

**Redevelopment Authority  
Regular Meeting  
August 16, 2010**

**1. Call to order**

Mr. Disciullo convened the meeting at 7:20 pm in Council Chambers and led the salute to the flag.

Members Present: Joseph Disciullo, Matthew Baker, Harry Colon, Jack Burkholder,

Staff present: Wayne Reed, Rob Barry, Kirby Hudson, Stacy Bjorhus, Ruthann Mowday

Mr. Disciullo announced the RDA held executive session on August 16, 2010 prior to the Regular scheduled meeting.

Mr. Baker asked for additions, deletions and modification and citizens comment before action items to be added to the agendas.

**2. Approval of Minutes**

Mr. Disciullo made a motion to approve the minutes with corrections; Mr. Burkholder seconded the motion. Motion passed 4-0.

**3. Receive Accounts Payable**

Mr. Burkholder made a motion to approve the accounts payables; Mr. Disciullo seconded the motion. Motion passed 4-0. The payable are as follows:

ADP	\$ 8.16
CASD Tax Bills	\$ 40,908.96
PECO	\$ 31.42
National Construction Rental	\$ 327.36
Office Basics	\$ 6.93
Pennsylvania American	\$ 450.61
Patrick O'Donnell	\$ 2,187.50
John Carnes	\$ 387.00
RestoCore	\$ 1,700.00
Exit Elite	\$ 1,169.21
Wayne Reed	\$ 1,000.00
Rob Barry	\$ 1,000.00
Stacy Bjorhus	\$ 1,000.00
Kirby Hudson	\$ 1,000.00
<u>Ruthann Mowday</u>	<u>\$ 1,000.00</u>
Total	\$ 52,177.15

Staff was asked to look into separating the water meter at Comfort Care and the apartments. The water is currently under one line for all the entities.

#### **4. Presentation**

##### **1. Gary Smith – CCEDC Presentation**

Mr. Smith explained the mission of the Chester County Economic Development Council (CCEDC) is to encourage and promote the smart economic growth and prosperity of Chester County. The CCEDC was established in 1960 and is a private, non profit economic development organization. The Governing Board of Directors are business leaders representing all CC industry and service sectors. The CCEDC is a full service provider of requisite business and economic development services for business of all sizes. CCEDC's core services are: Commercial Loan and Financial Services, Workforce retention, expansion and site selection services; Community Development Initiatives; Agricultural Economic Development; Grant Management and Support; SEI Consulting (Renewable Energy Projects); Keystone Innovation Zone; Brownfield Redevelopment; and International Business Assistance.

#### **5. Old Business**

There was no Old Business at this time.

#### **6. New Business**

##### **a. Consider DCED Predevelopment Grant Bid package for Flats**

Mr. Disciullo stated Mr. Barry is incorporating Mr. Kasitz's information to the bid package. Mr. Colon asked if the bid package is set up as a lump sum or individual. Mr. Barry explained the bid is worded for both. No Motion was made at this time

##### **b. Consider CCEDC proposal to provide development assistance**

Mr. Baker inquired about the fees. Mr. Smith explained the fees are 3% from the sale of the property. Mr. Grigalonis stated a fee for an hourly rate is also available. Mr. Baker explained the RDA staff is top heavy at this time. Mr. Reed asked the staff and solicitor to review the agreement. Mr. Colon stated the agreement is what the RDA needs. "We need someone to market the properties, work with the developers, and need the expertise behind it". Mr. Smith stated the CCEDC has the capability to get grants and the funds and would be glad to assist staff and the RDA members. There are people who want to help the City. Mr. Burkholder asked if CCEDC can write grants that the City can't. Mr. Smith replied no, the City can write the grants. Mr. Reed asked for brainstorming on the available grants. Mr. Grigalonis stated he would send a revised grant to the RDA.

##### **c. Consider payment to Downtown Revival for past due maintenance fees minus the costs incurred by the Redevelopment Authority**

Mr. Disciullo explained that he would like to receive the back rent for the EARN Center paid before the RDA pays the maintenance fees. No motion was made at this time. Item to be placed on the next months agenda.

d. **Consider RCAP Grant documents for the Hotel and Office Project**

As a requirement of the State, special conditions were imposed on the RCAP grant for the Pulver Hotel and Office project. The special conditions included several documents, which require approval by the RDA. Mr. Barry and Mr. O'Donnell presented the required RCAP documents to the members for their consideration. Mr. Barry explained the RDA 300 form is a use of funds form for the RCAP grant on the Pulver Hotel and Office project and the RDA 301 form is a source of funds form for the RCAP grant on the Pulver Hotel and Office project.

Mr. Burkholder made a motion to authorize full execution as documents become available for RDA 300for; RDA 301 form: Cooperative agreement with administrator; Cooperative agreement with host municipality; Statement of Compliance and Memorandum of Understanding; Mr. Disciullo seconded the motion. Motion passed 4-0.

e. **Consider CCIDA/Coatesville – TERFA Notice**

In 2005 a tax increment financing project, the Coatesville Hotel and Office Project was approved. The TIF will assist Oliver Tyrone Pulver Corporation to construct a hotel and office building at the intersection of Route 82 and the Route 30 bypass.

The developer is in the final stretch of preparing to construct the Hotel and Office Building. A Resolution was presented for the Boards consideration designating the Chester County Industrial Development Authority as the issuer of the TIF Bonds. The resolution authorizes the RDA officers to sign the agreement and any other agreements or documents necessary to facilitate the financing of the project.

Mr. Colon made a motion to approve the Resolution designating the Chester County Industrial Development Authority as its agent to issue bonds regarding the Hotel and Office Complex Tax Increment Project and authorizing other matter hereto; Mr. Burkholder seconded the motion. Motion passed 4-0.

f. **Discussion about proposed RDA Business Plan**

Mr. Reed asked for approval to work with the CCEDC for a business and strategic plan with CCEDC. The proposal would direct the RDA in how to receive additional revenue, set goals, objectives and time frames. The staff would put together the information and provide the board members with the information. Mr. Colon asked for a comprehensive plan for 1 year, 5 year and 10 year. Mr. Colon stated to reach out for the expertise of the ECD Council is well justified. Mr. O'Donnell suggested the Knight Charrette Plan be reviewed. The plan had opportunities and a vision for the redevelopment in the City. Mr. Reed asked for 2 members of

the Authority on the committee to help put together the documentation. Mr. Baker stated he would be interested on being on the committee.

Mr. Burkholder made a motion to appoint Mr. Colon and Mr. Baker as committee members to discuss a business and strategic plan with staff and the CCEDC; Mr. Disciullo seconded the motion. Motion passed 4-0.

g. **Consider Request for Qualifications for the Redevelopment Authority Solicitor**

Moved to the end of new business.

h. **Tax Appeals – Downtown Revival**

The Downtown currently pays PILOT (payment in lieu of taxes) with an annual increase of 3%. The RDA has paid the difference of the taxes for the six properties under the master lease. Mr. Colon stated the RDA should not get a waiver for the tax liability. Mr. Disciullo explained there was a waiver for the first year due to the construction. Mr. Hudson asked if this appeal would have an effect on an increase for Mittel. Mr. O'Donnell stated each property should stand on its own. Mr. Colon stated it is hard to fight precedence of others if we do it ourselves. It will lower the value of the property.

Mr. Disciullo made a motion to approve appealing the taxes for the Downtown Revival Properties; Mr. Burkholder seconded the motion. Motion failed 2-2. Mr. Colon and Mr. Baker were the dissenting votes.

i. **Request for Qualifications for Property Manager**

Mr. Baker made a motion to draft a Request for Qualifications for property management; Mr. Colon seconded the motion. Motion passed 4-0.

j. **Krapf Lease**

The current lease for the Krapf Bus Company expired on July 31, 2010. Mr. Colon asked for the new lease to have a pull out clause. Ms. Bjorhus stated she called Wolfington Bus Company for their rental payments for the lots.

k. **TIF Letter**

At the request of the Pulver group, the RDA considered a letter of support for the TIF related to the Pulver Hotel and Office project. The letter of support will be added to supporting documents the Pulver Group will deliver to the State later in the week.

Mr. Colon made the motion to approve the letter of support for the TIF related to the Pulver Hotel and Office project; Mr. Burkholder seconded the motion. Motion passed 4-0.

l. **Treasurer**

Mr. Disciullo made a motion to appoint Mr. Baker as Treasure for the Redevelopment Authority; Mr. Colon seconded the motion. Motion passed 4-0.

m. **Vice Treasurer**

Mr. Disciullo made a motion to appoint Jack Burkholder as the Assistant Treasurer for the Redevelopment Authority, Mr. Colon seconded the motion. Motion passed 4-0.

n. **Consider Request for Qualifications for the Redevelopment Authority Solicitor**

Mr. Baker made a motion to have a firm, John Carnes, Esq., to review the draft Request for Qualifications prepared by Mr. Reed; Mr. Colon seconded the motion. Motion passed 4-0.

7. **Citizens' Comments**

There were no citizens' comments

8. **Next Meeting**

Mr. Disciullo announced the next meeting will be Monday, September 20, 2010.

9. **Adjournment**

Mr. Disciullo made the motion to adjourn at 9:05 pm; Mr. Colon seconded the motion. Motion passed 4-0.

Respectfully Submitted,

Jon Kasitz  
Secretary