

Northampton County General Purpose Authority Meeting Minutes

8:00 a.m. on May 3, 2016

The monthly meeting of the Northampton County General Purpose Authority was held on Tuesday, May 3, 2016, 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 Langen, J. Michael Dowd, Neal Koplin. Helene Whitaker was present via teleconference.

Solicitor:

John F. Lushis, Jr., Esq.

Staff:

Mark Hartney, DCED Administrator
Nina McCarthy, DCED Executive Secretary

David Hughes, DCED Finance Specialist

Absent:

Shawn Donahue, Mark Schiavone and Margaret Ferraro.

ITEM #2- APPROVAL OF MINUTES FROM April 5, 2016

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

ITEM #3 – TREASURER’S REPORT

- 3.1 Mr. Hughes reviewed the April 2016 Treasurer’s Report and the invoices that were presented for payment.

MOTION: To approve the Treasurer’s Report as presented.

Mr. Koplin made the motion. It was seconded by Ms. Whitaker. The motion carried.

- 3.2 Invoices – April 1 – 30, 2016

Mr. Langen made the motion to approve as presented. Mr. Koplin seconded the motion. The motion carried.

ITEM #4 – PUBLIC COMMENT

None.

ITEM #5 – OLD BUSINESS**5.1 GPA P3 Project Update**

Mr. Lushis stated a RFP was issued on April 7, 2016. There was a Pre-bid meeting and Mr. Lushis answered questions for about 2 hours.

Mr. Lushis is in the process of drafting a Public Private Partnership Agreement. There will be 3 review committees, 1) Review Technical Proposal, 2) Financial Proposal & 3) Final Selection Committee. Mr. Langen will serve as GPA's representative on Technical Committee and Mr. Koplín will serve as GPA's representative on the Financial Committee, Mr. Langen and Mr. Donahue will serve as GPA's representatives on Final Selection Committee.

Mr. Lushis stated that the Review Committee will hire outside professionals to be retained by the GPA and reimbursed by the county. The first will be Public Finance Management and second Buchanan, Cannon, Ingersoll & Rooney. Also, PENNDOT will provide representatives and training to the committees at no cost to the County/GPA.

5.2 RFP for Technical Assistance

Mr. Hartney advised the board that they never voted on the motion to issue the RFP for Technical Assistance at last month's meeting. Mr. Hartney requested that the board take official action.

MOTION: A was motion made to approve the issuance of the Technical Assistance RFP contingent upon the final review by Mr. Lushis. Mr. Dowd made the motion. It was seconded by Mr. Koplín. The motion carried.

5.3 PA Ethics Commission Statement of Financial Interest

Mr. Hartney reminded members to complete and submit their forms.

ITEM #6 – NEW BUSINESS**6.1 Shell Building RFP**

Mr. John Kingsley of the LVEDC made a presentation to the board requesting that the Northampton County General Purpose Authority agree to participate in the RFP process for the Shell Building project.

MOTION: To participate in the RFP process and review the proposals.

Mr. Langen made the motion and Mr. Dowd seconded. The motion carried.

6.2 NC Higher Education Authority and NC Hospital Authority

Mr. Hartney reviewed a background report regarding the Northampton County Higher Education Authority and the Northampton County Hospital Authority. Both authorities are inactive and there is \$284,498.00 in an account associated with the Hospital Authority. When the GPA was formed, the intent was to have similar board membership and all future financings would be run through the GPA. Over the years appointments to the NCHEA and NCHA have not been maintained and there are currently vacancies on the boards. DCED is proposing to fill those vacancies with GPA members and then to figure out if we should leave them inactive or dissolve

the authorities. Mr. Lushis was requested to follow- up with John Kingsley first and Alicia Karner second about the history of the two authorities and report back to the board.

6.3 Change in Accounting Procedures

Mr. Hughes reviewed the previously distributed document titled Northampton County General Purpose Authority Accounting Procedures Internal Controls May 2016. There were some minor revisions based on the results of the Authority's audit.

MOTION: To approve changes in updated Accounting Procedures and Internal Controls as recommended by the auditor.

Mr. Dowd made the motion to adopt. Mr. Langen seconded the motion. The motion carried.

ITEM #7 – STAFF REPORT

Mr. Lushis stated he received a phone call from Bond Council for conduit bond financing project of approximately \$200 million which will close in July and they want to issue through the GPA.

7.1 GPA Annual Activities Report

Mr. Hartney advised the Authority of the highlights in the 1-page report

7.2 Loan and Development Fund Update

Mr. Hughes and Mr. Hartney advised that they are still working on the proposed changes.

7.3 Project and Prospect Update

Mr. Hughes and Mr. Hartney provided updates on projects and potential prospects. Mr. Dowd cautioned Authority members, staff and solicitor about discussing prospective deals and projects before they were considered official projects and appropriate to be discussed in a public meeting.

ITEM #8 – NEXT MEETING – TUESDAY June 7, 2016

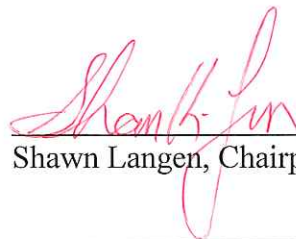
ITEM #9 – ADJOURNMENT

Motion was made by Mr. Koplun. It was seconded by Mr. Langen.

ATTEST:



Mark Hartney, Administrator DCED



Shawn Langen, Chairperson