

**MINUTES OF THE MEETING OF THE BOARD OF THE REDEVELOPMENT  
AUTHORITY OF THE COUNTY OF BERKS**

March 28, 2023

Chairman, Glenn Yeager called the meeting of the Board of the Redevelopment Authority of the County of Berks to order at 4:30 P.M. on March 28, 2023 at the offices of the Redevelopment Authority of the County of Berks, 400 E. Wyomissing, Avenue, Ground Floor, Suite 2, Mohnton, Pennsylvania 19540 and via Zoom telecommunications.

1. **Roll Call:**

The following Board members were present during the meeting:

Glenn Yeager, Chairman  
Eileen Kastura, Vice Chair  
Diodato Bassano, Treasurer  
Jorge Diaz, Assistant Secretary/Assistant Treasurer

Thomas Ruth, Secretary - Absent

Also in attendance were:

Daniel Becker, Esquire of Kozloff Stoudt, Solicitor

Kenneth Pick, Executive Director  
Kathy Heckman, Executive Assistant  
Kathy Miller, Fiscal Officer  
Joshua Lewis, Facilities & Housing Manager  
Tyler Reese, Housing Generalist  
Kyre Maxwell, Assistant Fiscal Officer  
Michele Hummel, Assistant Fiscal Officer  
Pauline Klopp, Redevelopment Generalist  
Jowanna Gary, Redevelopment Generalist  
Marisol Martinez, Redevelopment Generalist

2. **Reading and approval of minutes of the meeting of February 28, 2023:**

Upon motion made by Eileen Kastura and seconded by Glenn Yeager, all members of the Board present voted to approve the February 28, 2023 minutes of the Board.

3. **Report of Treasurer:**

Diodato Bassano presented the Profit & Loss Statement and the Balance Sheet as of March 28, 2023. A copy of the report is attached to these Minutes.

Upon motion by Glenn Yeager and seconded by Jorge Diaz, all Board members present voted to accept the report of the Treasurer, including said Profit & Loss Statement and Balance Sheet, subject to audit.

4. **Bills and Communications:**

Diodato Bassano, presented the list of payments to creditors representing the period of March 1, 2023 through March 28, 2023. A copy of the report is attached to these Minutes. Upon motion by Eileen Kastura and seconded by Glenn Yeager, all Board members present voted to approve the list of payments to creditors.

There were no communications.

5. **Reports of Committees:**

There were no committee reports presented.

6. **Unfinished Business:**

a. **Rentals**

Kathy Heckman stated that all rental maintenance issues have been recorded and that maintenance has been contacted to follow-up on the issues. She also reported that there the reinspection by Kraft Codes scheduled for March 13, 2023 to inspect the rental apartment buildings on East Lancaster Avenue in Shillington has been completed. All units scheduled passed the inspection.

b. **Colebrookdale Railroad:** Mr. Pick advised of the following:

Work continues on the Boyertown Transload facility. The Colebrookdale railroad services the Boyertown Foundry anticipating delivering coke to their facility. Waiting for reimbursement for the grant from PennDOT to cover Phase I of the project which has been completed. Work continues on the documentation for the CHRISY grant and RIF loan. Closing is anticipated on both the grant and loan in Spring 2024. Work on the project is expected to begin in Spring 2024 with a planned completion date in 2029.

c. **Emergency Rental Assistance Program (ERAP).** Kyre Maxwell reported the following statistics since the February board meeting:

There are 18 applications in progress, 30 pending financial review, 3 pending vendor response, 1,843 have been denied, 100 applications have been withdrawn, 572 are in payment status with BCRA, 99 are in payment status with BCEH, 3 are approved pending payment, 495 have been approved for an additional 3 months, and 2,508 participants have ended assistance after 12-18 months. All funding will be allocated by July 1, 2023. Mr. Pick reminded the Board that the Pandemic state of emergency will be ending on May 11, 2023.

- d. **Major Systems Program (MSP).** Tyler Reese advised the Board of the following:

To date, 34 applications have been received with 16 projects approved. There are currently 11 active projects. Five (5) projects have been completed.

- e. **Amorcast.** Mr. Pick reported that the Authority is still waiting for the Board of View hearing to be scheduled to determine a fair market price for just compensation for the old railroad station in Birdsboro.

- f. **Commercial Projects.** Josh Lewis reported that MDJ Campos and Faith Phillips (Court Administrator) toured the Gregg Avenue location to determine suitability for moving Judge Campos's district court to the Gregg Avenue building. Both agreed that BCNDC should move forward investigating such a fit or to rebuild. South Campus bids were due back today (March 28<sup>th</sup>) for Phase I of the Warehouse. Bids came in at roughly \$3.7, 3.8, and 3.9 million dollars. The County awarded architectural firm Beers & Hoffman to do a space study regarding which County departments are best suited to relocate to the top floor office space at South Campus. LTL (Oley's inspection agency) finalized their review of the Oley Road Project plans today, March 28, 2023. Permits will follow. BCNDC is currently in the middle of the bid process for this project as well.

- g. **Housing Projects.** Tyler Reese advised the Board of the following:

**1007 Floret Avenue.** Muhlenberg Township requires an "as-built" set of plans before releasing the escrow funds for the property. McCarthy Engineering is working on the plans.

**211 Taft Avenue.** Property was sold with settlement on 3/24/23. UGI is scheduled to do the gas hook up to convert to gas.

**1022 Fox Run.** Renovations have been completed. Property passed lead test.

**1029 Deer Run.** Sale of property is in process. Settlement is scheduled for 4/10/23. Property passed lead test.

**2438 McKinley Avenue.** Waiting for pavers from New Castle. Drywall completed. Exterior of house is 90 % complete.

**259 S. 4<sup>th</sup> Street, Hamburg.** Waiting for a demolition quote. Permits are in process.

Since 2013, 15 homes have been rehabilitated (rehabbed). Drive-by inspections of a few of the rehabs show the exterior of the homes are in great condition.

- h. **Whole Homes Repair Program (WHRP).** Josh Lewis advised the Board of the following:

Contract has been received from the State authorizing program approval. The State has made the funding available for projects beginning in 2023. Tyler is working with Habitat and Neighborly Software to have the WHRP application available

online. Staff is working to design a webpage to link program applicants to an on-line application to be used when the application process begins. Purple Finch was selected to design a landing page that will direct County residents to the application.

7. **New Business:**

- a. **Resolution #2023-5.** A motion was made by Glenn Yeager and seconded by Diodato Bassano to approve resolution 2023-5 related to a \$2,250,000 RACP grant for the Event Space and Festival Marketplace at the Historic Boyertown Yard project of the Colebrookdale Railroad Preservation Trust (CRPT). All Board members present voted in the affirmative.
- b. **Funding Agreement:** A motion was made by Eileen Yeager and seconded by Glenn Yeager to approve the Agreement with CRPT for administration of the RACP grant for the Event Space and Festival Marketplace at the Historic Boyertown Yard. All Board members present voted in the affirmative.
- c. **Funding Agreement:** A motion was made by Glenn Yeager and seconded by Diodato Bassano to approve the Agreement with the County related to a \$2,250,000 RACP grant for the Event Space and Festival Marketplace at the Historic Boyertown Yard. All Board members present voted in the affirmative.
- d. **Resolution #2023-6 .** A motion was made by Diodato Bassano and seconded by Glenn Yeager to approve resolution 2023-6 related to a \$5,000,000 RACP grant for the Weitz Health Pavilion project of Reading Area Community College. All Board members present voted in the affirmative.
- e. **Funding Agreement:** A motion was made by Diodato Bassano and seconded by Eileen Kastura to approve the Agreement with the County related to a \$5,000,000 RACP grant for the Weitz Health Pavilion project. All Board members present voted in the affirmative.
- f. **Funding Agreement:** A motion was made by Diodato Bassano and seconded by Eileen Kastura to approve the Cooperation agreement with the Reading Area Community College for the administration of the RACP grant. All Board members present voted in the affirmative.
- g. **Resolution #2023-7.** A motion was made by Glenn Yeager and seconded by Diodato Bassano to approve the ratification of AOS and authorizing certain officials to execute documents for the purchase of a portion of 865 R and 865A North Reading Avenue, Colebrookdale Township for the price of \$76,800. All Board members present voted in the affirmative.
- h. **Resolution #2023-8.** A motion was made by Glenn Yeager and seconded by Eileen Kastura to approve the related to a \$1,000,000 RACP grant for the KidsPeace Berks Campus Improvements Project. All Board members present voted in the affirmative.
- i. **Funding Agreement:** A motion was made by Diodato Bassano and seconded by Jorge Diaz to approve the Agreement with the County of Berks related to a \$1,000,000 RACP grant for the KidsPeace Berks Campus Improvements Project. All Board members present voted in the affirmative.
- j. **Funding Agreement:** A motion was made by Glenn Yeager and seconded by Jorge Diaz to approve the Cooperation agreement with KidsPeace for the administration of the RACP grant. All Board members present voted in the affirmative.
- k. **Funding Agreement:** A motion was made by Eileen Kastura and seconded by Jorge Diaz to approve the with Berks Counseling Center providing \$130,000 from the HOME Program and \$580,000 from the ERA2 Program for the rehabilitation of 526 Franklin and 107 Pearl Streets. All Board members present voted in the affirmative.

1. **Housing Planner to work with the Authority and the Planning Commission:** Candidates were interviewed for the position of Housing Planner to work with the County's Imagine Berks Five Year Plan. The Housing Planner position will be shared between the Planning Commission and the Redevelopment Authority. The new hire will be a contracted employee. A motion was made by Glenn Yeager and seconded by Jorge Diaz to approve Jaime Perez for the Housing Planner position subject to an employment agreement prepared by Solicitor Dan Becker, Esq.

8. **Adjournment:**

There being no further business of this Authority, a motion was made by Glenn Yeager to adjourn the meeting of this Authority. The motion was seconded by Diodato Bassano and all members of this Authority present voted in the affirmative. The next meeting of the Board will be on April 25, 2023. This meeting was adjourned at 5:30 p.m.



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Glenn A. Yeager, Chairman