms. Karner advised him that it is. There were no further questions from Mr. Jobes.

7.2 Property Transfer SGO East Annex

Ms. Karner reminded the BRIA that it supported the letter of intent and application last year for the ISRP program for funding of the SGO East Annex project. We have not heard anything from the Commonwealth regarding funding but were advised to proceed with the transfer process. Ms. Karner is asking that the BRIA authorize the solicitor to prepare documentation in conjunction with the representatives from the SGO East Annex project and authorize the signing of documents to transfer the property on a temporary basis.

Mr. Andres discussed the conditions regarding responsibility of the developer and the BRIA.

Ms. Taggart asked if we had a reply from the state about receiving the grant. Ms. Karner confirmed that we have not and it cannot be received until the ownership is under the BRIA. Mr. Callahan of Peron Development noted that they have been in contact with the state and are working on providing documentation in order to be prepared for when the IRSP funds are replenished.

Being no additional questions from the Authority, Mr. Kelley requested a motion to adopt resolution 2022 – 02. The motion was made by Ms. Taggart and seconded by Mr. Filipos. Resolution 2022 – 02 was unanimously approved as presented.

8.0 New Business

8.1 Local Share Assessment Application Request

Ms. Karner discussed the details of the Local Share Assessment. She noted that it allows us to apply for larger funding. The application is for one million dollars.

Mr. Callahan provided an overview of the project. He noted that the money for this will go towards renovations and upgrades of the elevators to the SGO East Annex.

Mr. Jobes asked when the project will start and be completed. Mr. Callahan noted that they must have approximately 70% of the building

leased in order to get financing. They are working on an anchor tenant that will occupy 2 ½ of the five floors. Once they sign on he expects the project to start within a couple of months. Mr. Callahan indicated that the completion of the project will take about 2 ½ years.

Ms. Taggart asked if the start of the project is contingent on getting these funds that the Authority is voting on. Mr. Callahan noted that they are a portion of the amount of support needed to have the project work. Mr. Kelley requested a motion to adopt resolution 2022 – 03 allowing the Authority to apply to the CFA for LSA funds. The motion was made by Mr. Filipos and seconded by Mr. Jobes. Resolution 2022 - 03 was then unanimously approved as presented.

9.0 Solicitor's Report  
None.

10.0 Executive Director's Report  
Ms. Karner noted that there is an update in the meeting packet for the Christmas City Hotel project. There is no action that needs to be taken.

Statement of Financial Interests forms are due before May 1<sup>st</sup>.

11.0 Next Meeting Date  
The next meeting is scheduled for Thursday, April 7, 2022.

12.0 Adjournment  
There being no further business to come before the BRIA, a motion was made by Mr. Jobes and seconded by Mr. Filipos to adjourn the meeting. The motion was then unanimously approved at 3:55 p.m.

Signed By: Ann McHale  
Print Name: Ann McHale  
Print Title: Vice Chairperson & Assistant Secretary