

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

January 24, 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 January 24, 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 Treasurer/Assistant Secretary

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, Redevelopment Generalist
Pauline Klopp, Redevelopment Generalist
Jowanna Gary, Redevelopment Generalist
Marisol Martinez, Redevelopment Generalist

2. Reorganization:

Chairman Yeager opened the annual reorganization of the Authority Board and appointed Daniel P. Becker, Esquire as Chairman Pro Tem. After a brief discussion of the process, Attorney Becker opened the floor to nominations for the office of Chairperson of the Authority. In response, Eileen Kastura nominated Glenn Yeager as Chairperson. Hearing no further nomination, the floor was closed to nominations. Upon motion duly made by Eileen Kastura and seconded by Diodato Bassano, all Board members present voted to approve Glenn Yeager as Chairperson. Mr. Yeager then assumed the office of Chairman.

Mr. Yeager stated that the slate of officers nominated for the calendar year 2022 shall be nominated for the calendar year 2023. All board members present voted to accept the nomination of officers for calendar year 2023.

Mr. Yeager opened the floor to nominations for the office of Executive Director. Mr. Yeager nominated Kenneth L. Pick as Executive Director. Hearing no further nominations, the floor was closed to nominations. A motion was made by Mr. Yeager and seconded by Eileen Kastura to approve Kenneth L. Pick as Executive Director. All Board members present voted to approve Kenneth L. Pick as Executive Director.

Mr. Yeager opened the floor to nominations for Solicitor to the Authority. Mr. Yeager nominated Daniel P. Becker and the firm of Kozloff Stoudt as Solicitor. Hearing no further nominations, the floor was closed to nominations. A motion was made by Mr. Yeager and seconded by Diodato Bassano to approve Daniel P. Becker and the firm of Kozloff Stoudt as Solicitor. All Board members present voted to approve Daniel P. Becker and the firm of Kozloff Stoudt as Solicitor.

The officers and professional staff nominated for calendar year 2023 are as follows:

Chairman:	Glenn Yeager
Vice Chairperson:	Eileen Kastura
Secretary:	Thomas Ruth
Treasurer:	Diodato Bassano
Assistant Secretary/Treasurer:	Jorge Diaz
Solicitor:	Daniel P. Becker, Esquire & the law firm of Kozloff Stoudt, P.C.
Executive Director:	Kenneth L. Pick

The reorganization meeting was adjourned and the Authority moved into its regularly scheduled monthly Board meeting

3. **Reading and approval of minutes of the meeting of October 25, 2022, November 15, 2022 and December 13, 2022:**

Upon motion made by Glenn Yeager and seconded by Jorge Diaz, all members of the Board present voted to approve the October 25, 2022 minutes of the Board.

Upon motion made by Glenn Yeager and seconded by Diodato Bassano, all members of the Board present voted to approve the November 15, 2022 minutes of the Board.

Upon motion made by Diodato Bassano and seconded by Eileen Kastura, all members of the Board present voted to approve the December 13, 2022 minutes of the Board.

4. **Report of Treasurer:**

Diodato Bassano presented the Profit & Loss Statement and the Balance Sheet as of December 31, 2022. 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.

5. **Bills and Communications:**

Diodato Bassano, presented the list of payments to creditors representing the period of January 1, 2023 through January 24, 2023. A copy of the report is attached to these Minutes. Upon motion by Jorge Diaz and seconded by Glenn Yeager, all Board members present voted to approve the list of payments to creditors.

There were no communications.

6. **Reports of Committees:**

There were no committee reports presented.

7. **Unfinished Business:**

a. **Rentals**

Kathy Heckman stated that all rental maintenance has been properly recorded and handled. She also reported that there is an annual Codes inspection by the Borough of Shillington scheduled for February 14, 2023 to inspect all four apartment rental buildings on East Lancaster Avenue as well as the rental on Hendel Street in Shillington. Tyler Reese, Housing Generalist will be present for the inspections.

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. Phase I of the project is complete. Work continues on the documentation for the CHRISY grant and RIF loan and is expected to continue for another year or so.

c. **Commercial Projects:** Josh Lewis reported the following:

South Campus: Phase I of the project is scheduled to be completed in March. Phase II will be going out to bid in February for the office space on the second floor of the building.

Oley Road: Josh Lewis and Lee Olsen attended a meeting of the Oley Township Heritage Association. The project will be going out for bid in February.

- d. **Emergency Rental Assistance Program (ERAP)**. Kyre Maxwell reported the following statistics since the December board meeting:

There are 30 applications in progress, 158 pending financial review, 39 pending vendor response, 1,637 have been denied, 66 applications have been withdrawn, 467 are in payment status with BCRA, 100 are in payment status with BCEH, 52 are approved pending payment, 70 reapplications need to be submitted, 587 have been approved for an additional 3 months, and 2,292 participants have ended assistance after 12-18 months. It is expected that all of the \$52,000,000 of funding will be allocated by July 1, 2023.

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

To date, 20 applications have been received with 18 of the projects approved. Tyler stated that he continues promoting the program and that he reached out to Abilities in Motion, an agency for individuals with disabilities. They will begin to refer applicants to the MS Program as well as the WHRP when the program opens tentatively in summer 2023.

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

- g. **Rehabilitation/construction of housing properties**. Tyler Reese gave a report on the rehabilitation/construction of properties. Mr. Reese advised the Board of the status of the following:

- i. 1007 Floret Avenue. Construction of the new house was completed in December 2022.
- ii. 616 Spruce Street. Property was sold in December 2022.
- iii. 2438 McKinley Avenue. Roof has been completed. New windows and doors have been installed.
- iv. 211 Taft Avenue. Rehab has been completed in January. A walk-through is scheduled for tomorrow, January 25, 2023.
- v. 1318 Fox Run. Sale of this property is pending.
- vi. 1022 Fox Run. Appliances have been delivered. Completion scheduled for February 2023.
- vii. 1029 Deer Run. Appliances have been delivered. Completion scheduled for February 2023
- viii. 424 Friedensburg Road. Rehab has been completed. Sale of this property is pending.

8. **Executive Session**: The Authority board entered into an executive session related to personnel matters.

9. **New Business:**

- a. **Resolution 2023-1** A motion was made by Glenn Yeager and seconded by Eileen Kastura to approve the sale of 1318 Fox Run, Exeter Township and all members of this Authority present voted in the affirmative.
- b. **Resolution 2023-2** A motion was made by Glenn Yeager and seconded by Jorge Diaz to approve the sale of 424 Friedensburg Road in Lower Alsace Township and all members of this Authority present voted in the affirmative.
- c. **Resolution 2023-3** A motion was made by Glenn Yeager to approve the Resolution relating to a grant awarded to the Authority from Pennsylvania DCNR for work at the Pottstown Station of the Colebrookdale Railroad. The motion was seconded by Eileen Kastura and all members of this Authority present voted in the affirmative.
- d. **Resolution 2023-4** A motion was made by Glenn Yeager and seconded by Diodato Bassano to approve the Resolution relating to a grant awarded to the Authority from the Pennsylvania Whole-Home Repairs Program (WHRP). All Board members present voted in the affirmative.
- e. **2023 Budget:** A motion was made by Diodato Bassano and seconded by Jorge Diaz to approve the 2023 budget as submitted. All Board members present voted in the affirmative.
- f. **Funding Agreement:** A motion was made by Glenn Yeager and seconded by Jorge Diaz to approve the Agreement providing \$150,000 from the Federal CDBG Program to the Colebrookdale Railroad Preservation Trust for ADA Improvements at the Pottstown Station. All Board members present voted in the affirmative.
- g. **Assistant Fiscal Officer:** Ken Pick nominated Michele Hummel to the position of Assistant Fiscal Officer with the Redevelopment Authority. A motion was made by Glenn Yeager and seconded by Diodato Bassano to approve the nomination. All Board members present voted in the affirmative.

10. **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 February 28, 2023. This meeting was adjourned at 5:28 p.m.

Glenn A. Yeager, Chairman