



Whitehall Township Industrial & Commercial Development Authority
The Resource to Start & Grow Your Business
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October 19, 2020 - Meeting Minutes

Board of Directors

President

Kent Newhart (2023)

Vice President

Vito G. Gallo (2021)

Secretary

Diane Davidson
(2022)

Treasurer

Stephanie Colbry
(2022)

Cheryl Huckabee
Washington (2023)

Benn Smith (2020)

Jeffrey Warren (2020)

Rhonda Bastian
(2022)

Cara Butz (2022)

Executive Director
Vacant

Solicitor

Joseph Zator II, Esq.

Assistant Solicitor
Jennifer Alderfer,
Esq.

Kent-Welcome! Meeting in person at ATA Financial with option for Zoom call:

Zoom Teleconferencing - had technological difficulties. Board members were asked to call in on the office line.

In person - Kent Newhart, Vito Gallo, Stephanie Colbry, Diane Davidson and Jeffrey Warren. On the phone - Cara Butz, Rhonda Bastian, Cheryl Huckabee-Washington, Benn Smith; Joe Zator - Solicitor

Roll Call: Kent Newhart, Jeff Warren, Vito Gallo, Rhonda Bastian, Cara Butz, Stephanie Colbry, Cheryl Huckabee-Washington, Benn Smith, Diane Davidson

1. Approval of Minutes-September 21, 2020 (Diane)-Attachment 1 - amended to correct to Trexler Trust - Motion Vito; 2nd - Diane; Minutes approved. Verbal approval by all: Kent Newhart, Jeff Warren, Vito Gallo, Rhonda Bastian, Cara Butz, Stephanie Colbry, Cheryl Huckabee-Washington, Benn Smith, Diane Davidson

2. Financials (Stephanie)-Attachment 2

-Current status; Benn confirmed the bonds were to be moved to a Brokerage account at BB & T and then sold. Not sure if that has occurred. Not clear where the monthly statements (maybe quarterly) are being sent to.

Stephanie to follow-up to check on status of these changes. - Michael Zile and Lisa Seher are the contacts at BB & T.

Stephanie to follow-up with Stephanie at ATA to make sure everything was coded correctly on the financials.

Motion to Accept the Financials - Diane, 2nd Jeff.

Verbal roll call to accept the Financials - Kent Newhart, Jeff Warren, Vito Gallo, Rhonda Bastian, Cara Butz, Stephanie Colbry, Cheryl Huckabee-Washington, Benn Smith, Diane Davidson

3. President's Update (Kent)

--Update on WTICDA current FY 2020-2021 budget submission to Township. - Kent has visited the Township office twice and still has not received a copy of the budget worksheet. Jeff - it is now on the Township website for access. Departments - Administration - left side - links to proposed budget and audit. He confirmed WTICDA is on the budget for the \$19,000 as usual Kent asked for advise on how to best request the additional \$2500 for the grant. Jeff suggested that someone from WTICDA should attend the meeting on Tuesday, October 27th - the Administration budget will be discussed.

-Update on Formation of a General Purpose Municipal Authority initiative. - working our way through the Legal and Legislative process. We are on the Agenda for the next L & L meeting to be ushered on to be approved to move forward to the Commission to be approved. There was a wrinkle about blighted properties that came up in discussion. The outcome was that the Township would be exposed to an expense, it was unanimously voted down to not become involved with the blighted properties. With the existing tight budget it does not seem to be likely for the blighted property programs.

- Update on Formation of 501(c)-status and name and scope of new org. - We can submit our 501c3 file the 2303 EZ form so we can form our own 501c3.

4. Mayor's Report (Mike)

- Township economic development activity updates. - no updates

5. Commissioner's Report - (Jeff); Mickley-Prydun Farm restoration efforts-letter of support-*Attachment 3*. Mickley helped get the Liberty Bell to Allentown. Lots of unique history to the property. Vito wrote a letter, Kent approved it; also the Historical Society wrote a letter in support of working to and the Commissioners voted 5 to 2 - it was approved.

6. Old Business/Project Updates

- Loan Pool Projects (Benn/Vito)- updates - Vito - had contact from an agent from Mr. Penrose, who is the co-signer on the loans. We had received a pay-off and supplied the information to him with the pay-off. Some time went by and Mr. Penrose agent reached out again to pay off two of the loans that were made to Mya. If we agreed to it, he would be able to use Mr. Penrose's house as collateral, which should be enough to consolidate, save money and for us to move up one position. There were 2 missed payments with the new lender had some concerns about. There wouldn't be enough equity in his home to pay off the loans. We would still be behind the same amount of money. Joe Zator suggested it wouldn't be unethical for us to charge a fee for subordination (maybe the \$4,000 on the 3rd loan).

Kent - proposed a Motion in regard to Mr Penrose's request to refinance the two loans secured by his home, we will be willing to subordinate our position for a principal pre-payment amount which would be used to pay off the balance of the legal loan modification agreement, estimated to be \$4200. 2nd - Cheryl Huckabee Washington.

Verbal roll call of approval:

Kent Newhart, Jeff Warren, Vito Gallo, Rhonda Bastian, Cara Butz, Stephanie Colbry, Cheryl Huckabee-Washington, Benn Smith, Diane Davidson

- State Historical District Grant for Thomas Ironworks Update from Artefact, Inc. (Vito); Pennsylvania Historical Society, museum staff would like to make a site visit! They will be reaching out to Christine at Artefact to arrange the visit and provide guidance to them. Jeff - pointed out that it's not very often that we get such a field visit. We should be well prepared for their visit with a pamphlet about the Mickley-Prydun farm as well, while they're here.

- The state audit was submitted and approved.
- The Whitehall Township board confirmed that the life of WTICDA was extended. Vito is going to check to see if the Department of State would confirm those records are updated as well.

7. New Business

- Facebook/LinkedIn Committee update. (Rhonda)

We met a couple of weeks ago at the Whitehall Diner. Decided that Stephanie and Cheryl are going to focus on LinkedIn; Rhonda and Diane are going to focus on Facebook. We decided we should wait until the General Authority is approved and do one major roll-out. Rhonda is in contact with To add Rhonda as an Administrator to the Facebook page.

There is no actual LinkedIn account for WTICDA. There is only a LinkedIn account associated with the wtidca gmail. If we establish a new email account for the General Authority, then establish all new Social Media accounts.

- Whitehall Township Newsletter (Diane)

Is there anything we would like to contribute to the Whitehall Township Newsletter for winter/spring? Cheryl - WTICDA is relaunching our Social media accounts, working on establishing the 501c3 with the purpose to further support the community. Cheryl - motion to create the 2021 Board meeting schedule to match with the 2020 Board meeting dates so we can publish it in the Whitehall Township Newsletter - 2nd Kent.

Verbal roll call of approval: Kent Newhart, Jeff Warren, Vito Gallo, Rhonda Bastian, Cara Butz, Stephanie Colbry, Cheryl Huckabee-Washington, Benn Smith, Diane Davidson

- Jeff Warren - his and Benn's terms are up for renewal. The Township is supposed to mail them the applications to them; or it can be downloaded from the website.
- Dave and Buster's is opening October 26th. The Chamber is doing a ribbon cutting at 11:00 am that day!
- Lomax has a Grand Opening on Thursday, October 22nd at noon.
- WTICDA renewed The Chamber of Commerce membership - has been paid.

8. Next Meeting: December 15, 2020 at ATA Financial, 1044 Third St., Whitehall

9. Adjourn - Motion made by: Diane, 2nd - Rhonda Bastian - Verbal roll call of approval: Kent Newhart, Jeff Warren, Vito Gallo, Rhonda Bastian, Cara Butz, Stephanie Colbry, Cheryl Huckabee-Washington, Benn Smith, Diane Davidson