

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

March 22, 2022

Vice Chairperson, Eileen Kastura called the meeting of the Board of the Redevelopment Authority of the County of Berks to order at 4:42 P.M. on March 22, 2022 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.

**1. Roll Call:**

The following Board members were present during the meeting:

Glenn Yeager, Chairperson  
Eileen Kastura, Vice Chairperson  
Diodato Bassano, Treasurer  
Thomas Ruth, Secretary  
Jorge Diaz, Assistant Treasurer/ Assistant Secretary

Also in attendance were:

Kenneth Pick, Executive Director  
Kathy Heckman, Executive Assistant  
Kathy Miller, Fiscal Officer  
Thomas Dachowski, Housing Director  
Daniel P. Becker, Esquire of Kozloff Stoudt, Solicitor  
Joshua Lewis, Facilities & Housing Manager  
Kyre Maxwell, Redevelopment Generalist  
Ben Murphy, Intern  
Pauline Klopp, Redevelopment Generalist

**2. Reading and approval of minutes of the meeting of 3/1/22:**

Upon motion made by Diodato Bassano and seconded by Thomas Ruth, all members of the Board present voted to approve the March 1, 2022 minutes.

**3. Report of Treasurer:**

Diodato Bassano presented the Profit & Loss Statement and the Balance Sheet as of February 28, 2022. 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 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 3, 2022 through March 23, 2022. A copy of the report is attached to these Minutes. Upon motion by Thomas Ruth and seconded by Diodato Bassano, 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.** Mr. Lewis advised that there was a fire at the hair salon located at the Lancaster Avenue property on January 28, 2022. It was determined that the fire started from a piece of equipment in the hair salon. The claim is under subrogation and has been moved to large claims. The cleanup work is scheduled to begin next week. The tenant above the hair salon was misplaced for a week due to the fire.

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

i. The letter of interest for the \$40,000,000.00 RIF loan for the railroad expansion project was submitted.

ii. Mr. Pick has not received notification about the receipt of the CRISI grant. It is anticipated that the grants will be announced next month. If the grant is received, the funds will be used to reduce the \$40,000,000.00 RIF loan.

iii. The contractor for Phase 1 of the Boyertown transload facility has begun performing minor work.

iv. The Lease is in the process of being finalized.

v. The Railroad is offering a dinner train for the spring, as well as a Sunday brunch for Easter. The Railroad is also receiving freight deliveries throughout the week.

c. **Housing Projects.** Mr. Dachowski advised of the following:

- i. 544 S. 6<sup>th</sup> Street. The trim and molding work is currently being done. Mr. Dachowski is currently waiting for the solid surface countertop and wooden windows to be delivered. The delivery has been delayed due to supply issues.
  - ii. 614 Spruce Street. The interior of the property is ready for insulation to be installed. The property was approved by the City's Historical Architectural Review Board last week.
  - iii. 616 Spruce Street. The plumbing and HVAC are being installed. The property was approved by the City's Historical Architectural Review Board last week.
  - iv. 10 Mayberry Street. The property was used for family quarantine during COVID. The house had to be re-wired as there were no ground connectors, and is currently being updated. The property will be listed for sale.
  - v. 1007 Floret Avenue. This property is a new build. Mr. Dachowski submitted the stormwater improvements maintenance agreement to the engineer today. He expects approval in the next few weeks.
- d. Armorcast R.A. Mr. Pick advised that he is still waiting for the owner to execute the Agreement.
- e. Commercial Projects. Mr. Lewis advised of the following:
- i. South Campus.
    - A. The Authority has moved into the property.
    - B. Magisterial District Judge Yoch's office is out for bids.
    - C. Election Services has started moving into the property.
  - ii. Oley MDJ Office Property/South Campus Property. The project is in the planning stages.
- f. Emergency Rental Assistance Program ("ERAP"). Mr. Maxwell advised that there have been 4,252 applications received, 325 applications pending additional information, 151 applications pending vendor response, 963 applications have been withdrawn, 225 applications are pending financial review, 27 applications have been approved pending payment, 338 applications have been denied, 68 applications are being paid by BCRA, 720 applications have been

submitted for reapplication and approval, 867 applications have been submitted and approved, 231 applications for which assistance has ended and 392 applications are being processed by Berks Coalition to End Homelessness.

Mr. Pick advised that there are funds available for approximately 400 new applications. New applications will start to be accepted on April 1, 2022. The program ends September 2025, or when the funds are depleted, whichever comes first.

7. **New Business:**

- a. Amendment to subrecipient agreement with Berks Coalition to End Homelessness extending the date for expenditure of ESG-CV Program funds. The funding is from the Cares Act. The Agreement needs to be amended to extend the extension of expenditure date to August 31, 2022. A motion was made by Eileen Kastura and seconded by Diodato Bassano, all Board members present voted in the affirmative to approve the Amendment.
- b. Amendment to subrecipient agreement with Family Promise of Berks County extending the date for expenditure of ESG-CV Program funds. The funding is from the Cares Act. The Agreement needs to be amended to extend the extension of expenditure date to August 31, 2022. A motion was made by Diodato Bassano and seconded by Thomas Ruth, all Board members present voted in the affirmative to approve the Amendment.
- c. Amendment to agreement with Berks Coalition to End Homelessness providing an additional \$75,000.00. The Authority received a grant from the Housing Finance Agency to acquire and rehabilitate three houses. The Authority loaned the proceeds to BCEH, for which BCEH has paid the loan. The Authority now wishes to return the proceeds to BCEH to continue with their mission. A motion was made by Glenn Yeager and seconded by Diodato Bassano, all Board members present voted in the affirmative to approve the Amendment.
- d. Resolution #2022-4 authorizing the sale of 2438 McKinley Avenue, Spring Township to BCNDC. The property will be sold to the Berks County Nonprofit Development Corporation. The house will be demolished and a new two-story house will be built on the same footprint. A motion was made by Diodato Bassano and seconded by Glenn Yeager, all Board members present voted in the affirmative to approve Resolution #2022-4.
- e. Approval of sanitary sewer agreement with the Borough of Boyertown. In 2002 the Authority entered into an easement agreement with the Borough of

Boyertown with respect to a sanitary sewer line. The railroad project will require the Authority to relocate part of the Borough of Boyertown's sanitary sewer line in order for the railroad tracks to be laid. Accordingly, an amendment to the easement agreement needs to be executed. A motion was made by Diodato Bassano and seconded by Glenn Yeager, all Board members present voted in the affirmative to approve the agreement.

- f. Resolution #2022-5 authorizing the Chairman and/or the Executive Director to sign documents related to the Section 108 Loan Guarantee of \$1,100,000 for the Oley Road project of BCNDC. The project will total approximately \$2,000,000.00. Mr. Pick advised that the County will be the applicant for the loan, the Authority will be the public agency borrower and the Authority will loan the proceeds to the BCNDC. The project is currently in the planning stage. Mr. Pick expects the construction to start in two to three months. A motion was made by Eileen Kastura and seconded by Glenn Yeager, all Board members present voted in the affirmative to approve Resolution #2022-5.
8. **Executive Session:** The Board entered into executive session at 5:10 p.m. and reconvened the regular meeting at 5:31 p.m.
9. A motion was made by Glenn Yeager and seconded by Diodato Bassano, to hire Janell Ortiz as a Redevelopment Generalist.
10. **Strategic Planning Session:** The Board entered into a strategic planning session at 5:35 p.m., at which the Board discussed the history of the Authority and the applicable state laws. Also discussed was the current structure of the Authority. The Board asked Mr. Pick to prepare an organizational chart of the Authority for review and discussion at the next meeting.

**Adjournment:**

There being no further business of this Authority, a motion was made by Eileen Kastura 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 April 26, 2022. This meeting was adjourned at 7:42 p.m.

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**Glenn Yeager, Chairperson**