

ANIZDA Board Meeting Minutes
February 01, 2023
America On Wheels
2nd Floor Meeting Room
5 North Front Street, Allentown, PA

Attendance:

Attendees: Seymour Traub, Esquire (Chairperson), Eileen Aguilera, Stephen Breininger and Pedro Torres in person and Dr. Ann Bieber by video conference. Absent were Nelson Diaz, Lewis Edwards, Tiffany Polek and John Stanley.

Board Staff: Jerome B. Frank (Solicitor), Steve Bamford (Executive Director) and Selma Ritter (Manager, Finance and Administration).

Members of the public and media were present.

1. **Call to Order** - The meeting was called to order by Chairperson Sy Traub, Esquire, at 5:00 p.m. A quorum was met.

S. Traub announced L. Edwards informed him he will be resigning from the ANIZDA Board due to personal reasons.

2. **Approval of December 07, 2022, Meeting Minutes** – A motion to approve the December 07, 2022 meeting minutes, as written, was made by S. Breininger and seconded by P. Torres. The public was given the opportunity to comment. No comment was received. The minutes were approved by a vote of 5-0.

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

4. **Old Business.** None.

5. **New Business.**

a. **Election of Officers.** J. Frank presided over the election of ANIZDA officers pursuant to the ANIZDA Bylaws, Section 2.7c. The officers elected will serve a 2- year term in the position. He recited the current list of board members serving as officers and noted that the current Treasurer L. Edwards resigned from the Board. The position is now vacant due to his resignation.

The list of offices to be filled is as follows: Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary.

- i. The following nominees were unanimously approved by all Board Members present, by a vote of 5-0:

- Chairperson —Seymour Traub, Esquire
- Vice Chairperson —John Stanley, Esquire
- Treasurer — Stephen Breininger
- Assistant Treasurer —Eileen Aguilera
- Secretary —Pedro Torres, Jr.
- Assistant Secretary —Dr. Ann Bieber

After the Election of Officers concluded, J. Frank turned the meeting over to Chairperson S. Traub.

- b. Resolution R2023-285 Re-appointment of Goody Clancy for design review services for 2023

This Resolution would authorize re-appointment of Goody Clancy (“GC”) to continue to provide design review services to ANIZDA.

GC is the architectural, planning and preservation firm that produced the Downtown Allentown Development and Urban Design Plan for the City of Allentown. After the Neighborhood Improvement Zone (“NIZ”) was established, ANIZDA has contracted with GC to provide design review services for development projects on an as needed basis.

GC review comments are shared with the Project Review Committee, ANIZDA Board, the City of Allentown and the developer. GC then invoices ANIZDA on a time and materials basis, and the cost is passed onto the project developers. In the past the cost for GC services has ranged between \$950.00 to \$5,000.00 per project, depending on the scope of the development and the services they provide.

A motion to approve re-appointment of Goody Clancy for design review services for 2023 by Resolution R2023-285 was made by P. Torres and seconded by S. Breininger. The public was given the opportunity to comment. No public comment was received. R2023-285 was approved by a vote of 5-0.

6. **Executive Directors Report.** S. Bamford reported:

- a. Yesterday, January 31, 2023, was the deadline for businesses within the NIZ to file their annual 2022 reports with the State and City. The next step in the annual NIZ revenue certification and allocation process is for the Pennsylvania Department of Revenue to issue certification letters, which are typically issued by the end of February or beginning of March of each year.


b. The ANIZDA annual financial audit is scheduled for April 04-14, 2023. Between now and then, the ANIZDA staff will be busy providing information to the auditors so they can hit the ground running when they commence field work in the ANIZDA office in April. The audit report will be presented to the ANIZDA Board at the June meeting.

c. The previously approved new parking access equipment for the arena block parking garages is scheduled to be installed the week of March 06, 2023. The garages serve the PPL Center, One City Center, Renaissance Hotel and the general public.

7. **Adjournment.** The meeting was adjourned at 5:20 pm.

Next ANIZDA Board Meeting: Wednesday, March 01, 2023, at 5:00 pm.

Respectfully Submitted,


Secretary