

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

November 20, 2025  
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, November 20, 2025, 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  
   Donna Taggart  
   John Filipos  
   Mark Jobes (absent)

Solicitor:                   Edward Andres

Staff in attendance:    Sean Ziller  
   Denise Rider  
   Heather Bambu  
   Alex Miller

## 3.0 Public Comment

None

## 4.0 Approval of Minutes dated August 21, 2025

A motion was made by John Filipos and seconded by Donna Taggart to approve the minutes. Having no further discussion, the minutes were approved 3-0.

## 5.0 Treasurer's Report

6.0 Mr. Filipos went over the financial information as of October 31, 2025, which is included in the board packet. A motion was made by Ms. Taggart and seconded by Mr. Filipos to approve the Treasurer's Report. Having no further discussion, the motion carried, 3-0.

## 7.0 Old Business

### 7.1 Funding Agreement – MT-LVHN LLC

Mr. Andres noted that they are here today to authorize funding. There is a funding agreement, a pledge of the guarantee, a pledge of guaranteed funding from the increment, and then, typically, the loan documents are

executed. Mr. Andres then turned the meeting over to Mr. Tipton, the project's representative. Also, in attendance is Mr. Ronca.

Mr. Tipton stated that the total loan amount is \$2 million. They have increment from 2024 that they are hoping to apply to the loan. Mr. Andres stated that the \$2 million was less than the previously requested amount and asked if there was a possibility of asking more from the BRIA. Mr. Tipton noted that the \$2 million loan, to be used to offset construction costs for the two medical office buildings, was selected as a conservative amount based on their estimate of future increments. They left open the possibility of requesting a larger loan in the future if the actual increment (once the project is stabilized) is larger; they would seek approval from the BRIA to refinance and potentially increase the loan size, given the equity put into the project. He also mentioned that the total amount agreed upon with the Commonwealth, including the assistance of Mr. Andres and Ms. Collins, is up to \$12 million.

Ms. Collins noted that this project's financing was a special case because it involved both the Redevelopment Capital Assistance Program (RCAP) and CRIZ funding. The reason for requesting a significant amount from the Commonwealth is that the project received the RCAP grant before the CRIZ was authorized.

Mr. Andres explained how the matching funds for the RACP grant and the CRIZ program interact, clarifying that the matching dollars for each are separate, even though the funds are fungible. He noted that the overall project is about \$50 million, which provides sufficient funding to meet the required matches for both the RCAP and CRIZ. He emphasized that although they are eligible for up to \$12 million in CRIZ funds, it is in everyone's interest to request only what is needed. Mr. Andres stated that they don't want to surprise anyone if they do come back and ask for an additional amount.

Mr. Tipton stated that with the help of the BRIA and the Commonwealth, they entered into a term sheet with the Commonwealth to formally document how the RCAP and CRIZ funding will interact with the required private equity matches. He explained that this approach will be attached to the funding agreement to memorialize the arrangement officially. A motion was made to approve resolution 2025-07 by Ms. Collins and seconded by Ms. Taggart. Having no further discussion, the motion carried, 3-0.

## 7.2 Funding Agreement – Bethlehem Tempo LLC

Ms. Collins noted that this project had previously come before the board for approval and submission to the Commonwealth, and that the Commonwealth had approved both the parcel certification and the project.

She mentioned that Mr. Andres was working with council on the agreement.

Mr. Andres explained that the project funding agreement is at a stage where both the funding agreement and the funding guarantee can be executed. A portion of the loan proceeds for this project will be used to reimburse the cost of acquiring the property and to fund project expenses and furnishings for its further development.

Mr. Tipton stated that the plan is now to use the first draw of the CRIZ loan to reimburse the company for the cost of acquiring the land, and mainly to fund furniture, fixtures, and equipment needed for the project's development.

Mr. Andres asked about the project's timing. Mr. Tipton stated that they are targeting a close date the week of December 15, 2025. Ms. Taggart asked when they would be starting on the project, to which Mr. Tipton stated they are targeting to open by September 2027.

Mr. Andres reiterated that the resolution authorizes the Chairperson to execute the close of documents, including the funding agreement and the guarantee of funding agreement, the budget, and the increment, upon her review of both the loan terms and the underlying loan document. Mr. Filipos made a motion to approve Resolution 2025-08, subject to the approval of those documents. Ms. Taggart seconded the motion. Having no further discussion, Resolution 2025-08 was approved 3-0.

8.0 New Business

8.1 Unrestricted funds disbursement – Southside Ambassadors

Ms. Collins stated that Sean Ziller, representing Bethlehem Economic Development Corporation, is in attendance. Ms. Collins noted that the BRIA manages two types of funds: statutorily restricted funds from project increments and unrestricted funds from project fees. She then turned the meeting over to Mr. Ziller.

Mr. Ziller noted that the Southside Ambassadors have been in existence since 2014 and provide a role in maintaining cleanliness, safety, and hospitality in South Bethlehem. BEDCO is submitting the request in response to a funding decrease due to budget constraints with current partners. They are pursuing new partnerships that include nearby developers and property owners. He also mentioned that program costs have risen.

Ms. Taggart inquired about the timeframe for this request, to which Mr. Ziller responded that it would cover October, November, and December 2025. Mr. Andres also noted that it is essentially a grant. Ms. Taggart

asked for confirmation about decreased funding, for which Ms. Collins pointed out that Lehigh University reduced their funding.

Mr. Filipos inquired about the extent of the reduction from Lehigh University. Mr. Ziller stated it is roughly \$190,000. He also mentioned that the contract cycle with Block by Block starts in October, while Many of BEDCO's partners and funders operate on a January/December budget year. The mismatch creates a funding gap. The decrease from Lehigh has also made the gap more challenging.

Mr. Andres explained the differences between restricted and unrestricted funds. Ms. Taggart asked about the balance of the unrestricted funds. Ms. Collins stated that the balance is \$283,000.

Mr. Filipos made a motion to approve Resolution 2025-09. Ms. Taggart seconded the motion. Having no further discussion, Resolution 2025-09 was approved 3-0.

9.0 Solicitor's Report

Mr. Andres noted that he expects Six10 Flats to close soon and they will coordinate with Laura for signatures.

10.0 Chairperson's Report

Ms. Collins noted that the Commonwealth had sent a letter regarding certification for this year. The BRIA will need to return in December to do the distribution. She said there was a jump this year, in part due to construction at Martin Tower.

11.0 Next Meeting Date

The next meeting is scheduled for December 4, 2025.

12.0 Adjournment

There being no further business to come before the BRIA, a motion was made by Mr. Filipos to adjourn the meeting. The meeting was adjourned at 4:03 p.m.

Signed by: Donna L. Taggart

Print Name: Donna Taggart

Print Title: Secretary