

MINUTES
Greene County Industrial Development Authority
May 27th, 2020

The meeting was called to order at 9 A.M. Those present were as follows:

Mike Belding, Chairman
George Scull, Vice Chairman
Doug Galbraith, Secretary Treasurer (By Phone)
Jason Neighbors, Board Member (By Phone)
Jeremy Kelly, Planning Director
Crystal Simmons, CDBG/HOME Director
Kayla Reyes, GCIDA Associate

I. Call to Order

II. Reorganization

Mr. Belding discussed the following vacant positions available in the GCIDA Board, Chairman, Vice Chairman, Secretary of Treasure.

Chairman

Mr. Belding entertains a motion to volunteer for Chairman position, Ernie states no conflict for him to do so as the Chairman Commissioner.

Mr. Scull nominates Mike Belding as Chairman

Second: Mike Belding

All in favor.

Vice Chairman

Mr. Neighbors nominates George as Vice Chairman

Second: Doug Galbraith

All in favor

Secretary of Treasure

Mr. Scull nominates Doug Galbraith as Secretary Treasurer

Motion to approve: George Scull

Second: Jason Neighbors

All in favor.

III. 'If a potential conflict, you are duty bound to disclose'

IV. Approval of Minutes – April 17, 2020

Mr. Belding requests a motion to approve April minutes.

Motion to approve: George Scull

Second: Jason Neighbors

All in favor.

MINUTES
Greene County Industrial Development Authority
May 27th, 2020

V. Treasurers Report

Ms. Simmons stated that the Balance Sheet does not reflect the invoices listed on the agenda today, only reflecting the deposits made.

- a. **Balance Sheet** as of April 30, 2020
- b. **Profit & Loss** as of April 30, 2020

Mr. Belding requested a motion to approve the Balance Sheet and the Profit & Loss Sheet.

Motion to approve: Jason Neighbors

Second: George Scull

All in Favor.

VI. Approval of Checks for Payment – Community Bank account

- a. Observer Reporter- \$276.90
- b. QuickBooks –\$799.95
- c. Factual Data –\$150.00
- d. Waynesburg Chamber – \$150.00

Ms. Simmons stated that we have not cut the checks yet, would like to have the new fiscal associate, Rebecca Morris do that during her training with Kim Harnett. We would like them to get approved to be paid. The Factual Data is utilized to pull credit but we would like to look at other options as far as pricing.

Mr. Belding requested a motion to approve payments, contingent upon estimate for credit pulls.

Motion to approve: George Scull

Second: Jason

All in favor.

VII. Deposits

- a. **Revolving Loan Payments: #1 & #2 entered into QuickBooks.**
 - 1.\$472.30 - 5/1/2020
 - 2. \$2,795.16 - 5/13/2020

Ms. Simmons discussed that we have been placing the deposits on the agenda due to having an external person handling QuickBooks, but suggested that because we have an internal fiscal associate that we maybe do not need to continue doing so. Mr. Belding stated that he likes seeing the deposits on the agenda. All agree to keep it on for now.

VIII. New Business

- a. **Strategic Impact Program**
 - i. Snapshot of funding

Mr. Belding suggests we start following up with our SIP recipients and verify compliance. Ernie stated that once we determine that someone is not in compliance, that we start collecting payments.

MINUTES
Greene County Industrial Development Authority
May 27th, 2020

b. Fiscal and Administrative Associate

- i. Rebecca Morris as Fiscal Associate
- ii. Connie Bloom as Administrative Assistant

Ms. Simmons stated that Rebecca Morris will be starting as the Fiscal Associate, Connie Bloom as the Administrative Assistant and Kayla Reyes has already transitioned to IDA. Mr. Belding discussed the turnover in the County/Economic Development Department and the newcomers and their roles.

c. USDA Revolving Loan Fund

i. Work Plan Revisions

- Emergency Loan Parameters
 - Mail Insert 100 - \$125.00
 - Facebook Post - \$30.00

Ms. Simmons stated that we have been working with the USDA to change the guidelines of our loan program. The USDA did approve the Emergency Loan parameters, as well as adding loan consolidation and providing lower interest and longer term to help with COVID. This will allow more flexibility to approve on a case by case basis and will no longer require a denial letter by bank. Also discuss reaching out to Melody to implement a program for our Hair Salons, Barbers, Massage Therapists and other similar businesses.

d. BROWNFIELDS INITIATIVE

i. US EPA Grant Consultant Selection (Motion)

Ms. Simmons stated the 6 applicants who submitted a proposal for the Brownfields Initiative and recommends AMO Environmental. Greg Firely has a lot of experience and has been working with our Brownfields Initiative in the past. Mr. Belding stated with Crystal's recommendation, he is comfortable selecting AMO. Mr. Galbraith asked about the EPA grant and what it is used for, inquiring about Mather Gob Pile and if that would fit into the category of abandoned properties. Ms. Simmons explained that it could, but there are assessments that can take quite some time for them to be considered abandoned and that we are keeping an eye on all properties, but have a list that are already confirmed. Mr. Galbraith inquired about Emerald Mine, Hatfield Power Plant, their equipment and the process of those plant's declaring bankruptcy, and if the county would have any say into how those assets would be distributed. Mr. Belding explained that the county is not involved in that and Mr. Galbraith suggested putting a lien on them. Mr. Belding explained that as of now we do not know of them being behind on any taxes to do so but will follow up on that.

Mr. Belding requests a motion to approve AMO's Proposal

Motion to approve: George Scull

Second: Jason Neighbors

All in favor.

Ms. Simmons stated that in the past we had a "not to exceed" amount set in place to avoid contacting the board every time administration costs will be used i.e. to purchase ads, software, business cards, supplies, etc.

MINUTES
Greene County Industrial Development Authority
May 27th, 2020

Mr. Belding requests a motion to approve to not exceed \$500 per month, with a monthly list of expenditures to be ratified at the monthly board meeting.

Motion to approve: George Scull

Second: Jason Neighbors

All in favor.

IX. Old Business

Ms. Simmons asking for a motion to approve interest transfer from our First National Bank account to our general account fund for FY's 2017, 2018, and 2019. Mr. Belding explains this is interest that has accumulated for the past through years that was never recognized as income.

Mr. Belding requests a motion to approve interest be transferred from FNB to general fund contingent upon auditor review.

Motion to approve: George Scull

Second: Jason Neighbors

All in favor.

X. Public Comment

No public comment.

XI. Executive Session

Mr. Galbraith inquired who his point of contact would be, Kayla Reyes stated that she would send an email with her information.

XII. Next Meeting: Tentative June 24, 2020

XIII. Adjournment

Mr. Belding requested motion to adjourn.

Motion to approve: George Scull

Second: Jason Neighbors

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 June 24, 2020



Chairman, Greene County Industrial Development Authority



Vice Chairman, Greene County Industrial Development Authority