

Greene County Industrial Development Authority

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

GCIDA Board Meeting Minutes December 12, 2023

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

Phil Hook, Chairman

George Scull, Vice Chairman

Greta Mooney, Secretary

Cheryl Semonick, Treasurer

Tim Fox, Board Member

Ernie DeHaas, Solicitor

Connie Bloom, IDA Director

Blair Zimmerman, Commissioner

Besty McClure, Commissioner

Phone:

Greg Firely, AMO Environmental Decisions

Public:

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

III. Approval of Minutes – November 14, 2023

Mr. Hook requested a motion to approve the November 14, 2023 Meeting Minutes.

Motion to approve- Mr. Scull

Second- Ms. Mooney

All in favor.

IV. Treasurers Report

a. Balance Sheet as of November 30, 2023

b. Profit & Loss as of November 30, 2023

Ms. Bloom explained the November report includes all the regular reports. She noted the \$25,000 deposit from USDA to the RLF for half of the 7 One Eight Design Build loan. Ms. Bloom stated the Assessment and Cleanup Grant recaps were included as well. Mr. Hook inquired on the large amount left on the Assessment Grant and Ms. Bloom stated that was due to having an issue identifying sites. Ms. Mooney asked how to allocate the remaining funds for the Cleanup Grant and Ms. Bloom stated it would be for the admin draw down, close out and remediation.

Mr. Hook requested a motion to approve the November 30, 2023 Treasurers report.

Motion to approve- Ms. Mooney

Second- Ms. Semonick

All in favor.

V. Deposits

Revolving Loan Payments

- a. 11/8/23 – **\$300.00**
 - i. LK Cafe
- b. 11/8/23 - **\$321.75**
 - i. Vending Solutions
- c. 11/8/23 - **\$350.00**
 - i. Greene County Land Development #3
- d. 11/8/23 - **\$350.00**
 - i. Greene County Land Development #3
- e. 11/8/23 - **\$261.73**
 - i. Adam Lewis Trucking #4
- f. 11/8/23 - **\$643.76**
 - i. Pizza Italia (May 22 & June 22)
- g. 11/30/23 - **\$300.00**
 - i. Blessed Valley Lodging
- h. 11/30/23 - **\$299.25**
 - i. JCNH Rentals
- i. 11/30/23 - **\$400.00**
 - i. Momma Martins

SIP

- a. 11/21/23 - **\$1,432.13**
 - i. MRIE

General Account

- a. 11/8/23 - **\$724.00**
 - i. 7 One Eight Design Build closing costs
- b. 11/8/23 - **\$0.68**
 - i. US Treasury refund

EPA Assessment Grant

- a. 11/14/23 - **\$1,465.00**
 - i. ASAP Draw Down
 - 1. AMO

EPA Cleanup Grant

- a. 11/14/23 - **\$8,496.89**
 - i. ASAP Draw Down
 - 1. AMO

Ms. Bloom reviewed the deposits for the month of November 2023. Ms. Bloom mentioned the SIP repayment from MRIE has only a few payments remaining.

VI. Approval of Checks for Payment

General Account

- b. DeHaas Law, LLC, - **\$325.00**
 - i. General Services - \$325.00
- c. Greene County Chamber of Commerce - **\$325.00**
 - i. Membership Dues 2024 - \$175.00
 - ii. Membership Directory Ad 2024 - \$150.00
- d. Cypher & Cypher - **\$6,826.13**
 - i. 2022 Audit

- e. Connie Bloom - **\$270.56**
 - i. Supplies - \$139.84
 - ii. Court Filing Fees - \$93.25
 - iii. Travel Expense - \$37.47

EPA Assessment Grant Account

- a. AMO - **\$7,530.00**
 - i. 425 W. George Street
 - 1. Field Sampling Plan EPA Edits
 - 2. Re-submission to EPA
 - ii. Project Coordination and Planning

EPA Cleanup Grant Account

- a. AMO - **\$3,440.00**
 - i. Soil Data Analysis
 - ii. Remedial Planning for Soil Remaining
 - iii. EPA Reporting
 - iv. Project Coordination and Planning

Ms. Bloom reviewed all the December invoices for the Board and indicated that the invoices were also emailed to the Board. Ms. Mooney asked if we should look at an RFP for the auditing services and Ms. Bloom indicated should would need to check the management letter. Ms. Bloom also mentioned the Audit Reports are on her desk and she will be sure to get them to the Board.

Mr. Hook requested a motion to approve the checks for payment.

Motion to approve- Ms. Semonick

Second- Mr. Scull

All in favor.

VII. Brownfields Initiative

- a. Assessment Grant
 - i. 435 W. George Street
 - 1. Phase II ESA Work Plan Approved
 - 2. Schedule
 - ii. Recommendation of Priority Sites
- b. Cleanup Grant
 - i. Creosote Rail Ties
 - 1. 1,600 plus tons removed
 - ii. Removed Soil
 - 1. Sampled
 - 2. Impacts Identified
 - iii. Soil Removal workplan being developed
 - iv. Soil Excavation & Disposal
 - 1. 2024
- c. GC-BRAC Meeting

Mr. Firely stated for the Assessment Grant the site at 425 W George Street will be assessed and is in the process of scheduling. He added the owner thanked the County and once the assessment is complete there is an agreement of sale. Mr. Firely stated the field work would be completed in a month or so.

Mr. Firely explained over 1,600 tons of rail ties were removed using the Cleanup Grant Budget. He added pursuant to the EPA work plan to sample the soil that is now exposed. He explained two areas of impact were identified exceeding the non-residential standard and have been delineated and are now scheduling the removal excavation. Mr. Firely stated with that work completed the DEP reporting will move forward in late winter/spring. He mentioned once this was completed the paperwork will be filed with DEP for the Notice to Remediate that was filed last year.

Mr. Firely mentioned the only outstanding item that remains is to identify sites for the remaining funds of the Assessment Grant. Mr. Scull asked about funding for the removal of the remaining rail ties and if any of the remedial work we are doing currently is going to be disturbed by the removal of the remaining ties. Mr. Firely explained the work now has to be completed as stated in the application and when the additional rail ties are removed that area will need to be reevaluated. Mr. Firely mentioned we are not eligible to reapply this year and that the guidelines do change from year to year. Ms. Bloom stated Mr. Firely did send a grant that is open for cleanup, however, the County is applying for another project and we don't want to compete for funding. Mr. Firely discussed the Industrial Site Reuse Program just opened up and he is researching if the IDA is eligible to apply, the only issue is it comes with a hefty match.

Ms. Bloom stated the GC-BRAC meeting will immediately follow the Board meeting.

Ms. Bloom mentioned the interactive map that was emailed to the Board for input on the next list of priority sites. Mr. Hook stated he didn't recall. Ms. Bloom will resend.

VIII. New Business

a. 2024 Audit

Ms. Bloom stated now the Board does have the 2022 audit report and there are eleven journal entries to be made. She added she anticipates having those completed by the end of the year. Ms. Bloom explained normally they request to attend a Board meeting and present the audit finding, however, they have not done that yet. Ms. Bloom offered to reach out the Cypher and Cypher and see if they would present the report or if the Board is comfortable with the printed report. Mr. Hook stated he read the report and there are no significant findings nor is there anything new or interesting which is good and what we want to see. Mr. Scull stated he is fine with those comments.

b. CST Option

Mr. DeHaas explained the option agreement has been signed by both parties and the consideration for the option is due. He added as of yesterday that has not been received. Mr. DeHaas has informed the attorney a couple of times. He added he also calculated the payment in lieu of taxes and letters have been sent to the township and school district to alert them of the payments. Ms. Bloom offered to reach out to Mr. Bokar. Ms. Mooney asked the deadline in which the option would fall apart and Mr. DeHaas replied if they were in breach of it. Mr. DeHaas stated the payment to the IDA was to be made the day of the signing and that hasn't happened. He explained the payment in lieu of taxes is to be made this calendar year and every year thereafter. Mr. Hook asked if the option has been recorded and Mr. DeHaas

replied it was not in recordable form. Commissioner McClure asked was CST Prospect is and Mr. DeHaas explained it has to do with the Crucible property.

c. SIP Compliance

i. Ricco DQ Holdings

Ms. Bloom stated this is Ricco DQ Holdings third and final compliance. She added the payroll provided is for April, July and November 2023 due to the nature of the business. Ms. Bloom indicated the information was added to the spreadsheet and it does appear from the information provided that they continued with the required employment per their agreement. Ms. Bloom reminded the Board that Ricco DQ Holdings did not receive the full amount approved.

Mr. Hook requested a motion to approve the third and final SIP compliance for Ricco DQ Holdings.

Motion to approve- Ms. Mooney

Second- Mr. Scull

All in favor.

ii. Boondock Sales

Ms. Bloom stated this would be the first compliance for Boondock Sales due to the Board extension. She added all the information and correspondence she has had with Mr. Razillard is included within the Board's packet. Ms. Bloom indicated she has some questions on the information provided and tried to get clarification from Mr. Razillard. She explained when she first spoke with Mr. Razillard, he indicated he was hiring one employee for a detail shop in May 2021 until he received his dealership license, however, the latest correspondence indicated that the hire date was the day he received the dealership license, but his first day on payroll was October 2023. Ms. Bloom explained on the initial paperwork he was going to be a used car dealership, however, now he is an off-road specialty vehicle business. She added he provided a copy of the dealership license and it was applied for in August 2022 and received in January 2023. Mr. Hook asked if he was late applying and Ms. Bloom stated the Board gave him a deadline to apply for the licensing and he applied the day before the deadline. Ms. Bloom explained the payroll he provided is a screen shot with a copy of a hand written check. She added she did request payroll reports, however, he does not have any and he intends to use ADP who will do all his reporting. Ms. Bloom stated in the Agreement he was to create one full time job with wages 1.5 times minimum wage and once the project was complete that would create an additional 2-4 jobs at the same wage and must maintain those jobs for 3 years. Mr. Hook inquired on the current minimum wage and Ms. Mooney stated it is \$7.25. Commissioner Zimmerman stated he has done a beautiful job on the building and the Board has given him plenty of consideration. Mr. Scull stated he drove by this morning and the hours listed on the door are 9-5 without specifying which days those hours are listed for and then there are two days that are closed. He added there is also a sign on the door if they are out of the office to please call and there is a number listed. Mr. Scull stated he doesn't see it as a viable business, however, Mr. Razillard has dotted all the "I's" and crossed all the "t's". He asked Mr. DeHaas the option the Board has available. Mr. Scull stated the check provided for payroll could have been ripped up after sending the picture. Ms. Bloom replied she did request proof the check cleared and the Board has a copy of the endorsed check. Ms. Mooney stated she will not support compliance because he has been given 3 years and every other person who was part of this program took action on the project and jobs. She added he is marginally meeting the requirements of the Board and the Board did not accept this level from any one else. Ms. Bloom stated Mr. Razillard did send a copy of the letter the Board sent stating his compliance date would start October 2023 so he may appeal that decision. Ms. Bloom confirmed if the Board found Boondock Sales to not be in compliance it was for all \$50,000 not one third and Mr. Hook confirmed. Mr.

Hook asked what his compliance requirements are; Ms. Bloom offered to pull his file. She added he was required to install a gas line and other infrastructure improvements on the Business Premises and make repairs and improvements to the existing building on the Business Premises so that it satisfies applicable codes. Ms. Bloom mentioned the issues started with COVID and PennDOT not granting the permit to cut Route 21 to install the gas line. Mr. Hook asked if that portion was done and Ms. Bloom replied, yes in February 2022. Ms. Bloom stated the occupancy permit was an issue due to needing a change of use. Mr. Hook asked if that was complete and Ms. Bloom replied yes, because he needed the permit to apply for the dealership license. Mr. Hook asked if that was done on time and Ms. Mooney replied no. Mr. Hook stated the Board gave an extension for that and Mr. Scull confirmed. Ms. Bloom stated the next portion was to apply for the dealership licensing and the Board gave him a deadline and he applied for a day or two before the deadline. Mr. Hook asked if Mr. Razillard obtained the license and Ms. Bloom confirmed in January 2023, he received the license. Mr. Hook indicated the only other requirement is for employees. Ms. Bloom stated he sent over payroll for one employee starting October 2023. Ms. Mooney stated the Board has given Mr. Razillard three years to get where everyone else was required to be in their first year and he is still not near he should be. Mr. Scull stated he would like to not approve the compliance and let Mr. Razillard appeal. Ms. Mooney asked the definition of compliance. Mr. Hook stated he is doing the bare minimum and meeting the requirements but is not a true business. Mr. DeHaas stated the premise for this program was there was going to be a business operated on the property and the agreement defined the purpose of the money and projected the employment. He asked Ms. Bloom what payroll and employment information has been received. Ms. Bloom stated the information she received a screen shot of what Mr. Razillard is considering a timesheet and the payroll is the hand written check. She added she asked Mr. Razillard what the employee's hire date was and he replied it is the date they received the dealership license, which would have been January 2023, but the start date was October 2023, which coincidentally is the month his compliance was due. Ms. Mooney stated he was hired for nine months but didn't work. Ms. Semonick stated she doesn't consider that payroll, she considers that a contractor due to if you take the hours times his wage it is the amount of the check, therefore no taxes were withheld. Mr. Hook stated he would like to go through the document and find the breaches and Ms. Mooney stated the October letter could be the issue. Ms. Bloom stated the letter explained the first compliance would be October 9, 2023 with no further exceptions. Ms. Mooney stated does he meet the employment requirement since the payroll was for October 2023. Mr. Hook asked to review the Agreement. Ms. Bloom stated the license was received in January 2023 but you didn't put anyone on the payroll until October 2023. Mr. DeHaas stated a check does not establish income and it would be interesting to know the income for the business. Ms. Bloom is to provide a copy of the agreement to Mr. DeHaas and he will draft a letter for the Board for the next meeting. The Board will review and revisit next month.

IX. Old Business

a. FASBA

i. Miller Company Electrical Contractors Appeal

Ms. Bloom stated there is no update on the appeal. Commissioner Zimmerman added that Mr. Grimm will address this and the County will get the money back.

b. Mather Gateway

Ms. Bloom stated there was no update.

c. Airport Property

Mr. DeHaas stated this is in the due diligence period which is 180 days.

d. PIONEER Grant

- i. 13 approved
- ii. 10 completed
- iii. 1 declined
- iv. 1 received extensions through December 31, 2023
- v. 1 pending initial agreement

Ms. Bloom reviewed the recap she provided for the Board. She added Mt. Morris Water and Sewage is requesting an extension through February 2024, however, they anticipate the project being completed by January 2024. Ms. Bloom stated she is having a hard time connecting with Rices Landing Borough but hope to have an agreement by January 2024. Ms. Mooney stated this program is closed and Ms. Bloom confirmed once these two grants are closed the program funding will be exhausted.

X. Public Comment

None

XI. Executive Session

None

XII. Next Meeting – January 9, 2024

XIII. Adjournment

Mr. Hook requested a motion to adjourn the meeting at 9:56 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 January 9, 2024.



Chairman, Greene County Industrial Development Authority



Vice Chairman, Greene County Industrial Development Authority



Secretary, Greene County Industrial Development Authority