

**ANIZDA Board Meeting Minutes**  
**June 5, 2019**  
**America On Wheels**  
**1<sup>st</sup> Floor Conference Room/Theater**  
**5 North Front Street, Allentown, PA**

**Attendees:** Seymour Traub, Esq., Nelson Diaz, Tiffany Polek, John Williams Esq., Adrian Shanker, and Pedro Torres

**Board Staff:** Jerome Frank (Solicitor), Steve Bamford (Executive Director), and Michelle Reid (Executive Assistant)

**Presenters:** Steven Kutsuflakis, Partner, Barbacane, Thornton & Company

**Members of the media and public were present.**

**1. Call to Order**

- a. The meeting was called to order by S. Traub, Chairperson, at 5:00 p.m. A quorum was met and the meeting proceeded accordingly.

**2. Approval of May 1, 2019 Meeting Minutes**

- a. A motion to approve the May 1 meeting minutes was made by A. Shanker, seconded by P. Torres and unanimously approved.

**3. Public Comment on all Matters to be Acted Upon—**Members of the public were present but comments were deferred until matters were to be acted upon. Members of the media were present.

**4. Receipt and Acceptance of the Audit of Financial Statements as presented by Barbacane, Thornton & Company LLP for the year ended December 31, 2018- Resolution R2019-187**

- a. S. Kutsuflakis presented the independent auditor's report and financial statements including an opinion that the financial statements present fairly, in all material respects, the financial position of the Allentown Neighborhood Improvement Zone Development Authority as of December 31, 2018 and 2017, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.
- b. A. Shanker requested a partner rotation. S. Kutsuflakis responded that the firm was prepared to rotate a new partner onto this audit engagement.
- c. After opportunities for comment from the public present, a motion to approve Resolution R2019-187 was made by A. Shanker, seconded by J. Williams and was unanimously approved.

**5. First Quarter Statement of Operational Revenues and Expenses**

- a. S. Bamford reviewed the 1<sup>st</sup> quarter financial statement prepared on a cash basis for unrestricted operating accounts. Total net income was approximately \$210,000 on a cash basis for the period. A small deficit had been budgeted for the first quarter. Although revenues were about \$20,000 under budget, a surplus was generated largely because a condo expense reimbursement for 2018 was received in the first quarter of 2019 and no expenditures were made on insurance, project development contingency, or marketing expense line items during the first quarter.

**6. Authorization of Executive Director performance bonus—Resolution R2019-188**

- a. S. Traub reviewed the activity and accomplishments of the Executive Director over the last six months. After opportunities for comment from the public present, a motion to approve R2019-188 approving a performance-based bonus was made by N. Diaz and seconded by J. Williams and passed unanimously.

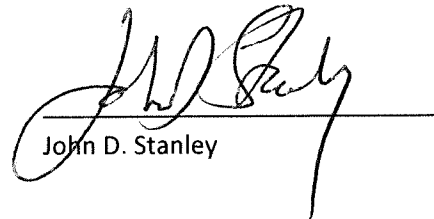
**7. Executive Directors Report**

- a. S. Bamford updated the board on the tour of 5 City Center and said the offer of a tour for board members who were unable to make it remains open. He also reported on the Public Improvement Projects that are underway including the expectation that the Allentown Parking Authority will be taking delivery of the pay station kiosks to be installed in the NIZ shortly and the progress to date on the Hamilton Connector.

Sy Traub stated that the board would be going into executive session to discuss litigation following adjournment of the board meeting. A motion to adjourn the meeting was made, seconded and approved at 5:38 PM.

**Next ANIZDA Board Meeting:** Wednesday, July 10, 2019 at 5:00 PM in the First Floor Conference Room/Theater at America on Wheels, 5 N. Front Street, Allentown.

Respectfully Submitted,



John D. Stanley

**ALLENTOWN NEIGHBORHOOD IMPROVEMENT ZONE  
DEVELOPMENT AUTHORITY**

**RESOLUTION NO. R-2019-187**

BE IT RESOLVED, that the Allentown Neighborhood Improvement Zone Development Authority (the "Authority") hereby authorizes acceptance of the 2018 Audit as presented by the Authority's Auditors Barbacane Thornton and Company LLP.


**CERTIFICATION ON NEXT PAGE**

**CERTIFICATION**

I, Pedro L. Torres, Jr., Secretary of the Allentown Neighborhood Improvement Zone Development Authority, do hereby certify that the foregoing is a true and correct copy of the Resolution R-2019-187 of the Board of the Authority passed at a duly convened meeting of said Board on the 5th day of June, 2019. Authority members present and voting were as follows:

<u>Vote</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Seymour Traub, Esq.	✓		
Nelson A. Diaz	✓		
Gregory N. Dudkin	<i>absent</i>	✓	
David Mickenberg	<i>absent</i>		
Tiffany Polek	✓		
Adrian Shanker	✓		
John Stanley, Esq.	<i>absent</i>		
Pedro L. Torres, Jr.	✓		
John Williams, Jr., Esq.	✓		

IN WITNESS WHEREOF, I hereunto set my hand and seal on this 5th day of June, 2019.

  
Secretary

ALLENTOWN NEIGHBORHOOD IMPROVEMENT ZONE  
DEVELOPMENT AUTHORITY

RESOLUTION NO. R-2019-188

WHEREAS, Steven Bamford has dutifully performed as the Executive Director of the Authority in response to the tasks and challenges incumbent on the position, meeting the goals and needs as they arose for the period through June 30, 2019,

NOW THEREFORE, BE IT RESOLVED, that the Allentown Neighborhood Improvement Zone Development Authority (the "Authority") hereby approves a performance based bonus in the sum of \$7,500.00 payable forthwith.

**END OF RESOLUTION**

**CERTIFICATION**

I, Pedro L Torres, Jr., Secretary of the Allentown Neighborhood Improvement Zone Development Authority, do hereby certify that the foregoing is a true and correct copy of the Resolution R-2019-188 of the Board of Directors of the Authority passed at a duly convened meeting of said Board on the 5th day of June 2019. Authority members present and voting were as follows:

<u>Vote</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Seymour Traub, Esq.	✓		
Nelson A. Diaz	✓		
Gregory N. Dudkin	<i>absent</i>		
David Mickenberg	<i>absent</i>		
Tiffany Polek	✓		
Adrian Shanker	✓		
John Stanley, Esq.	<i>absent</i>		
Pedro L. Torres, Jr.	✓		
John Williams, Jr., Esq.	✓		

IN WITNESS WHEREOF, I hereunto set my hand and seal on this 5th day of June, 2019.

  
Secretary