

MINUTES FROM THE BETHLEHEM REVITALIZATION AND IMPROVEMENT AUTHORITY (BRIA)

December 19, 2019
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, December 19, 2019 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 - absent
John Filipos
Mark Jobs

Solicitor: Edward Andres

Staff in attendance: Alicia Miller Karner
Denise Rider
Chris Jones

3.0 Public Comment on Current Agenda None

4.0 Approval of Minutes dated June 6, 2019

There are no additions or corrections. A motion to approve the minutes was made by Ms. McHale and seconded by Mr. Filipos. The minutes were then unanimously approved as presented.

5.0 Treasurer's Report

Mr. Filipos reviewed the Treasurers report. Mr. Kelly asked for confirmation of revenue. Ms. Karner noted that both State and Local Revenue was \$661,432. She reminded everyone that the Local Revenue gets transferred to the State Treasurer and then bundled with the State increment which is usually received the beginning of November. There are two Cooperation Agreements entities that outline the exchange of funds and both the entities received the agreed upon funding. Mr. Kelly asked how this compares to last year. Ms. Karner deferred the question to Christopher Jones, Financial Assistant. Mr. Jones stated that the amount was \$603,000 and the prior year was approximately \$159,000. Mr. Jobs asked if it is

normal to have a deficit or a timing issue. Mr. Jones confirmed that it is a timing issue. \$661,432 was spent during the year and then the rest was spent the following Spring. BRIA does not deficit spend. What has been carrying the Authority, in addition to the increment every year, is \$30,000 to \$40,000 in fee income left over going back to year one.

Being no further comments or questions, Mr. Kelly requested a motion to approve the Treasurer's report. A motion was made by John Filipos and seconded by Ms. McHale. The Treasurer's report was then approved unanimously as presented.

6.0 Old Business
None

7.0 New Business

7.1 2018 Increment Allocation

Ms. Karner indicated that the Department of Revenue determines the amount of funding that we get. She stated that we have \$80,968 available. Ms. Karner recommends spending the money on:

- \$33,072 for Administrative Support to the City of Bethlehem
- \$17, 896 for New Street Streetscaping Improvements
- \$30,000 for Compliance, Audit
- All unspent money be transferred to the New Street Streetscaping Improvement project.

Ms. McHale asked if the left over money can be earmark for any unforeseen Authority expenses. Ms. Karner indicated that we cannot as we must return unspent increment to the Commonwealth. Mr. Filipos asked Mr. Kelly if the \$17,896 allocated to the New Street Streetscaping Improvements project will go in the project pool or is it specific. Ms. Karner indicated that it is specifically for the costs for the New Street Streetscaping Improvements. Mr. Kelly requested a motion to accept the disbursement of the increment noted in the memo to the BRIA from Alicia Karner dated December 13, 2019. A motion was made by Ms. McHale and second by Mr. Jobes. The increment allocation was then unanimously approved as presented.

8.0 Solicitor's Report
None

9.0 Executive Director's Report

Ms. Karner noted that the Wilbur Mansion project will be coming back to BRIA early next year for project modifications. The Commonwealth expects a new/updated application from BRIA related to the project change. There are no details regarding the modifications available thus far. Ms. Karner also mentioned that there is another potential project requesting an amendment.

10.0 2020 Meeting Schedule

The next meeting will be held on January 16, 2020. Mr. Kelly requested a motion to advertise the 2020 meeting schedule as the first and third Thursday of each month at 3:30. He also noted that BRIA will advertise any special meetings separately. A motion was made by Ms. McHale, seconded by Mr. Jobes. The meeting schedule and advertisement was unanimously approved.

11.0 Adjournment

There being no further business to come before the Board, a motion was made by Mr. Filipos and seconded by Mr. Jobes to adjourn the meeting. The motion was unanimously approved at 3:43 PM.

Signed by:



Print name:

Ann McHale

Print Title:

Vice Chairperson
Assistant Secretary