

REDEVELOPMENT AUTHORITY MEETING
NOVEMBER 15, 2010
7:00 PM

Mr. Disciullo convened the meeting at 7:08 pm in Council Chambers and led the salute to the flag.

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

Staff Present Wayne Reed, Rob Barry, Kirby Hudson, Ruthann Mowday

Mr. Disciullo announced the RDA held executive session on November 15, 2010 prior to the regular scheduled meeting.

Approval of Minutes

Mr. Kasitz made a motion to approve the minutes dated October 18, 2010 and November 5, 2010; Mr. Baker seconded the motion. Motion passed 5-0.

Approval of Accounts Payables

Mr. Baker inquired about the Exit Elite Bills. Ms. Bjorhus stated the large fee was due to the contracted fees for new tenants. Mr. Colon questioned the Thomas Comitta invoice. Mr. Reed explained the invoice. After discussion, the payment to Thomas Comitta was tabled until further clarification on the invoice by Mr. Comitta.

Mr. Kasitz made a motion to approve the accounts payables minus the bill for Thomas Comitta in the amount of \$793.08 until further clarification; Mr. Disciullo seconded the motion. Motion passed 5-0. The payables are as follows:

ADP Fees	\$31.00
Daily Local	\$303.48
PECO	\$573.72
Pennsylvania American Water	\$780.02
National Construction Rental	\$327.36
Gawthorp Greenwood PC	\$3675.00
Downtown Revival	\$926.00
Exit Elite	\$3249.00
AJ Electrical	\$1600.00
Greg Vietri	\$75.00
Wayne Reed	\$1000.00
Kirby Hudson	\$1000.00
Robert Barry	\$1000.00
Stacy Bjorhus	\$1000.00
<u>Ruthann Mowday</u>	<u>\$1000.00</u>
Total	\$16540.22

Additions, Deletions, or Modifications to the Agenda

There were no additions, deletions, or modifications.

Citizens Comments – Agenda Items Only

There were no citizen's comments.

Mr. Kasitz made a motion to close citizens' hearings on agenda items only; Mr. Disciullo seconded the motion. Motion passed 5-0.

Presentation

HDH Group – Allen Miller

Mr. Miller explained that a request to HDH was received for a proposal on property insurance for three locations. Several of the RDA properties were not on the proposal. The proposal from Seneca Specialty was in the range of 10,000. The premium is high. HDH could not get a proposal from the standard market; the proposal was received from the excess market. Mr. Miller explained another way to address the insurance is to get a builders risk policy. The only problem is there are roof issues and other issues that will need to be resolved. They will make recommendations to fix up the building. Mr. Miller asked if the RDA would like to have a quote for the builders risk policy. The members asked for a quote from the builder risk to compare to the current proposal. Mr. Reed asked for an extension on the current rate.

New Business

1. Finance Director to Present Draft 2011 Budget for Discussion

Ms. Bjorhus explained the draft budget for discussion is in two parts, one with Comfort Care and one without Comfort Care. The budget is slightly elevated. The RDA will be a pass through for the RACP Grant (Hotel/Office building) which is \$5,750,000. The draft 2011 budget with Comfort Care and the pass through grant revenue is \$6,010,171. The expenses are estimated at \$566,464. The expenses include the repairs estimated by the CZOP inspection of Comfort Care of \$250,000 capital fees and additional \$25,000 fees for professional fees due to the development. The draft 2011 budget without Comfort Care but including the pass through grant revenue is \$5,622,408. The expenses are estimated at \$319,964. Ms. Bjorhus stated there are many variables regarding Comfort Care and the development of the Train Station. It all depends on what happens with the Trains Station and if Comfort Care will increase their rent. Ms. Bjorhus explained in the budget shows a decrease in salaries.

2. Consider Memorandum of Agreement for DCED grant

Mr. Barry explained the DCED Cooperation Agreement. The RDA received \$38,890 in CAT Predevelopment Grant fund from DCED. The funds are to be used for development studies and reimbursed back to the RDA in a loan pool. Once, the Flats project proceeds with implementation the "approved" developer will be required to pay back to the RDA funds incurred under the Flats Predevelopment Grant. The purpose of the repayment of funds is to allow the RDA to recirculate grant funds to other RDA projects in order to promote development. The Board has accepted the loan agreement and the terms of Cooperation Agreement. If the Velodrome does not come to fruition, an agreement can be developed for the interested party. Mr. Colon asked for the start date to be included in the Agreement. Mr. Baker asked for the wording is indignant showing the back up plan if

monies are not used by the Velodrome. Mr. Colon asked for a copy of the revised agreement to the members.

Mr. Disciullo made a motion to approve the Memorandum of Agreement for the DCED Grant with the modifications and forwarding the revision to the board members and approve the Loan Agreement by the Redevelopment Authority of the City of Coatesville and National Velodrome, LP; Mr. Kasitz seconded the motion. Motion passed 5-0.

3. 101 East Lincoln Highway Update

Mr. Disciullo explained there have been several questions regarding the amount of leased space, left over items from prior tenants, a leaking roof, etc. at 101 East Lincoln Highway. Mr. Ehman explained he has received tow calls regarding roof leaks at the Lincoln Center, one above Park Cleaners and one in the back area of 101 East Lincoln Highway. He has contacted Springer Brothers for the repairs. Gentle Dental is looking to have the fixer removed but feel the responsibility of the trash removal is the RDA. Mr. Ehman stated that the trash is the responsibility of Gentle Dental. Mr. Burkholder stated the tenants at 101 signed their lease as is. Mr. Ehman explained the tenant fixed the roof above their rental area. The leak is on the back portion of the building. The tenants just informed him of the leak. Mr. Disciullo asked Mr. Ehman to contact the roofer to repair the roof and contact Gentle Dental for the removal of the trash.

4. 312 Fleetwood Street Repairs

Mr. Disciullo explained the Fire Chief has given the RDA until November 30, 2010 to correct noted violations at 312 Fleetwood Street. Mr. Barry announced there are several broken windows in need of repair. The staff has secured the quotes for the repairs. The quotes for the broken windows are not included in the proposals. The RDA only received two quotes for the panic doors. Ms. Mowday explained three quotes were requested and one entity was unable to fix the door frame. The lowest bidder for the panic doors was AJ Electrical/General Contractor in the amount of \$3,500.

Mr. Kasitz made a motion to approve AJ Electric/General Contracting to replace the panic doors for the amount of \$3,500 and electrical issues in the amount of \$3,750; Mr. Disciullo seconded the motion. Motion passed 5-0.

5. T&M Service Proposal

Mr. Barry explained the service proposal is for the Velodrome Development. Mr. Kasitz asked if the scheduled rates are the same as the City. Mr. Reed replied yes. Mr. Kasitz asked for a breakout out to itemize the fees.

Mr. Disciullo made a motion to approve T&M Service Proposal; Mr. Burkholder seconded the motion. Motion passed 5-0.

6. Mission Statement Discussion

Mr. Disciullo explained the RDA does not currently have mission statement. Mr. Baker stated the website needs to be updated. He provided ideas for the website from other Redevelopment Authority websites. The website and Mission statement should welcome

the person and thank them. He asked for a consensus of the Board on the Mission Statement content. The Mission statement needs to show what we do and what we need to do. The Mission Statement will stay with the RDA.

7. Property Manager RFP Response

Mr. Baker explained the RDA did not receive any responses to the RFP for property management. Mr. Realle explained the RFP required the management firm to have an office in Coatesville. Exit Elite was not opening an office in Coatesville. There are some items in the RFP that need to be addressed. Mr. Disciullo asked Mr. Realle to attend the next executive session.

8. Solicitor RFP Response

Mr. Disciullo announced the RDA received 4 responses to the RFP for Solicitor. He asked for the item to be tabled until the Board members have time to review the submissions.

Mr. Colon made a motion to table the Solicitor RFP response until the next meeting; Mr. Baker seconded the motion. Motion passed 5-0.

Mr. Disciullo announced the Board will be meeting in Executive Session on November 18, 2010 and November 23, 2010

Citizens Comments – Non-Agenda Items

Marie Hess – Resident

Ms. Hess provided the members copies of pictures of the 312 Fleetwood Street clean up. There were vehicles parked in the area; mattresses, chairs, drug paraphernalia, electric wires hanging in the sheds; shed doors open with boxes thrown in them. Mr. Disciullo stated the Board walked through the properties and are aware of the issues and are currently addressing them.

Mr. Kasitz made a motion to close citizens' comments on non-agenda items; Mr. Colon seconded the motion. Motion passed 5-0.

Mr. Disciullo announced the next RDA meeting will be December 20, 2010

Mr. Colon made a motion to adjourn the meeting at 8:40 pm; Mr. Baker seconded the motion. Motion passed 5-0.

Respectfully submitted,

Jon Kasitz
Secretary