

**MINUTES**  
**Greene County Industrial Development Authority**  
**July 22, 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  
Jeremy Kelly, Planning Director  
Crystal Simmons, CDBG/HOME Director  
Kayla Reyes, GCIDA Associate  
**By Phone:**  
Linda Chambers, Board Member  
Jason Neighbors, Board Member  
Ernie DeHaas, GCIDA Solicitor

- I. **Call to Order**
- II. **Reorganization**
  - III. **'If a potential conflict, you are duty bound to disclose'**

- IV. **Approval of Minutes – June 24, 2020**

*Mr. Belding requests a motion to approve May minutes.*

*Motion to approve: George Scull*  
*Second: Doug Galbraith*  
*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 May as discussed last meeting.*

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

*Mr. Belding requested a motion to approve the Balance Sheet and the Profit & Loss Sheet.*  
*Motion to approve: George Scull*  
*Second: Doug Galbraith*  
*All in Favor.*

- VI. **Approval of Checks for Payment**

- Community Bank General Account:

- a. Direct Results- \$299.00

- First National Bank- EPA Grant Fund:

- b. Langan- \$459.00

*Mrs. Reyes explains the checks for payment. The Direct Results check which is for an advertisement for the GCIDA in the Greene Scene, there was a mishap with the ad and as a result*

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*of that, Greene Scene will be running it for free for an additional month. The Langan invoice which is actually an older invoice for the response from Langan to Ms. Simmons via email.*

*Mr. Belding requested a motion to approve payments*

*Motion to approve: Linda Chambers*

*Second: Doug Galbraith*

*All in favor.*

**VII. List of Expenditures (Ratify)**

**a. July Expense**

**i. County of Greene- Scanner-\$ 283.39**

*Mrs. Reyes explained there was only one expense for this month, which was a new scanner. The IDA will be reimbursing the county and because of the decision to do meeting to meeting, this expense was actually made in June, but will need ratified for July expenses.*

*Mr. Belding requested a motion to ratify month expenditures.*

*Motion to approve: Doug Galbraith*

*Second: George Scull*

*All in favor.*

**VIII. Deposits**

**a. Revolving Loan Payments: #1 entered into QuickBooks.**

**1.\$2,126.33- 07/10/2020**

**a. Adam Lewis Trucking- \$907.00**

**b. Wilson Commons, LLC- \$275.77**

**c. Main Contracting - \$943.56**

*Mrs. Reyes explained that deposit #1 consisted of Adam Lewis Trucking payment for July, Wilson Commons payment for July and Main Contracting's payment for July.*

**IX. New Business**

**a. Business Signers/Officers**

**i. First National Bank-can stop in the FNB lobby**

*Mrs. Reyes passed around the updated signature cards from First National Bank and explained that the paperwork from last month only got them an updated signature card from the bank which needed to be signed and filled out again and that those attending via conference line could stop by FNB and sign in the lobby if more convenient.*

**b. Strategic Impact Program**

**i. Sent letters to follow up with remaining funds, SIP Compliance**

**ii. Wayne Lumber- officially waived remaining funds \$13,116.**

**iii. Fat Angelo's- achieved 1-year compliance.**

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*Mrs. Reyes stated that she mailed letters to follow up with SIP clients who still have remaining funds. Wayne Lumber officially waived their remaining funds of \$13,116. Mrs. Reyes has conducted a site visit at Fat Angelo's to confirm SIP compliance and was able to verify that they had sufficient proof of the additional jobs created with wages 1.5 times higher than minimum wage.*

**c. Revolving Loan Fund/ Emergency Loan**  
**i. Lisa Miller- Greene County Land Development**

*Mrs. Reyes explained the status of Lisa Miller's application and the request to take her 2 existing RLF loans and consolidate in to one loan as well as refinance, adding more funding to get the loan up to \$50,000. The information was provided along with the underwriter's evaluation and Mr. DeHaas' evaluation. Mr. Kelley explains to the board how he determined her eligibility and states that by Mrs. Miller having the loan under her business location with GCIDA listed on the mortgage, a liquor license, and other assets there is not much risk to the GCIDA to grant her the consolidation, but better for both parties. Mr. DeHaas explains his evaluation that Mrs. Miller would be able, under the new Emergency Guidelines, to both consolidate and refinance her loans. Mr. DeHaas poses the question that we must decide if we make it all one loan or should we grant the consolidation amount and then grant the additional funds as a separate loan. Mr. Scull interjects to ask if there are two separate interest rates. Ms. Simmons explains yes, 2% for working capital and 3% for consolidation and refinance. Mr. Belding states that he would like to motion in two separate parts, since the board has confirmed they are two separate things.*

*Mr. Belding requests a motion to approve consolidation of both Greene County Land Development Revolving loans, into one loan with a 3% interest and 15-year term in the amount of \$27,572.57.*

*Motion to approve: Jason Neighbors*

*Second: George Scull*

*All in favor.*

*Mr. DeHaas added based off Mr. Kelley's comment that if The Ice Plant has a liquor license, you should not include that in your security because there is not much you can do with it. If the license is not included in the transfer, it goes into safe holding at the LCD where a creditor cannot reach it. Mr. Galbraith asks if there are any liabilities that could come with a liquor license, Mr. DeHaas responded no, not per se.*

*Mr. Belding requests a motion to approve Greene County Lan Development's refinancing request to be brought up to a \$50,000 total, which would be an additional \$22,427.43.*

*Ms. Simmons explains that we are not sure yet of what her working capital is or credit score. Ms. Simmons stated that her and Mrs. Reyes also discussed the possibility of approving her consolidation and then offer for her to apply for the CDBG-CV funds. Mrs. Reyes states that we should discuss if the refinance is even an option and then give Mrs. Miller those two options. Mr. Belding suggests that we should just hold off until we see the credit score, follow up with Mrs. Miller to discuss these options with her and get a better understanding of what she would like to use the additional funding for and if she is*

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*still wanting the loan we can poll over email since the board is familiar with the situation. Mr. DeHaas confirms. Ms. Simmons explains the CDBG-CV guidelines and eligibility and what they could be used for.*

*Mr. Belding requests motion to approve tabling the decision with further information including credit report, other options available through funding and a more detailed description of her intent.*

*Motion to approve: George Scull*

*Second: Doug Galbraith*

*All in favor.*

**ii. Locker Room**

*Mrs. Reyes explains that the owner of The Locker Room, Timothy Mahle had come in to speak with her last week and advised her that he is in the process of selling his business. Mrs. Reyes states that she emailed Mr. DeHaas to inquire what we would need to do if The Locker Room gets sold and that Mr. DeHaas responded that IDA would need to address the assumption of the loan in the agreement but make is conditional on the approval of the IDA and the original owner is indebted to. Ms. Simmons suggests that we have Mr. DeHaas reach out to get informational on bill of sale. Mrs. Reyes stated that The Locker Room is currently four payments behind and will need to be brought up to date. Mr. DeHaas explains that we need to ensure the original guarantors stay obligated and the new people would also guarantee it. Mr. Belding suggests we need some more investigation to determine if the original owner needs to pay or if it can be passed on to the new purchaser*

**X. Old Business**

**a. USDA Revolving Loan Fund (Motion)**

**i. Emergency Loan – Need revisions signed to report to USDA**

**ii. Reported updates on RLF on USDA Linc, waiting for audit to complete**

*Mrs. Reyes explains that as far as the Emergency Loan Revisions go, the board had discussed for many months and Ms. Simmons did address it to the board when creating those new guidelines, however, we did not get an official approval. Mrs. Reyes states that Karen Kuhns from USDA needed that official approval. Mrs. Reyes also added that she went through USDA Linc and updates all the Revolving Loan Fund Accounts and is only awaiting to update the overall bank account when the audit is complete to reflect the correct amount of cash flow restriction.*

*Mr. Belding requests a motion to approve the revisions to the Emergency Loan Program.*

*Motion to approve: George Scull*

*Second: Doug Galbraith*

*All in favor.*

**b. GC-BRAC**

*Ms. Simmons updated the board on the status of EPA and GC-BRAC. AMO Environmental came out last week and conducted some site visits and identify some of those properties. We have a list of around 15 properties and wanted to share a few of the owner names of the petroleum and hazardous sites. We have*

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*drafted letters that we will send to PADEP, then to the owners to let them know that we have funding they can take advantage of that is no cost to them. Also have "Swishers" and a few prior identified sites that we intent to reach out to and Greg, from AMO will reach out to the rest. Mr. Cleveland comments that because this is a public meeting and in the future the owners may not be happy that we are discussing individual owner names of properties that are potentially contaminated. Mr. Belding asks Mr. DeHaas to explain more on the protocol for this, to which he responds that there isn't any concern for it. Ms. Simmons states that beyond this meeting our GC-BRAC meetings which are public are all announced. Mr. Galbraith agrees that it should be kept at our discretion until the property owner agrees to work with the IDA. Mr. Belding suggests that we be generic with information during GCIDA Meeting, but for GC-BRAC we have to go more in detail.*

*Mr. Belding added a comment under old business on The Greene Site Search and was impressed by the additional properties added. Ms. Simmons stated that Dave Calvario has kept up with Greene Site Search and does a lot with it.*

**XI. Cypher & Cypher**

**a. Questionnaire**

*Mrs. Reyes added that Cypher & Cypher had sent us questionnaires to be filled out by each board member and that if anyone needed more information on how we handling invoicing or billing to please ask. Each questionnaire was mailed out by Mrs. Reyes to all board members and is attached to a prepaid envelope already addressed to Cypher & Cypher upon completion.*

**XII. Public Comment**

*No public comment.*

**XIII. Executive Session**

**XIV. Next Meeting: Tentative August 26, 2020 @ 9am**

**XV. Adjournment**

*Mr. Belding requested motion to adjourn at 10am.*

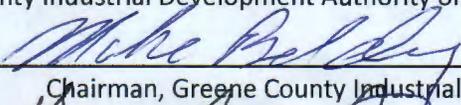
*Motion to approve: Doug Galbraith*

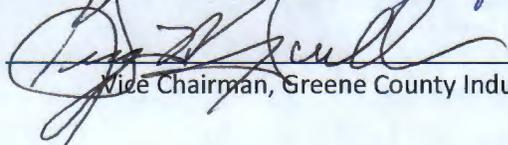
*Second: George Scull*

*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 August 26, 2020

  
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Chairman, Greene County Industrial Development Authority

  
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Vice Chairman, Greene County Industrial Development Authority