

Greene County Industrial Development Authority

93 E. East High Street
Waynesburg, PA 15370
Tel: 724.852.5259

GCIDA Board Meeting Minutes September 13, 2022

I. The meeting was called to order at 9:00 AM. Those present were as follows:

Mike Belding, Chairman

Phone:

George Scull, Vice Chairman

None

Greta Mooney, Secretary

Cheryl Semonick, Board Member

Public:

Ernie DeHaas, Solicitor

Greg Firely, AMO Environmental Decisions

Connie Bloom, IDA Manager

Mark Kephart, Boondock Sales, LLC

Crystal Simmons, CDBG/HOME Director

Rich Cleveland, Exec. Director County Development

Blair Zimmerman, Commissioner

Kyle Lamp, Planning Associate

II. "If a potential conflict exists, you are duty bound to disclose."

III. Approval of Minutes – August 9, 2022

Mr. Belding requested a motion to approve August 9, 2022 Meeting Minutes.

Motion to approve- Ms. Mooney

Second- Mr. Scull

All in favor.

IV. Treasurers Report

a. **Balance Sheet** as of August 31, 2022

b. **Profit & Loss** as of August 31, 2022

Ms. Bloom noted that the lease option agreement extension payment of \$10,000 is included in this report. She added all other information is per usual. Ms. Mooney wanted to confirm the EPA account 1060 is the old account and will be closed out and Ms. Bloom agreed and stated that there will be two new EPA accounts.

Mr. Belding requested a motion to approve the July 31, 2022 Treasurers report.

Motion to approve- Ms. Semonick

Second- Mr. Scull

All in favor.

V. Deposits

Revolving Loan Payments

- a. 8/3/2022 – **\$321.75**
 - i. Vending Solutions, Inc.
- b. 8/4/2022 – **\$200.00**
 - i. Southern Comfy Boutique (June & July)
- c. 8/8/2022 – **\$299.25**
 - i. Hydraulic Solutions & Machine Fabrication
- d. 8/9/2022 - **\$275.77**
 - i. Wilson Commons, LLC
- e. 8/12/2022 - **\$300.00**
 - i. Pennsylvtucky Precision
- f. 8/22/2022 - **\$1050.00**
 - i. Greene County Land Development (July, Aug, Partial Sept)

SIP

- a. 8/8/2022 – **\$1,432.13**
 - i. MRIE

General Account

- a. 8/11/2022 – **\$10,000.00**
 - i. NJR Extension
- b. 8/23/2022 - **\$30.00**
 - i. RLF Application Fee
 - 1. JCNH Rentals, LLC
- c. 8/23/2022 - **\$30.00**
 - i. RLF Application Fee
 - 1. Mankind Gentleman’s Cuts, LLC

Ms. Bloom stated Southern Comfy has paid through July and a late payment notice letter has been mailed. She added Greene County Land Development did make a payment but she was two months behind and did not include late fees and with Mr. DeHaas’s assistance a letter was mailed to her. Ms. Bloom explained that she has trying to keep up with the letters notifying the businesses of their late fees. Ms. Bloom reviewed the SIP non-compliance payment and the application fees for the RLF. Mr. Scull stated Ms. Bloom is doing a good job keeping up with the payments.

VI. Approval of Checks for Payment

General Account

- a. DeHaas Law, LLC, Services - **\$450.00**
- b. Observer Reporter - **\$67.34**
- c. Bank-A-Count - **\$8.40**
- d. Greene County Chamber of Commerce - **\$150.00**
- e. Liberty Mutual Insurance Company - **\$470.00**

Ms. Bloom reviewed the checks for payment and that the invoice was emailed to the Board for their review. She explained DeHaas Law is for general services, Observer Reporter is for the special meeting, Bank-A-Count is the coupon payment book for Momma Martins, Chamber of Commerce is the membership directory ad and Liberty Mutual is for the surety bond.

Mr. Belding requested a motion to approve the check for payment.

*Motion to approve- Ms. Mooney
Second- Mr. Scull
All in favor.*

VII. Brownfields Initiative

- a. EPA Grant Update
 - i. Assessment Grant
 - ii. Cleanup Grant
- b. EPA Checking Accounts
- c. EPA Cooperation Agreement
- d. GC-BRAC Meeting – immediately to follow

Mr. Firely stated the cooperation agreements for both grants have been received and a meeting was held with the grant manager to discuss what is needing to be reported. He added the next step is to get the quality management plan done for both grants and the quality assurance program plan for the Assessment grant and the quality assurance project plan for the Cleanup grant. Mr. Firely explained the EPA has sixty days to review and since the QMP's are new and the EPA is backed up, therefore, even if we don't hear back, we can move forward. He added we can not collect any data until they are approved but we can do outreach, inventory and identify sites, complete Phase I Environmental Site Assessments, as well as the bid process for removing the rail ties.

Ms. Bloom explained the cooperation agreement for the Cleanup grant was included in the email to the Board, but the Assessment grant was handed out today. Ms. Simmons asked if everyone will be attending the BRAC meeting. Mr. Belding mentioned moving the BRAC until the end and running through the rest of the agenda and coming back to this subject if there is a gap of time before the BRAC meeting.

Ms. Bloom explained as discussed there will be two new non-interest-bearing accounts opened at First National Bank and included in the signature folder is the signature cards as well as the letter needed per the bank's requirements.

VIII. New Business

- a. Revolving Loan/Emergency Loan Program
 - i. JCNH Rentals, LLC

Ms. Bloom stated that included in the packet was a white sheet for JCNH Rentals, LLC. She added they are applying for a \$50,000 Emergency Loan for working capital (utilities, upgrades and security cameras) and it was reviewed by the financial analyst in August and considered a low risk. Ms. Bloom discussed this is a newly formed business with no current mortgage or debt and shows plans for growth.

Mr. Belding requested a motion to approve the Emergency Loan application for JCNH Rentals, LLC in the amount of \$50,000 at 1% interest for 15 years.

*Motion to approve- Ms. Mooney
Second- Ms. Semonick
All in favor.*

ii. Mankind Gentleman's Cuts, LLC

Ms. Bloom described Mankind Gentleman's Cuts, LLC has applied for \$50,000 Emergency Loan and their white sheet was also included in the Boards packet. She added the loan would be used for working capital and expansion. Ms. Bloom explained it was reviewed by the financial analyst in September and considered a low risk of a personal guaranty was obtained. She added per the analyst the credit score are low, but sales have already increased with the trial run of the expanded services. Ms. Bloom stated they will open a second location and it will move the Mankind Gentleman's Cuts location to it and the current location will now offer female beauty services but will operate under the same EIN. Mr. Belding asked if they currently have any loans with us and Ms. Bloom replied they do not. She continued one of the previous owners has an Emergency Loan for her other business – Southern Comfy Boutique, but she is no longer affiliated with Mankind Gentleman's Cuts.

Mr. Belding requested a motion to approve the Emergency Loan application for Mankind Gentleman's Cuts, LLC in the amount of \$50,000 at 1% interest for 15 years.

*Motion to approve- Mr. Scull
Second- Ms. Mooney
All in favor.*

b. Marketing

Ms. Bloom reviewed the information she obtained prices for different marketing options. She added Every Door Direct Mail seems costly, a post card mailed through USPS is .44 cents and the IDA would still have the cost of printing the postcards. Ms. Bloom has contacted Direct Results, however, has not received a response. Mr. Scull stated for the Farm Bureau the cost per newsletter is much cheaper and Mr. Belding added that is probably a bulk mail price. Ms. Bloom stated the IDA has an ad in the Chamber of Commerce's membership directory. Mr. Belding mentioned the Commissioners Facebook page as a way to market. Ms. Mooney asked about sponsoring an email blast through the Chamber and Ms. Bloom will contact the Chamber to get the details on the e-blast. Ms. Bloom mentioned the applications she has received recently have been through word of mouth from current loan holder. Ms. Simmons asked if packets are left at the banks when inquires come into them and Ms. Bloom replied, yes, however, the contact at Community Bank is no longer there, and a meeting needs to be set up with the replacement.

c. SIP Compliance Update

i. Boondocks Sales, LLC

Mr. Belding introduced Mr. Kephart, who is in attendance on behalf of Bruce Razillard. Ms. Bloom stated she included the email update from Mr. Razillard and she spoke with him last week. She added she learned last week he needs a sign before he can apply for the dealership license. Ms. Bloom explained according to Mr. Razillard he is having a hard time getting a sign due to materials. Mr. Belding opened the floor for discussion and stated that there are two choices; continue "kicking the can down the road" or go back to the date the non-compliance was effective. Commissioner Zimmerman asked what type of business is opening and Ms. Bloom responded a used car dealership. Mr. Kephart added a used cars as well as other things. He continued the main item currently is to get the license to be able to sell the cars but there will also be a notary on-site. Mr. Kephart explained the building is almost completed, but still need to install

outside corners and gutters which should be done in the next couple of weeks. He added the issue with obtaining the license is the State required a photo of the building with the sign attached, which the materials for the sign is delayed so they requested a temporary sign. Mr. Scull asked when will the temporary sign be available and Ms. Bloom stated the paperwork, she has states ASAP. Mr. Kephart explained Mr. Razillard indicated to him it would be by the end of this week. Mr. Scull asked when Mr. Razillard applied for the license and Ms. Bloom replied he hasn't because not all of the requirements are done. Commissioner Zimmerman suggested once Mr. Razillard applied to contact Pam Snyder or Camera Bartolotta for help. Ms. Mooney explained the question is do we approve compliance due to his action. Ms. Bloom added the other option is to start the compliance start date over on the date he applies for the license. Ms. Mooney stated she appreciates his action and would be comfortable starting the compliance date when he applies for the license. Mr. Scull agreed but added it is frustrating an ultimatum had to given

Mr. Belding requested a motion to approve Boondock Sales, LLC continuance of the compliance review period to begin with proof of the date of submittal the dealership license application with review at the October IDA meeting.

Motion to approve- Ms. Mooney
Second- Mr. Scull
All in favor.

Mr. Belding explained that he and Ms. Bloom had a conversation yesterday and with the approval of these two new revolving loan applications the balance available is approximately \$90,000. He added that a request could be made to the Commissioners to fund the Revolving Loan account until the USDA grant is received. Mr. Belding continued we have had so many successful applications that we have drained this account. Ms. Bloom mentioned that when the USDA's grant became available, we had too much money still available in our account to be eligible. She added she has the potential for five additional loans to present to the Board but the IDA doesn't currently have the funding to support them without this request. Ms. Mooney asked when the window opens to be able to apply for the USDA and Ms. Bloom replied in the Fall. Ms. Mooney suggested requesting \$250,000 from the County and then apply for \$500,000 from the USDA to replenish the account.

Mr. Belding requested a motion to request \$250,000 no cost loan from the County to replenish the Revolving Loan Fund.

Motion to approve- Ms. Mooney
Second- Ms. Semonick
All in favor.

IX. Old Business

i. FASBA Compliance Spreadsheet

Ms. Simmons presented the compliance spreadsheet to the Board. She explained she is not comfortable circulating it as there are some discrepancies with conflicting business numbers she would like to get sorted out. Ms. Simmons discussed the award amounts, amendments and the breakdown. She reviewed the businesses and how compliance was determined and also which businesses still need to go through compliance. Ms. Simmons stated she will add two columns to the sheet, date approved by the IDA and date awarded by the Commissioners. Ms. Simmons added she confirmed there are no duplicate EIN numbers. Ms. Mooney stated that if there is a discrepancy with a business number the date the IDA Board reviewed will help to cross reference and Ms. Simmons agreed. Ms. Mooney requested Ms. Simmons add an asterisk by any business with a discrepancy with the number assigned and Ms. Simmons said she would. Mr. Scull mentioned the business he has listed as 54 is different than the business Ms. Simmons has as 54. Ms. Simmons explained that one reason for the confusion is if a business was denied they kept their number or a number is skipped and Ms. Mooney stated that is fine, but as long as the numbers are consistent. Mr. Scull stated that Miller Electrical was to

provide a building permit and Ms. Simmons stated yes, she has it. Ms. Simmons stated that if she can get this information confirmed she will circulate prior to the next meeting. Mr. Belding pointed out that the additional monies received was due to other counties not being able to use it; Greene County received more than our fair share. Commissioner Zimmerman asked about the administrative fees and Ms. Simmons stated her salary, the program manager and associate's salaries have been fully paid. She added this will also pay Judy for the financial analysis and it will also pay for advertisements. Ms. Simmons stated the funds will be drawn down in November. Ms. Mooney inquired if the money goes to the County and Ms. Simmons confirmed this money reimburses the County. Mr. Scull commented the County needs to recognize that these programs are supplemental and when they stop the salaries are not longer subsidized. Mr. Belding added that these salaries are already budgeted at the County level so it is income. Ms. Mooney stated that it is a budget line item not being expended.

b. Robina Mine Site

Ms. Bloom stated she emailed the Hydrogen Conference information to Mr. Mills per Mr. Cleveland. Mr. Cleveland added he doesn't have an update other than Mr. Mills is planning to come and meet with the Commissioners.

c. Mather Gateway

Ms. Bloom stated in the Board packet is a presentation on PJM that provides information on the delays that have occurred. Mr. DeHaas stated the next step for NJR is for them to exercise the option. Mr. Lamb added there are 500 solar farms proposed in Pennsylvania and of those seven are in Greene County. He continued PJM is so backed logged nothing is expected until 2026.

X. Public Comment

None

XI. Executive Session

Mr. Belding requested a motion to enter into Executive Session at 9:51 AM.

*Motion to approve- Mr. Scull
Second- Ms. Semonick
All in favor.*

Mr. Belding requested a motion to exit out of Executive Session at 10:04 AM.

*Motion to approve- Mr. Scull
Second- Ms. Semonick
All in favor.*

XII. Next Meeting – October 14, 2022

XIII. Adjournment

Mr. Belding requests a motion to adjourn the meeting at 10:05 AM.

Motion to approve- Mr. Scull

Second- Ms. Semonick

All in favor.

MEETING MINUTES CERTIFICATION

We, the undersigned, agree that the minutes taken above were approved in their entirety by the Greene County Industrial Development Authority on October 11, 2022.



Chairman, Greene County Industrial Development Authority



Vice Chairman, Greene County Industrial Development Authority



Secretary, Greene County Industrial Development Authority