

Northampton County General Purpose Authority Meeting Minutes

8:00 a.m. on April 7, 2015

A meeting of the Northampton County General Purpose Authority was held on Tuesday, April 7, 2015, at 8:00 a.m. The meeting was held in Northampton County Courthouse, 3rd Floor, County Council Chambers, Room #3116, 669 Washington Street, Easton, PA.

ITEM #1 –CALL TO ORDER-ATTENDANCE

Mr. Langen called the meeting to order.

Attendance:

Shawn K. Langen, J. Michael Dowd, Neal Koplin, Helen M. Whitaker

Solicitor:

John F. Lushis, Jr., Esq.

Staff:

Diane Donaher, Director, DCED
Mark Hartney, DCED Administrator

Nina McCarthy, DCED Executive Secretary
David Hughes, DCED Finance Specialist

Absent:

Shawn Donahue, Mark Schiavone, Margaret Ferraro

ITEM #2- APPROVAL OF MINUTES FROM MARCH 3, 2015

MOTION: To approve the minutes as presented.

The minutes were unanimously approved on a motion by Mr. Dowd, seconded by Mr. Koplin.

ITEM #3 – TREASURER’S REPORT

MOTION: To approve the treasurer’s report as presented.

The Treasurer’s Report was unanimously approved on a motion by Ms. Whitaker seconded by Mr. Koplin.

3.1 Signatory Change For Accounts

SUGGESTED MOTION: To update the signatory policy related Lafayette Ambassador Bank Commercial Account Agreement to require 2 GPA member signatures or 1 GPA member signature and 1 NCDCEd assigned staff signature. Signatories are to include all GPA members, NCDCEd Director and NCDCEd Financial Specialist.

On a motion by Mr. Dowd and seconded by Mr. Koplin the suggested motion was unanimously approved.

ITEM #4 – PUBLIC COMMENT

None

ITEM #5 – REORGANIZATION

MOTION: To approve the proposed slate of candidates: Shawn Donahue as Treasurer.

A motion was made by Mr. Dowd and seconded by Mr. Koplin to approve Shawn Donahue as Treasurer. The motion unanimously passed.

ITEM #6 – OLD BUSINESS

6.1 Post Issuance Compliance

Mr. Lushis advised that the Post Issuance Compliance officer should be a member of the DCED staff and not the attorney. Ms. Donaher volunteered for the position. Mr. Lushis advised her name will be inserted to the document he is drafting.

6.2 Community Investment Revolving Loan Fund

Mr. Hartney is working on a cooperation agreement to set up guidelines. He will organize a meeting of the subcommittee to discuss the agreement.

MOTION: The GPA agrees to negotiate a cooperative agreement with NCDCEd for the purposes of serving as the fiscal administrator and establishing loan review committee for a Revolving Loan Fund.

The suggested motion was made by Mr. Langen and seconded by Ms. Whitaker. It carried unanimously.

ITEM #7 – NEW BUSINESS

7.1 Southside Bethlehem KIZ Primary Partnership

Asher Schiavone made a presentation to the Authority.

MOTION: To provide BEDCO \$40,000 in grant assistance to the KIZ program to support the activities presented. The GPA authorizes NCDCEd staff to prepare and execute an appropriate grant agreement with BEDCO with the solicitor’s assistance

A motion was made by Mr. Dowd and seconded by Mr. Koplin. The suggested motion unanimously carried.

7.2 Riley & Company Audit Draft

Deb Borger presented the board with her findings as well as a draft of her report.

Motion to adopt audit contingent to any additional corrections or revisions made by Mr. Dowd and seconded by Ms. Whitaker. The motion carried unanimously.

ITEM #8 – STAFF REPORT**8.1 Open Records Officer Resolution**

Ms. Donaher made the suggestion to change to Open Records Policy from 'Names' to 'Positions'. Another proposed change was making the Open Records Officer the Solicitor of the GPA and the Assistant Open Records Officer the Director of Community and Economic Development. Ms. Whitaker felt that the state required an actual name to be reflected. The state requires an actual name on the website.

Mr. Lushis advised to set up the website with his name and reflect Ms. Donaher as a backup. Mr. Lushis continued that he would update the resolution leaving the names, as well as making a reference to the policy. It would be ready for the next meeting of the Authority.

8.2 Redevelopment Assistance

MOTION: The Authority agrees to partner with the Department to provide redevelopment assistance on the following activities:

- a. Technical Assistance
 - i. Time and expertise of Authority members
 - ii. Time and expertise of staff and solicitor
- b. Financial assistance for the acquisition, rehabilitation, demolition, of strategic priority redevelopment opportunity sites.
- c. Site acquisition and disposition

Mr. Koplín asked if it was the intent of the Authority to actually acquire and dispose of sites. Mr. Hartney advised that it was possible, but it would be on a case by case basis.

Mr. Langen made the suggested motion. It was seconded by Mr. Koplín. The motion carried unanimously.

8.3 Statement of Financial Interest Forms

The authority was reminded to give their statement of financial interest forms to Ms. McCarthy.

ITEM #9 – NEXT MEETING DATE

The next meeting date will be **Tuesday, May 5, 2015**.

ITEM #10 – ADJOURNMENT

Mr. Koplín made a motion for adjournment, Ms. Whitaker seconded. The meeting was adjourned.

ATTEST:


Nina McCarthy, DCED Executive Secretary


Shawn Langen, Chairperson