

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

April 15, 2021  
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, April 15, 2021 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  
Donna Taggart  
John Filipos  
Mark Jobs - Absent

Solicitor: Edward Andres

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

## 3.0 Reorganization

### 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 and seconded by Ms. McHale. Being no further nominations, Mr. Kelly was unanimously appointed Chairperson.

### 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 Jobs, Ann McHale and John Filipos as Assistant Secretaries, Alicia Karner as Executive Director and Christopher Jones as Financial Assistant.

## 4.0 Public Comment on Current Agenda

None

5.0 Approval of Minutes dated December 3, 2020  
There are no additions or corrections. A motion to approve the minutes was made by Ms. McHale and seconded by Ms. Taggart. The minutes were then unanimously approved as presented.

6.0 Treasurer's Report/2020 Audit  
Mr. Filipos noted that we received a clean opinion from the auditors, Baker Tilly. Mr. Jones indicated that 2020 was the first year we were able to get expenses out by the end of the year. Two prior year expenses carried over to 2020 and the impact makes it look like 2020 operating costs were higher than they should be. Mr. Kelly requested a motion to approve the Treasurer's report and the 2020 audit. The motion was made by Mr. Filipos and seconded by Ms. McHale. Being no further discussion, the Treasurer's report and 2020 audit were unanimously approved.

7.0 Old Business  
None

8.0 New Business

8.1 SGO Annex ISRP Approval, Letter of Intent  
Ms. Karner mentioned that the applicant came to the Authority today because they have an opportunity to apply for Industrial Sites Reuse Program (ISRP) funding.

John Callahan of Peron Development discussed the importance of the ISRP funding for their project along with the history and current condition of the building and their plans for the East Annex.

Mr. Callahan stated that marketing office space will be a challenge due to the COVID pandemic since more businesses have moved to working from home. There was a fairly large anchor tenant lined up for the East Annex pre-COVID. He noted that the floor plans make it possible to have 500 to 600 employees in the building.

Mr. Kelly asked what the cost would be to remediate just the East Annex. Dylan Panebianco from Boyle Construction noted that the bids they received were from a year ago and there may be a slight increase. The lowest bid was for 2.6 million dollars. This will complete abatement of entire building, and demo down to just the structure. Mr. Callahan indicated that the most money they can get from the ISRP program is 1 million dollars. There will still be a large investment on their end to get to a point where they can compete with other public office parks. There were no other comments or questions from the BRIA.

Ms. Karner then discussed the process for applying to the IRSP. The Authority must submit a Letter of Interest and apply within 30 days. In order to be eligible for the grant funds, the building ownership will need to be moved to the Authority. The BRIA will make sure all liability will remain with the current owner. Once the portion related to the IRSP is completed the ownership will be transferred back to the existing owner to complete the project. BRIA is responsible to do a project audit. It is expected that the responsibility to make sure we accomplish all of the programs goals is placed on the applicant.

Solicitor Andres discussed the legal end of the agreement. BRIA would be considered the legal owner and the applicant will be the equitable owner. BRIA expenses will be covered by the applicant. It was determined that we will wait until the application is approved prior to entering an agreement with Peron Development.

Seth Tipton of Florio Perrucci and attorney for Peron Development noted that Ms. Karner and Attorney Andres summarized what his understanding is of the transaction.

Mr. Kelly requested a motion to send the Letter of Intent to the state and allow filing of the application once it is approved. The motion was made by Ms. McHale and seconded by Mr. Filipos. The motion was then unanimously approved.

8.2 BRIA Fee Schedule Discussion

Ms. Karner indicated that we will defer this discussion to a future meeting when all information is put together. Ms. Karner is looking at other communities to assess our costs. Attorney Andres added that the last project would fall outside of the scheme of the current fee schedule.

9.0 Solicitor's Report

The Wilbur Mansion project is getting close to closing. The Authorities liability will be less. The Applicant will be borrower and the BRIA will be the guarantor.

10.0 Executive Director's Report

None

11.0 Next Meeting Date

The next meeting is scheduled for Thursday, May 6, 2021.

12.0 Adjournment

There being no further business to come before the BRIA, a motion was made by Ms. McHale and seconded by Mr. Filipos to adjourn the meeting. The motion was unanimously approved at 4:13 pm.

Signed by: Donna G. Taggart

Print Name: Donna G. Taggart

Print Title: Secretary