

**MINUTES**  
**Greene County Industrial Development Authority**  
**March 20th, 2020**

**Call to Order:**

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

Mike Belding, Vice Chairman  
Jason Neighbors, Secretary  
Linda Chambers,  
Jeremy Kelly, Acting Planning Director  
Crystal Simmons, CDBG/HOME Director

**I. Call to Order**

**II. Reorganization** – Ms. Simmons expressed the need to do outreach to gather more members, such as fax municipalities and put in ad in the paper.

**a. Board Appointments** – *Mr. Belding requested a motion to recommend to the Commissioners George Scull as an official board member*

*Motion to approve: Linda Chambers*

*Second: Jason Neighbors*

*All in Favor.*

**i. Outreach** – *Mr. Belding requested a motion to actively advertise for Board members.*

*Motion to approve: Jason Neighbors*

*Second: Linda Chambers*

*All in Favor.*

**III. Ethics Statement-** *Mr. Belding read the following 'If a potential conflict, you are duty bound to disclose'*

**IV. Approval of Minutes** – February 21, 2020 Public Meeting

*Motion to approve: Jason Neighbors*

*Second: Linda Chambers*

*All in Favor.*

**V. Treasurers Report**

**a. Balance Sheet** as of March 19, 2020

**b. Profit & Loss** as of March 19, 2020

*Motion to approve: Jason Neighbors*

*Second: Linda Chambers*

*All in Favor.*

**VI. Approval of Checks for Payment** – Community Bank account

**a. DeHaas Law, LLC** –

i. \$730.90 – 1936-000M: General Authority Solicitor

ii. \$76.00 – 1936-011M: Beranger Nema v. GCIDA

Mr. Kelly explained both payments are from DeHaas Law LLC and also clarified just for awareness that there was an outstanding balance with observer reporter, however there was a check deposited on January 21, 2020 and that we will be receiving a credit of \$55.90 which will have to be balanced out.

*All in favor. Motion to approve: Linda Chambers*

*Second: Jason Neighbors*

*All in Favor.*

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**VII. Deposits**

**a. Revolving Loan Payments: \$40,093.31 All transactions entered into QB**

1. \$36,587.68 on 02-27-20
2. \$1,219.33 on 03/10/20
3. \$2,286.30 on 03/13/20

Mr. Kelly stated we received payments from Buddy's. Also providing information on our current revolving loans.

**VIII. New Business**

**a. Strategic Impact Program - Compliance Determination/Verification**

Mr. Kelly discussed that we have 10 or so checks that have been issued to businesses, which are all under separate agreements. This is just a reminder that this will need to be started and we will have an IDA Associate that will be in charge of handling this, with help of fiscal associate, working with Ernie also to review payments. Ernie stated that there should be contact with the business for verification and gave example of requirements. Also, that any recipient has not met those requirement/guidelines should be given time to cure those in an allotted time, if they do not cure within that time the county will have the authority to collect that total amount due. Agreed that some formal letter be written by IDA associate to address those businesses. Mr. Kelly stated we have 3 outstanding businesses, Wayne Lumber, Dairy Queen, and Adamson's for Pottery Works.

**IX. GCIDA, Fiscal and Administrative Associate**

Ms. Simmons presented the job descriptions that have been finalized. Mr. Belding stated that Cara Cox, HR has received all the information and is in the process of sending out job postings.

**X. QuickBooks**

Ms. Simmons expressed the need to change how IDA QuickBooks is operated, purchase a 3 user copy up to \$400 and remove the remote access and. Also, to transition from Kim Hartnett to the new Fiscal Associate.

*Mr. Belding requested a motion to purchase QuickBooks not to exceed \$500.00*

*Motion to approve: Jason Neighbors*

*Second: Linda Chambers*

*All in Favor.*

**XI. USDA Revolving Loan Fund –**

- a. Lender Interactive Network Connection**
- b. Work Plan Revisions under review**
- c. Delinquent Accounts and Outreach**
- d. Revolving Loan Funds**

Ms. Simmons discusses working with Karen Kuhns from USDA and suggested the possibility of investing funds, which Karen stated we could up to 30 days in a bank account. Our funds are currently over the \$250,000 which is not completely insured and suggested that we that funds be pulled and placed into two separate bank accounts. That there would also be a potential of pulling interest as admin funds and eventually investing that and revising work plan. As for the delinquent accounts, it was suggested to send a letter of outreach letting those businesses know that we are here to assist and work out a payment plan.

*Mr. Belding requested a motion to divide the RLF to two accounts with the best interest and FDIC insurance.*

*First to motion: Jason Neighbors*

*Second: Linda Chambers*

*All in favor.*

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**XII. BROWNFIELDS INITIATIVE**

**a. EPA Grant Update/ AMO Proposal**

Ms. Simmons reported on the EPA Grant, that LANGAN Master services have been suspended, which has caused an urgency to file and the decision to move forward with AMO Proposals will need ratified.

*Mike Belding requested a motion to ratify the previously approved, thru email, to approve the proposal for professional service provided by AMO.*

*All in favor. Motion to approve: Linda Chambers*

*Second: Jason Neighbors*

*All in favor*

Crystal explained that the next step is to select a consultant to move forward with the Phase I Assessments

Mike Belding requested a motion to approve the Request for Approvals subject to Solicitor review.

*All in favor. Motion to approve: Linda Chambers*

*Second: Jason Neighbors*

*All in favor*

**b. GC-BRAC Kick Off**

Ms. Simmons discussed the GC-BRAC, a meeting held to obtain citizens participation and requested to reinstate on a quarterly basis. *Mr. Belding requested a motion to reinstate the quarterly GC-BRAC Meeting*

*All in favor. Motion to approve: Jason Neighbors*

*Second: Linda Chambers*

*All in favor*

**c. EPA Brownfields Conference**

Requested a motion to for expense reimbursement of \$755.28 for the Brownsville Conference which was initially approved last meeting to not exceed \$700. Jeremy confirmed it will come from the existing administration accounts.

*Mr. Belding requested a motion to approve \$755.28 for participating in the Brownfields Conference.*

*Motion to approve: Linda Chambers*

*Second: Jason Neighbors*

*All in favor*

**d. Environmental Protection Agency Day Visit**

Ms. Simmons explained the EPA Grant Manager is interested in visiting Greene County; this will be delayed due to coronavirus pandemic. This will be a day visit with the consultant. Patrick Kirby excellent resource.

**XIII. Old Business**

**a. Cypher & Cypher – 2018 Audit**

Ms. Simmons stated that the audit is still underway. Mr. Kelly also added that with the SIP program they are wanting to see 33% being taken off and this is something that will need to be determined. Ernie stated that it should be determined by reviewing loan annually and as long as they are in terms with the loan, 1/3 of the loan amount should be converted to a grant.

Discussion regarding revolving loan review and other review of any loans made by the Authority. The discussion ending with the decision to gather information on how other USDA RLF Recipients manage their loans and the Board will review to determine if a committee is required.

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**XIV. Public Comment**

No public comment.

**XV. Executive Session** (litigation)

Mr. Belding stated there is no need for action.

**XVI. Next Meeting**

Proposed for conference call on Friday, April 17, 2020 at 9 A.M.

**XVII. Adjournment**

*Mr. Belding requested a motion to adjourn*

*Motion to approve: Linda Chambers*

*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 Planning Commission on \_\_\_\_\_, 2020

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Chairman, Greene County Planning Commission

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Secretary, Greene County Planning Commission