

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

May 19, 2020

Chairman Glenn Yeager called the meeting of the Board of the Redevelopment Authority of the County of Berks to order at 3:00 P.M. on May 19, 2020 via a Zoom meeting.

1. Roll Call:

The following Board members were present during the meeting:

Glenn Yeager
Thomas Ruth
Diodato Bassano
Pellegrino Orlando
Eileen Kastura

Also in attendance were:

Kenneth L. Pick, Executive Director
Peter Battaglia, Deputy Director
Kathy Heckman, Executive Assistant
Kathy Miller, Fiscal Officer
Thomas Dachowski, Housing Director
Daniel P. Becker, Esquire of Kozloff Stoudt, Solicitor

2. Reading and approval of minutes of the meetings of 11/19/19 and 3/2/20:

Upon motion made by Thomas Ruth and seconded by Eileen Kastura, all members of the Board present voted to approve the November 19, 2019 minutes of the Board of this Authority.

Upon motion made by Eileen Kastura and seconded by Thomas Ruth, all members of the Board present voted to approve the March 2, 2020 minutes of the Board of this Authority.

3. Report of Treasurer:

Diodato Bassano presented the Profit & Loss Statement and the Balance Sheet as of April 30, 2020. A copy of said 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 9, 2020 through May 12, 2020. A copy of said report is attached to these Minutes. Upon motion by Eileen Kastura and seconded by Pellegrino Orlando, all Board members present voted to ratify the list of payments to creditors.

Diodato Bassano presented a second list of payments to creditors for the period from May 13, 2020 through May 19, 2020. A copy of said report is attached to these Minutes. Upon motion by Glenn Yeager and seconded by Pellegrino Orlando, 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. Next Step Program & Rentals:

Kathy Heckman then gave a brief report on the “Next Step Program.” There are ten (10) contracts, six (6) of which have been extended due to the CARES Act and Governor Wolf’s Order for the period from March 27, 2020 through July 24, 2020. Ms. Heckman advised that the Authority will pay for the months of May and June. Ms. Heckman further advised that the program is extended through the end of December 2020.

b. Colebrookdale Spur:

Ken Pick gave an update on the developments of Colebrookdale Railroad:

- i. Ken advised the Board that as a result of the pandemic, the passenger rail service has been suspended. One freight customer is continuing to utilize the railroad to transport a few cars each month of a sand mix that is used for stucco.
- ii. Ken explained that Nathaniel Guest did not lay off any employees as a result of the pandemic. Mr. Guest was able to meet payroll and keep employees working as a result of donations, the shifting of funds and reallocating work assignments.
- iii. Ken advised that the County Commissioners’ requested the Authority prepare a financial analysis for the infrastructure improvements needed by the railroad. R.L. Banks & Associates is currently preparing the requested financial analysis. Ken advised

that he anticipates receipt of a draft analysis from R.L Banks by June 6, 2020.

c. Armorcast R.A.:

Mr. Pick advised that there is no report.

d. Housing Programs:

Thomas Dachowski advised that:

- i. 310 N. 4th Street property. Final inspection has been complete and the occupancy permit was issued for the Property on March 14, 2020. Some minor exterior work (painting) still must be completed. The general contractor has been stuck in Peru as a result of the pandemic. Mr. Dachowski anticipates that the general contractor will return to the Berks County and complete the work in June.

e. Blighted Property Review Committee:

Tom Dachowski advised there is nothing new to report.

7. **New Business:**

Under New Business, Ken Pick and Peter Battaglia presented the following:

- a. Small Business Restart Loan Program: Peter Battaglia and Ken Pick reported that at the beginning of April, they began working with stakeholders in the County to develop a Small Business Restart Loan Program (SBRL). They are also working with the Berks County Industrial Development Authority, SBA and Kutztown University to solicit their input and suggestions to establish a first-rate County Small Business Restart Loan Program to be implemented after the Governor's stay-at-home order is lifted

and businesses are permitted to reopen. Mr. Battaglia and Mr. Pick provided a detailed explanation of how the SBRL Program will work for the Board. Mr. Battaglia explained that he and Mr. Pick are in the process of preparing a memorandum outlining the next steps of the Program for the County Commissioners. The County's Public Relations department will advertise and promote the Program. The Neighborhood Housing Services of Greater Berks ("NHS") will process and administer the SBRL Program. It is anticipated that NHS will have a draft of the loan application and the website by June 9. Mr. Battaglia and Mr. Pick will work with NHS to launch the SBRL Program on June 15, 2020. Thereafter, Applicants will then have 5 days to submit Applications to NHS. NHS will have two (2) weeks to review the applications and notify Applicants of the result of their application, not later than July 6, 2020.

8. Neighborhood Housing Service Agreement - Action.

Ken Pick explained the terms and conditions of the Agreement with NHS to process and administer the SBRL Program, the highlights of which consists of the following fees to be paid to NHS:

- (i) \$500.00 administration fee for each approved loan;
- (ii) \$12.00 service fee for each loan; and
- (iii) \$8.00 per month for collection fee.
- (iv) It is anticipated that the total cost for NHS to process, service and administer the SBRL program will be \$184,690.00.

A motion was made by Thomas Ruth and seconded by Pellegrino Orlando to execute the NHS Agreement. All members of the Board present voted to approve and execute the NHS Agreement using Glenn Yeager's signature stamp.

9. Miscellaneous Items.

Ken Pick thanked all of the staff for adjusting to the new ways during the pandemic.

10. 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 Glenn Yeager and all members of this Authority present voted in the affirmative. After discussion, the next meeting of the Authority will be June 23rd at 3:00 p.m. This meeting was adjourned at 4:00 p.m.

Pellegrino Orlando, Secretary