

**REDEVELOPMENT AUTHORITY OF THE CITY OF BETHLEHEM  
AUGUST 22, 2024**

Town Hall  
Bethlehem City Hall  
10 East Church Street  
Bethlehem, PA 18018

**MINUTES**

The Board of the Redevelopment Authority of the City of Bethlehem met for a regular meeting on Thursday, August 22, 2024 at 5:00 in Town Hall, at Bethlehem City Hall; 10 East Church Street, Bethlehem, Pennsylvania. The place, the hour and the date duly noted for the holding of this meeting was publicized.

Chairperson Tracy Oscavich called the meeting to order and the following members were present:

Ronald Heckman  
Tracy Samuelson  
Christopher Spadoni

The Chairperson called a quorum present.

Also present were: Sean Ziller, Executive Director  
Heather M. Bambu-Weiss, Board Secretary  
Michael E. Riskin, Esq., Solicitor

**APPROVAL OF MINUTES**

Mr. Heckman made a motion to approve the minutes of the July 11, 2024 rescheduled regular meeting of the Redevelopment Authority. The minutes were emailed earlier to each member of the Board. Ms. Samuelson seconded the motion. The motion carried unanimously and the minutes of the July 11, 2024 rescheduled regular meeting of the Redevelopment Authority were approved.

**COURTESY OF THE FLOOR**

There were no comments during the Courtesy of the Floor portion of this meeting.

**HOOVER-MASON TRESTLE – GARDEN MAINTENANCE**

Ms. Oscavich indicated that the RDA Board has been asked to review and consider the proposal from French Gardens, LLC for providing garden maintenance services for August through December 2024 to the landscaping at the Hoover-Mason Trestle. She added that if acceptable, the proposal can be approved via motion.

Mr. Heckman and other Board members inquired as to who is providing these gardening services at the current time. Mr. Ziller explained that volunteers were providing these maintenance services to the Hoover-Mason Trestle gardens and landscaping but noted that they were unable to continue doing these garden beds in the future. He noted that the volunteers were working with the City of Bethlehem and French Gardens to maintain these areas during the current 2024 season but added, it was the hope of the volunteers, that they could transition this work to the City and French Gardens at the end of the 2024 season.

Ms. Oscavich asked about the proposal received and if it was in-line with the Procurement Policy of the RDA. Mr. Ziller indicated that the proposal was within the allowable Procurement Policy requirements.

**BETHLEHEM REDEVELOPMENT AUTHORITY**  
**MINUTES – AUGUST 22, 2024**  
**PAGE – 2**

The RDA Board expressed concern about the cost of these services for the period of August to December 2024 and the RDA financial resources that would be required should they be asked to incur the cost of these services in 2025 and future years.

Ms. Bambu indicated that based upon a meeting she and Laura Collins, former Executive Director of the RDA, had at the Hoover-Mason Trestle with the head gardening volunteer for this site, they learned about the number of non-native plants that were planted in the Trestle gardens as well as the number of invasive plants that have been removed by the volunteers. Ms. Bambu added that prior to the expiration of the TIF financing, the RDA purchased new, native, plants from Edge of the Woods, which the Trestle gardening volunteers planted to replace those which were invasive and dying at the time. Ms. Bambu indicated that, based upon information provided at this meeting, it is her understanding that replacing any remaining non-native plants with native plants in these flower beds will drastically reduce the amount of time needed to maintain these gardens. Such a reduction of time would also reduce the cost of having to maintain these gardens at the Trestle.

Ms. Bambu noted having a list prepared of all the remaining non-native plants in each garden bed could be helpful to determine how many plants still needed replacing so fully native gardens were at the Hoover-Mason Trestle. She noted that while such a transition would be an expense to the Trestle, such replacement should result in future savings due to decreased maintenance required for native plants in these Trestle gardens. The RDA Board agreed that having such a list prepared would be helpful for making future decisions involving this project site.

Following this presentation and discussion, Mr. Spadoni made a motion to approve the proposal from French Gardens, LLC to provide maintenance services to the gardens and landscaping at the Hoover-Mason Trestle for the period of August to December 2024. Mr. Heckman seconded the motion. The motion was unanimously approved. As a result, the RDA Board unanimously approved the proposal from French Gardens, LLC to provide maintenance services to the gardens and landscaping at the Hoover-Mason Trestle for the period of August to December 2024.

**USE PERMIT AGREEMENT – VINTAGE MARKET (09/2024)**

Ms. Oscavich indicated that the RDA Board has been asked to review and consider entering into a Joinder Addendum to a Use Permit Agreement with Christmas City Spirits, LLC for the use of the RDA portion of the Sun Inn Courtyard property as part of the Vintage Market event in September 2024. She added that if acceptable, approval of this agreement can be done via motion.

Mr. Ziller indicated that this request is similar to those which have been made to the RDA in the past when events were being conducted in the Sun Inn Courtyard and were to involve the RDA portion of the courtyard property.

Mr. Heckman made a motion to authorize the RDA to enter into a Joinder Addendum to a Use Permit Agreement with Christmas City Spirits, LLC for the use of the RDA portion of the Sun Inn Courtyard property as part of the Vintage Market event in September 2024.

Mr. Spadoni seconded the motion. The motion was unanimously approved. As a result, the RDA Board unanimously authorized the RDA to enter into a Use Permit Agreement with Christmas City Spirits, LLC for the use of the RDA portion of the Sun Inn Courtyard property as part of the Vintage Market event in September 2024.

**USE PERMIT AGREEMENT – CIDER FEST**

Ms. Oscavich indicated that the RDA Board has been asked to review and consider entering into a Joinder Addendum to a Use Permit Agreement with Christmas City Spirits, LLC for the use of the RDA portion of the Sun Inn Courtyard property as part of the Cider Fest event in September 2024. She added that if acceptable, approval of this agreement can be done via motion.

Mr. Ziller indicated that this request is similar to those which have been made to the RDA in the past when events were being conducted in the Sun Inn Courtyard and were to involve the RDA portion of the courtyard property.

Ms. Samuelson made a motion to authorize the RDA to enter into a Joinder Addendum to a Use Permit Agreement with Christmas City Spirits, LLC for the use of the RDA portion of the Sun Inn Courtyard property as part of the Cider Fest event in September 2024.

Mr. Spadoni seconded the motion. The motion was unanimously approved. As a result, the RDA Board unanimously authorized the RDA to enter into a Use Permit Agreement with Christmas City Spirits, LLC for the use of the RDA portion of the Sun Inn Courtyard property as part of the Cider Fest event in September 2024.

**EXECUTIVE DIRECTOR REPORT**

Ms. Oscavich turned the meeting over to Mr. Ziller who provided the following Executive Director report.

Mr. Ziller stated that over these past weeks he has been meeting individually with RDA Board members and will continue until he meets with all RDA members. He indicated these meetings will help him learn more about the Board members and their thoughts about RDA projects and activities.

**ADJOURNMENT**

As there was no further business, Ms. Samuelson made a motion to adjourn the August 22, 2024 RDA Board meeting. Mr. Spadoni seconded the motion and the motion was unanimously carried. As a result, the meeting adjourned at 5:20 P.M.

Submitted by,

Heather M. Bambu-Weiss  
Board Secretary