



Whitehall Township Industrial & Commercial Development Authority  
The Resource to Start & Grow Your Business  
PO Box 413 | Whitehall, PA 18052  
484.245.4098  
wticda@gmail.com

**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 (2025)

Jeffrey Warren (2025)

Rhonda Bastian (2022)

Cara Butz (2022)

*Executive Director*  
Vacant

*Solicitor*  
Joseph Zator II, Esq.

*Assistant Solicitor*  
Jennifer Alderfer, Esq.

**September 20, 2021**

ATA Financial, 1044 Third St., Whitehall, PA 18052 @6:30PM –  
called to order at 6:37 pm

**MEETING MINUTES**

**Welcome back!** Role call quorum present: Kent Newhart, Vito Gallo, Diane Davidson, Stephanie Colbry, Jeffrey Warren, Rhonda Bastian, Assistant Solicitor, Jennifer Alderfer present.  
By phone: Cheryl Huckabee-Washington, Benn Smith, Cara Butz,

**Approval of Minutes-May 17, 2021 (Diane)-(Attachment)**

Motion made to Accept the Minutes - 1<sup>st</sup> Rhonda 2<sup>nd</sup> Cheryl, Cara, Benn, Cheryl, Stephanie, Vito, Jeff Warren, Diane Davidson, Kent Newhart

**Financials** (Stephanie) - Blue August, LLC is the only loan open and it is current. Line of credit outstanding balance is approximately \$30,000. Overall in good condition with the financials. Motion to Accept the Financial Statements as Stephanie presented – 1<sup>st</sup> Cheryl, 2<sup>nd</sup> Jeff, Rhonda, Kent, Vito, Diane, Cara and Benn.

- BB&T/Treasuries account status (Benn) – currently getting 6.25% interest; statements have resumed being mailed to Kent’s office as they were not being sent out previously.

- Loan Pool update (Benn) – Blue August is the only remaining loan on the books and is up to date. All other loans have been paid.

- Review/Discuss Fee Schedules for 2021-2022 (Benn) –No need to vote on this now. This can be negotiated and voted on with any upcoming projects. Discussion about reviewing other TIF projects to compare some other fee schedules.

Bond fee proposal – in 2013, reviewed Northampton & Lehigh county’s fee schedules to develop our bond fee schedule. Changed application fee from \$1000 to \$1250. Increased the legal fee projections from \$5000 to \$7500. Annual service fee is .00009 of bond issue (may be negotiated as lump sum at closing or on an annual basis). Mall development may not be eligible for TIF due to it being Retail space. Vito is going to reach out to Tim Horstman to

discuss since he had prior involvement. Another example presented was the Moravian Academy to review as an example.

**President's Update (Kent)-Status of Top Goals:**

- Establishment of GPA in Whitehall –at our monthly meeting with the Mayor asked for this to become a top priority for Township. Mayor suggested a working group with 3 members from WTICDA, 3 from the Township, 3 commissioners. Working on scheduling a meeting with all parties to get approved.
- Workspace/Small Business Incubator in Whitehall – we need someone like David Dunn to lead this! David is a city of Allentown employee, his full-time focus. Need cooperation from Whitehall Township or some party to help get this going. Cheryl reported that Mayor Harakal has met with David Dunn recently. Cheryl is willing to work with David to learn as much as possible to help moving it along. Rhonda suggested that maybe we could find a property that could be potentially leased for a set period of time for minimal fee as a space for a “trial run” for an incubator.
- Whitehall Mall Site Redevelopment – meeting regularly on ways to engage with WTICDA as applicant for various state programs;
- LV Dairy Site Redevelopment – meeting regularly on ways to engage with WTICDA as applicant for various state programs Master plan in development, but not finished yet.

**Mayor's Report (Mike)**

- Township economic development activity and other updates – Mayor not present

**Commissioner's Report (Jeff)**

- Recent Commissioner's Board Mtg. Actions:

- WTICDA Extension of 50 Year life extension-vote-Whitehall Resolution 3239, Bill. No. 18-2021 passed July 26, 2021-Solicitor must file with PA DOS. (*Attachments*) – was approved until December 31, 2070. The proof of publication was completed; however, the actual Articles of Amendment must be filed with the PA Department of the State, just prepared this week. They were signed by Kent and Diane at the meeting. Jennifer will mail it back to Gross -McGinley to submit it and require receipt of submission.
- Mickley-Prydun Farm Project update – LSA 2020 grant has been successful. Smaller pool of money, very competitive. State awarded ~\$59,000, and Lehigh County \$50,000 to make immediate repairs to prevent deterioration. Now applying for LSA 2021 to fund Phase 2; Vito will write a letter of support from WTICDA.
- Ordinance to add commercial and permitted uses to include other coordinated commercial development. Brought to the township by Best Buy retail store. Suggested 25 other potential uses, including pet grooming, barber shops, banks, and many others. Went through the 1<sup>st</sup> hearing; 2<sup>nd</sup> hearing shall be upcoming when stenographer is available. Excluded adult entertainment. There would be parking requirements to ensure adequate parking.

- The new warehouse on S. Church St formerly Bon-Ton is fully leased; working on modification for the new tenants.

### **Solicitor's Update (Jennifer)**

- Review Bylaw amendments/discussion (Attachments) – Board members reviewed and had no suggestions for modifications. Mostly it was clean-up to remove references to acts that are no longer in effect; fixed headings and removed unnecessary items. Vito suggested we add some verbiage to allow members to attend telephonically or via video conferencing for emergency purposes. However, due to the PA Sunshine Act, we would still need an in-person quorum physically present.
- PA Sunshine law changes in 2021 – must post Agenda 24 hours in advance of meetings at Township Building, on website and at location of meeting.

### **Old Business/Project Updates -**

- State Historical District Grant for Hokendauqua Thomas Ironworks-(Artefact/Christine present); LSA grant status almost exhausted funds-(Vito) – The submission has been submitted and under State level review at the PHMC Preservation Board. Received feedback from the initial submission that it was eligible. Suggested shrinking the boundaries, compare to other “company towns.” This will likely be going to the February 2022 meeting for review, as their October meeting agenda is full. If the state staff is supportive, usually the board is supportive as well. Then, it will go to the National Park Service-DC. Suggested to get letters from local citizens, Historical Society, local elected officials, NMIH, Congressional members to show strong community support. There is approximately \$4,000 remaining funds on the LSA grant.
- Audit Report submitted PA DCED on July 30, 2021-(Vito) -submitted with extended 50 year life noted.
- Summer Tours - Recap AEDC visit with David Dunn (Stephanie) ---- Other Local Workspaces and Incubators events-(Cheryl) – Stephanie set it up and took the lead- it was very informative for those of us that were able to attend. There is a lot of demand for more small business incubators, many starting to pop up –filling vacant space at Cherry Hill, NJ, Mall e.g. as “retail incubators.”

### **New Business**

- LV Chamber upcoming events (Rhonda, Cara, Cheryl) – next events will be closer to the holidays. Meeting coming up next week to discuss the Tree Lighting, awaiting on John Ferrara, LV Mall, to schedule it. The cornhole tournament didn't have anyone register. Christmas in July had a great turn out and will do that again next year. The Clay shoot was also well attended and will be held again next year. Cheryl – Interact Club is available to participate in any event the Chamber is doing.

The Chamber is facilitating the Lehigh County Covid grants – receiving them for the County, who then decides who is receiving them. Participants can apply for 2<sup>nd</sup> round. Can be used for salaries, for hiring, rents, utilities – very similar to the PPP loans for businesses negatively affected due to the pandemic.

### **Next Meeting:**

- October 18, 2021, 6:30PM at ATA Financial in person, 1044 Third St., Whitehall, PA 18052

**Adjourn** - Motion to Adjourn – 7:58 pm – 1<sup>st</sup> Jeff Warren, 2<sup>nd</sup> Vito Gallo, All in Favor - Kent Newhart, Diane Davidson, Stephanie Colbry, Cheryl Huckabee-Washington, Benn Smith, Rhonda Bastian, Cara Butz.