

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

June 22, 2021

Chairman Glenn Yeager called the meeting of the Board of the Redevelopment Authority of the County of Berks to order at 3:05 P.M. on June 22, 2021 via a Zoom meeting.

**1. Roll Call:**

The following Board members were present during the meeting:

Glenn Yeager, Chairman  
Eileen Kastura, Vice Chairperson  
Diodato Bassano, Treasurer

Also in attendance were:

Kenneth 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 meeting of 5/25/21:**

Upon motion made by Eileen Kastura and seconded by Glenn Yeager, all members of the Board present voted to approve the May 25, 2021 minutes of the Board of this Authority.

**3. Report of Treasurer:**

Diodato Bassano presented the Profit & Loss Statement and the Balance Sheet as of May 31, 2021. A copy of said report is attached to these Minutes. Upon motion by Glenn Yeager and seconded by Eileen Kastura, 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 June 1, 2021 through June 26, 2021. A copy of said report is attached to these Minutes. Upon motion by Glenn Yeager and seconded by Eileen Kastura, 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:

Kathy Heckman advised that the three rental units located on Lancaster Avenue are under contract with Service Access Management and the Leases with the tenants will begin July 1, 2021.

Ms. Heckman also advised that the properties located at 3819 and 3823 Hilltop Avenue in Muhlenberg Township will be sold to Berks Housing Opportunities, Inc.

b. Colebrookdale Railroad:

Mr. Pick advised that:

- i. Nathaniel Guest is currently in Colorado for the purpose of loading a steam locomotive which has been purchased by a private individual and will lease it to the Colebrookdale Railroad for use. Mr. Pick believes it should be ready to operate beginning in the fall.
- ii. The design for Phase I of the Boyertown transload facility has been finalized.
- iii. He and Solicitor Becker are currently working on the Term Sheet with CRPT and hoping to submit application to the Department of Transportation in August 2021.

- iv. Tom Bellairs is still working on the appraisals for the properties needed to be acquired for the Boyertown transload facility project.

c. Armorcast R.A.:

Mr. Pick advised that there is currently a Board of View scheduled for August 2, 2021 for which he will be in town to attend.

d. Emergency Rental Assistance Program ("ERAP"). Mr. Battaglia advised that he, Mr. Pick and Ms. Miller met with BCEH and BCEH has stepped up its processing of applications. However, there have been some challenges with Neighborly Software with respect to reporting requirements. Mr. Battaglia advised that the challenge is with the State reporting requirements, wherein they require more data than the federal reporting requirements. Mr. Battaglia further advised that there currently are 2,306 applications in the que. As of the meeting, ERAP has paid 585 households. There has been \$9,400,000 budgeted for which most of the amount has been approved and disbursed.

e. Hamburg Center. Mr. Pick advised that he has been contacted by Senator Argall's office the Pennsylvania Office of General Services offering the Hamburg Center for sale. Mr. Battaglia reviewed a similar agreement that has been used in the past and noted some potential issues with a transaction of this kind, i.e. transfer taxes must be paid by the Authority; the Authority would be solely responsible for maintenance, utilities, insurance, etc. Mr. Pick advised that the agreement should be received by the end of June. Mr. Pick advised that the County Commissioners support the concept. Mr. Battaglia advised that residents in Windsor Township have expressed concerns about the development.

7. New Business:

- a. **Approval to advertise for Housing Director Position.** Mr. Pick advised that Mr. Dachowski will be retiring in the near future. The new Housing Director will work with Mr. Dachowski until his retirement. A motion was made by Glenn Yeager and seconded by Diodato Bassano, all Board members present voted in the affirmative to approve the advertisement for the Housing Director position.
- b. **Approval of Resolution 2021-3 Related to RTAP grant for the Colebrookdale Railroad.** A motion was made by Eileen Kastura and seconded by Diodato Bassano, all Board members present voted in the affirmative to approve Resolution 2021-3.

- c. **Revised Agreement with Vesper at Berks for \$1,000,000 RCAP Grant.** Mr. Pick advised that this Agreement was previously authorized, however, a clarification of the corporate indicator for Vesper at Berks needs to be changed from LLC to L.P. A motion was made by Glenn Yeager and seconded by Eileen Kastura, all Board members present voted in the affirmative to approve the Agreement.
- d. **Approval of Resolution 2021-4 related to the Sale of 3819 and 3823 Hilltop Avenue, Muhlenberg Township to Berks Housing Opportunities, Inc.** A motion was made by Glenn Yeager and seconded by Diodato Bassano, all Board members present voted in the affirmative to approve the Resolution.

**8. Miscellaneous:**

- a. **Personnel Issue.** Ms. Miller advised that due to the ongoing time demand with respect to ERAP, she believes it necessary to hire at least one or two temporary employees, depending on how many hours they are available. Ms. Miller advised that the Berks Coalition is offering to give up one of their employees to become a 1099 contract employee. Ms. Miller mentioned that unfortunately once the eviction moratorium is up at the end of June, she fears things will get busier for her. She believes that possibly hiring maybe one full time and one part time employee through September should alleviate some of the backlog of her work.

**Adjournment:**

There being no further business of this Authority, a motion was made by Glenn Yeager to adjourn the meeting of this Authority. The motion was seconded by Eileen Kastura and all members of this Authority present voted in the affirmative. The next meeting of the Board will be July 27, 2021. This meeting was adjourned at 4:25 p.m.

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**Glenn Yeager, Chairman**