

MINUTES FROM THE BETHLEHEM REVITALIZATION AND IMPROVEMENT AUTHORITY (BRIA)

February 4, 2016
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, February 4, at Town Hall located at 10 East Church Street, Bethlehem, Pennsylvania.

James Broughal called the meeting to order.

2.0 Roll was taken as follows:

Authority: James Broughal
Ann McHale
John Filipos
Gretchen Rice
Joseph Kelly

Solicitor: Valentino DiGiorgio - Absent

Staff in attendance: Alicia Miller Karner
Denise Rider

3.0 Reorganization:

3.1 Appointment of Temporary Chairperson and Chairperson

Mr. Broughal asked for a motion to nominate Ms. Karner as Temporary Chairperson. A motion was made by Mr. Filipos and seconded by Mr. Kelly. Being no further nominations, Ms. Karner accepted the nomination and was unanimously appointed Temporary Chairperson. A motion was made by Ms. McHale and seconded by Mr. Kelly to nominate Mr. Broughal as Chairperson. Being no further nominations Mr. Broughal accepted the nomination and was unanimously appointed Chairperson.

3.2 Appointment of Vice-Chairperson

A motion was made by Mr. Kelly and seconded by Mr. Filipos to nominate Ms. McHale as Vice-Chairperson. Being no further nominations Ms. McHale accepted the nomination and was unanimously appointed Chairperson.

3.3 Appointment of Secretary

A motion was made by Ms. McHale and seconded by Mr. Kelly to nominate Ms. Rice as Secretary. Being no further nominations Ms. Rice accepted the nomination and was unanimously appointed Secretary.

3.4 Appointment of Treasurer

A motion was made by Ms. McHale and seconded by Ms. Rice to nominate Mr. Filipos as Treasurer. Being no further nominations Mr. Filipos accepted the nomination and was unanimously appointed Treasurer.

4.0 Public Comment on Current Agenda

None

5.0 Approval of Minutes dated December 18, 2014

There are no additions or corrections. A motion to approve was made by Mr. Kelly and seconded by Ms. Rice. The minutes were then approved as presented with the exception of Ms. McHale as she was not present at the December 18, 2014 meeting.

6.0 Treasurer's Report

Ms. Karner discussed the amount of cash on hand and pay-down of debts.

7.0 Old Business

None

8.0 New Business

8.1 Audit Proposal

RFP's were sent out to ten different organizations. The proposals were scored internally and were based upon the organizations ratings, cost and experience with CRIZ.

8.1.1 Baker Tilly

They are the same auditor that Lancaster is using. The authority recommends Baker Tilly. A motion was made by Ms. McHale and seconded by Mr. Filipos. Baker and Tilly's audit proposal was unanimously approved.

8.1.2 MaherDuessel

8.2 Status of Legislative Changes

Mr. Kelly discussed the status of CRIZ legislative changes.

8.3 New Application

Ms. Karner indicated that she expects to see an application from Dennis Benner on the 3rd and New Street project. Ms. McHale noted that two of the proposed tenants are tax exempt. Ms. Karner indicated that is only half of the building. There was discussion on how to track business that may be under-performing. Mr. Filipos questioned if there is a way for the Authority to request an annual reconciliation to determine taxes that were generated.

9.0 Next Meeting Date - February 18, 2016

10.0 Public Comment
None

11.0 Adjournment

There being no further business to come before the Board, a motion was made by Mr. Kelly and Mr. Broughal and seconded by Ms. Rice to adjourn the meeting. The motion was unanimously approved at 4:15 p.m.