

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

July 20, 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, July 20, 2023 at Town Hall located at 10 East Church Street, Bethlehem, Pennsylvania.

Mr. Andres called the meeting to order.

## 2.0 Roll was taken as follows:

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

Solicitor: Edward Andres

Staff in attendance: Alicia Miller Karner  
Christopher Jones  
Denise Rider

## 3.0 Reorganization

### 3.1 Appointment of Chairperson

Mr. Andres requested a motion to appoint a Chairperson. A motion was made by Mr. Filipos and seconded by Mr. Jobes to appoint Ms. Collins as Chairperson. With no additional nominations, Ms. Collins was unanimously appointed Chairperson. Mr. Andres then turned the meeting over to Ms. Collins.

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

Ms. Collins requested a motion to appoint Mr. Jobes as Vice Chairperson, Donna Taggart as Secretary, John Filipos as Treasurer. In addition, Ann McHale, Mr. Filipos, Mr. Jobes as Assistant Secretaries, Mr. Andres as solicitor, Alicia Karner as Executive Director and Christopher Jones as Financial Assistant. Being no further nominations, the motion was approved 3-0.

## 4.0 Public Comment

None

5.0 Approval of Minutes dated October 20, 2022

There are no additions or corrections. A motion to approve the minutes was made by Ms. Collins. Being no further discussion, the motion was approved 3-0.

6.0 Treasurer's Report

6.1 June 30, 2023 Financial Statements

Mr. Filipos reported that at the end of June the BRIA had \$184,473.84 in cash and \$2,269.47 in revenue. Professional fees of \$5,283.80 resulted in a loss of \$3,014.33. Mr. Filipos made a motion to accept the June financial statements. The motion was seconded by Mr. Jobes. Being no further discussion, the motion was approved 3-0.

6.2 2022 Audit Report

Mr. Filipos reported that a clean opinion was received from the auditors, Baker Tilly. A motion was made by Mr. Filipos to accept the audit report as presented in the meeting packet. The motion was seconded by Mr. Jobes. Being no further discussion, the motion was approved 3-0.

7.0 Old Business

7.1 60-Day Extension of Bethworks Loan

Mr. Jobes noted that he has a conflict with this agenda item and will abstain from voting. He did provide notice in writing to the BRIA. Ms. Karner mentioned that this is the fourth loan modification for Bethworks. This loan modification will help the project fund itself. Ms. Karner turned the floor over to Mr. John Callahan of Peron Development. Mr. Callahan stated that this was a five year note that expired. He stated that many of the Bethworks projects were funded with this loan which created jobs. He noted that there is a 4,000 square foot space remaining at Five10 Flats and they plan to announce the tenant soon. In addition, Six10 Flats was just completed. As part of the refinancing, they will pay off the old debit. The increment is covering the debt services for the original and modified loan.

Ms. Karner noted that there is a draft modification agreement is in the meeting packet. Mr. Andres noted that the motion would be to approve the fourth loan modification and substantially the form as presented in the agenda packet subject to approval by the solicitor and the chairperson. Mr. Andres added that there will be some modifications to the agreement stating that the guarantors would pay the transaction costs. Being no further discussion, Ms. Collins made the motion to approve the fourth loan modification and substantially the form as presented in the agenda packet subject to approval by the solicitor and the chairperson. The motion was seconded by Mr. Filipos and was approved 2-0 with 1 abstention.

8.0 New Business  
None

9.0 Solicitor's Report  
None.

10.0 Executive Director's Report  
Ms. Karner noted that the next BRIA board meeting will be on August 3, 2023 to address the next step in this projects process.

11.0 Next Meeting Date  
The next meeting is scheduled for Thursday, August 3, 2023.

12.0 Adjournment  
There being no further business to come before the BRIA, a motion was made by Ms. Collins and seconded by Mr. Filipos to adjourn the meeting. The meeting was adjourned at 3:44 p.m.

Signed by: John V. Filipos

Print Name: John V. Filipos

Print Title: Assistant Secretary