

MINUTES
Greene County Industrial Development Authority
June 24th, 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
Linda Chambers, Board Member
Jeremy Kelly, Planning Director
Crystal Simmons, CDBG/HOME Director
Kayla Reyes, GCIDA Associate
Ernie DeHaas, GCIDA Solicitor (By Phone)

I. Call to Order

II. Reorganization

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

IV. Approval of Minutes – May 27, 2020

Mr. Belding requests a motion to approve May minutes.

Motion to approve: George Scull

Second: Linda Chambers

All in favor.

V. Treasurers Report

Mrs. Reyes stated that the Balance Sheet does not reflect the invoices listed on the agenda today, only reflecting the deposits made, but shows the invoices paid that were approved for April.

a. Balance Sheet as of May 31, 2020

b. Profit & Loss as of May 31, 2020

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

Motion to approve: Linda Chambers

Second: George Scull

All in Favor.

VI. Approval of Checks for Payment – Community Bank Account

a. Cypher & Cypher- \$275.00

b. Liberty Mutual- \$470.00

c. Ernie DeHaas - \$1,206.50

d. Interest Transfer – 2017- \$3,392.25

e. Month-month / meeting-meeting (discussion)

Mrs. Reyes stated Ernie's invoice was not agenda but was sent the night before our meeting to cover solicitor services between May 7 – June 16. The Interest transfer was RLF interest the IDA accumulated as income for FY 2017. The discussion was had to either have expenses listed beginning

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to end of month or from meeting to meeting, as our meetings are held at the end of the month and expenses are not reflected on balance sheet which has to remain month-month.

Mr. Belding requested a motion to approve payments and agree to list expenses as meeting-meeting.

Motion to approve: George Scull

Second: Linda Chambers

All in favor.

VII. List of Expenditures

- a. May Expenses, see attached
- b. June Expenses
 - i. Direct Results- \$604.00
 - Business Cards- \$35.00
 - Letterhead and business envelopes- \$569.00

Mrs. Reyes explained the new spreadsheet that will list our monthly expenditures that are apart of our Not to Exceed budget that were discussed at May's Meeting. These expenditures are to be ratified and for June's expenses, because they exceeding monthly budget of \$500, they were polled by board and approved on May 29.

Mr. Belding requested a motion to ratify month expenditures.

Motion to approve: George Scull

Second: Linda Chambers

All in favor.

VIII. Deposits

- a. **Revolving Loan Payments: #1 & #2 entered into QuickBooks.**
 - 1. \$907.00 – 6/04/2020
 - 2. \$1,842.05- 6/16/2020

Mrs. Reyes explained that deposit #1 consisted of Adam Lewis Trucking payment for June and deposit #2 consisted of Wilson Commons May payment, Main Contracting June payment, and Pizza-Italia's April 1, April 2, and May 2. Mr. Belding asked if there were any businesses that fell severely behind, Mrs. Reyes responded that Greene County Land Development 1 & 2 were very behind, but are in the process of refinancing their loans to consolidate with the new Emergency Loan Program.

IX. New Business

- a. **Business Signers/Officers**

Mrs. Reyes passed around the Community Bank signer form to add the new board members to bank account for signing authority.

- b. **Strategic Impact Program**

- i. **Plan to follow up with DQ, Wayne Lumber, Adamson Pottery**

Mrs. Reyes stated that she has spoken with Ernie to discuss how to proceed with our SIP recipients

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who still have awarded funds that have not been disbursed in total yet. Letter will be drafted for Ernie's review and mailed to recipients in order to get an update on the status of their project. Wayne Lumber has expressed not wanting the remains of their funds and for them we will send a form to get that in writing. Also, we will be following up with compliance on our 2018 recipients to confirm that they are in compliance with their agreement, sending those letters to BAP, MRIE, Fat Angelo's, and Pizza Italia to schedule on site visit.

c. Credit Inquiries (Motion)

- i. Credit Reporting Services, see cost estimate attached

Mrs. Reyes explained that the company IDA had used in the past for credit inquiries, Factual Data, had increased its prices due to our inactivity and was no longer an affordable or reasonable option. After reviewing other alternatives and prices, found Credit Reporting Services (CRS), and felt it was the best option as there is no monthly minimum, only pay per credit pull. Agreements have been sent to Ernie for solicitor review. Mr. DeHaas stated he already began reading some of the documents and that they are fairly basic, just requiring IDA to have secure filing and computer systems.

Mr. Belding requests a motion to approve Credit Reporting Services, contingent on solicitor review.

Motion to approve: George Scull

Second: Linda Chambers

All in favor.

d. Chamber of Commerce

Mrs. Reyes and Ms. Simmons expressed the need for GCIDA to market our services as well as assistance and resources that we offer. Although we have our monthly Not to Exceed budget to advertise, we wanted to bring to the Board the Chamber of Commerce Business Book to make sure that we stay in-line with what the Board wants. Mr. Belding agreed that this would be a good marketing strategy and also advised of the contract the county has entered with Direct Results to ensure more professional Marketing from the county moving forward. Mr. Firely suggested bringing in models and examples of what other counties in PA are doing to promote growth and Mr. Cleveland gave examples of what the Planning and Community Development Department have been doing. Mr. Galbraith asked what the IDA plans to do as far as focusing on specifics rather than funding in general, to narrow down areas of interest. Mr. Skull advised that he felt it is important to focus on specific interest, but building a strong foundation is necessary first. Mr. Belding and Ms. Simmons discussed the CARES Act funding that will be coming to the county and will be investing a portion of that to our RLF, to keep it revolving in the county and our businesses.

e. GCBRAC

Ms. Simmons explained we will be hosting the GCBRAC meeting directly after IDA Board Meeting to discuss Brownfields.

X. Old Business

a. Cypher & Cypher (Ratify)

- i. Engagement Letter for 2019, 2020, 2021 Audits

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Mrs. Reyes stated this was polled and approved June 1, 2020, just needing it ratified to allow Cypher and Cypher to continue with GCIDA Audits.

Mr. Belding requests a motion to ratify Cypher & Cypher Engagement Letter.

Motion to approve: George Scull

Second: Linda Chambers

All in favor.

b. USDA Revolving Loan Fund

i. Emergency Loan- Meeting with GC Chamber of Commerce

Mrs. Reyes explained the discussion had with Chamber of Commerce and Waynesburg Prosperous and Beautiful in regards to widen the loan opportunities to businesses effected by COVID, that are directly linked to physical contact such as businesses like salons, massage therapists and barbers. After discussing the fears of business owners committing to a loan right now while the future of their business is unknown, we decided to table that idea and instead highlight the PA Statewide Grant opportunities instead.

XI. Public Comment

No public comment.

XII. Executive Session

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

XIII. Next Meeting: Tentative July 22, 2020 @ 9am

XIV. Adjournment

Mr. Belding requested motion to adjourn at 9:46am.

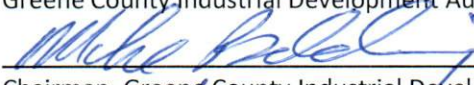
Motion to approve: George Scull

Second: Linda Chambers

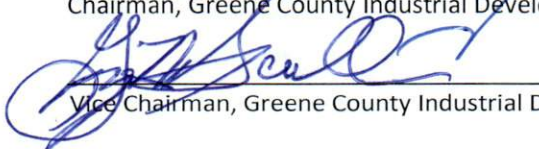
All in favor.

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 July 22, 2020



Chairman, Greene County Industrial Development Authority



Vice Chairman, Greene County Industrial Development Authority