

**ANIZDA Board Meeting Minutes
October 12, 2022
America On Wheels
2nd Floor Meeting Room
5 North Front Street, Allentown, PA**

Attendees: Stephen Breininger, Dr. Ann Bieber, John Stanley, Esq., Tiffany Polek and Pedro Torres in person and Lewis Edwards, Sy Traub, Esq. and Nelson Diaz by video conference.

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

Presenter: Michael J. Stoudt, CPA of RKL LLP and Precious Petty, Public Relations Coordinator for Lehigh Career & Technical Institute

Members of the public were present.

1. **Call to Order** - The meeting was called to order by John Stanley, Vice Chairman, at 5:00 p.m. - A quorum was met.
2. **Approval of September 7, 2022, Meeting Minutes** – A motion to approve the September 7, 2022, meeting minutes was made by A. Bieber and seconded by P. Torres. The minutes were 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.
4. **Modification of Credit Facility for Butz Corporate Center - EPC Allentown, LLC- Resolution R2022-275**
 - a. S. Bamford explained financing of Phase III of Butz Corporate Center was originally approved by the board in November 2015. Refinancing of the debt incurred to develop the project was approved by the board in October 2019. Developer EPC- Allentown LLC and lender ESSA Bank and Trust are requesting modification of the existing loan to increase the loan amount by \$2.5 million to provide funding for tenant improvements on floors 5-8. EPC-Allentown is owned by the Butz family. The application submitted by the developer requesting the modification generally conforms with the requirements of the NIZ Act and ANIZDA guidelines.
 - b. M. Stoudt appeared before the board to represent the developer. Ideal Concepts is currently located on Union Boulevard. The company has signed a lease in Butz Corporate Center and is relocating into the NIZ where it will occupy new office space sufficient to accommodate approximately 200 people. The increased loan proceeds will fund fit-out of the Ideal Concepts space.

- c. S. Breininger moved to approve, and P. Torres seconded, Resolution R2022-275. The public was given the opportunity to comment. No public comment was received. The resolution was approved.

5. 2023 Board Meeting Dates – Resolution R2022-276

- a. The proposed meeting dates for 2023 all fall on the first Wednesday of the month except for April which would be held on the second Wednesday to avoid the conflict with the beginning of Passover.
- b. P. Torres moved to approve, and A. Bieber seconded, Resolution R2022-276. The public was given the opportunity to comment. No public comment was received. The resolution was approved.

6. PPL Center Community Event – Lehigh Career & Technical Institute – Resolution R2022-277

- a. S. Bamford reported that the lease with the arena operator, BDH, provides for up to five community events each lease year where PPL Center may be used by an organization rent free. The ANIZDA board has designated three recurring annual community events: William Allen High School graduation, Dieruff High School graduation and Lehigh Carbon Community College graduation. In the past, the board has designated one of the two remaining annual community events for LCTI's Senior Recognition Night.
- b. P. Petty gave a recap of the most recent event and explained the history including that the recognition event was held virtually in 2020 and 2021. 2022 marked the return to the large venue and over 2,000 attended including seniors, staff, and families.
- c. A. Bieber moved to approve, and S. Breininger seconded, Resolution R2022-277. The public was given the opportunity to comment. No public comment was received. The resolution was approved.

7. Executive Directors Report

S. Bamford reported:

- a. M. Reid has resigned effective December 22. She has been a highly valued member of the ANIZDA team for the last 5+ years, and he is extremely sorry to see her move on. There is an opportunity to rethink ANIZDA staffing. Rather than fill the vacant Executive Assistant role, S. Bamford recommends creation of a new position, Manager, Finance and Administration with broader duties and responsibilities. The ideal candidate would have a background in accounting and bookkeeping that could allow for the possibility of bringing bookkeeping in-house. Currently, ANIZDA outsources the bookkeeping function to an accounting firm under an agreement that runs through 2023. In addition to the financial duties, the new hire would also be responsible for the administrative tasks M. Reid has handled.

- b. Discussions with The Manhattan Building Company and Urban Residential about their plans for redevelopment of The Neuweiler Brewery site are ongoing. S. Bamford expects to receive application materials shortly, so a Project Review Committee can be scheduled.

The meeting was adjourned at 5:23 pm.

Next ANIZDA Board Meeting: Wednesday, November 2, 2022, at 5:00 pm.

Respectfully Submitted

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Secretary