

Meeting Minutes
October 11, 2018
Perry County Economic Development Authority

Attendees: Patti McLaughlin, Michael Lawler, Jim Fuller, Greg Gordon, Duane Hertzler, Paul Rudy, Shawna Weller, Brenda Watson, Kevin Fitzpatrick, Russ Hoover, Derek Whitesel, Dawn Lowe, Rich Pluta, June Reisinger, Marti Roberts, Morgan Tressler, Michelle Jones, by phone Frank Campbell

Excused: John Gerner

Absent:

Guests: None

Meeting called to order at 8:02 AM by Chair Marti Roberts.

Public Comments: None

Secretary's report:

Patti McLaughlin presented the prepared minutes from the September 13, 2018 meeting that had been previously distributed to all Board members. Russ Hoover made a motion to accept the minutes as presented, Kevin Fitzpatrick seconded the motion. The motion was approved by a voice vote.

Treasurer's Report:

Russ Hoover presented the Treasurer's report that had been posted to the PCEDA Dropbox prior to the meeting. Dawn Lowe made a motion to accept the Treasurer's Report as presented, Greg Gordon seconded the motion. The motion was approved by a voice vote.

Chair report:

Marti Roberts outlined the Local Food Promotion Program grant recently approved by the USDA, the work plans that Kitchen Table Consultants (KTC) prepared in response to the PCEDA request for services, and the payment structure for KTC's work. Ms. Roberts addressed the \$5,400 dollar difference between the grant funding and the consultant proposal by saying KTC understands the maximum spending on this is \$50,000. Ms. Roberts noted that all documents (work plan, payment structure, etc.) will be posted in Dropbox. The consultants will be at the November meeting to discuss their implementation plans. Ms. Roberts and Jones are working out how board members will participate in outreach to and information gathering with the agriculture community. Rich Pluta made a motion to accept the work plan, June Reisinger seconded the motion. The motion was approved by a voice vote. Payment terms are that PCEDA will provide an initial payment of \$10,000 to get started, and then they will bill at each point that they've accumulated hours that add up to \$10,000 of work. Patti McLaughlin made a motion to approve the payment terms as presented. Russ Hoover seconded the motion. The motion was approved by a voice vote.

Ms. Roberts then discussed the PA DCED Economic Development & Community Development Initiatives grant for \$250,000. State Representative Mark Keller initiated this funding in response to Paul Rudy's urging several years ago and it has now come to fruition. Ms. Roberts said she pursued the grant funding with the Office of the Budget and DCED. This funding was included in two state budget acts. We asked for \$250,000 and have been told our request has been approved. A copy of the funding request documents that were submitted were provided to the Board members at the meeting. Ms. Roberts reviewed the budget categories. The original contract would have started July 1, 2018 and ended December 2019, however we've requested an extension to June 30, 2021. DCED provided an invoice for the entire amount and it will take two weeks for the funds to be deposited into our account. Our use of these funds will have to be independently audited. Our Solicitor reviewed the contract with DCED and found it to be acceptable. Kevin Fitzpatrick asked if we can shift funds from one program category, if needed? Ms. Roberts indicated that this might be able to be done, but that we needed to approve the contract as it was presented at this point. Russ Hover asked if we needed to hire a full-time contract manager. Ms. Roberts responded that this is something we might have to consider. Rich Pluta discussed the importance of keeping funding categories broadly defined and remembering that we could potentially use this money as match for the second phase of the LFPP project. Paul Rudy thanked Ms. Roberts for all the work she did in researching this funding and securing for the benefit of the whole county. He went on to question if some of the funds could be used for a hotel study? Ms. Roberts indicated that that effort might fit under the budget category to create a framework for Cultural/Historical/Eco and Agritourism, etc. Paul Rudy made a motion that PCEDA accept the funding as outlined in the grant request and June Reisinger seconded the motion. The motion was approved by a voice vote. The Board congratulated Ms. Roberts for her hard work she expended to get this funding. Brenda Watson suggested that Board members need to be educated about funding by way of talking points. Rich Pluta pointed out that since Paul Rudy started revitalizing PCEDA several years ago, PCEDA has brought in \$390,000 in government funding that would have gone elsewhere. Ms. Roberts advised that the Board needs to approve the opening of second, separate bank account for this state money. Morgan Tressler made a motion authorizing the opening of a second bank account and to provide bonding for the Board members who are signatories for the checking account and Ms. Jones, June Reisinger seconded the motion. The motion was approved by a voice vote. Kevin Fitzpatrick suggested that we look at banks that are in Perry County and a discussion about pros and cons of switching banks ensued. The consensus was to stay with Orrstown Bank for now. It was suggested that those who will be involved in the approval of disbursements would be the Chair, the Treasurer and the Assistant Secretary/Treasurer, plus Michelle Jones. Michelle Jones noted that we do not have quotes back yet, but Chamber just got a policy for \$187 for \$25,000 of coverage. She said we have requested a quote from Cupp Insurance, as they carry the rest of our policies. Kevin Fitzpatrick made a motion that we proceed with the bonding process, Duane Hertzler seconded the motion and the motion was approved by a voice vote. Marti Roberts and Michelle Jones recently met with representatives from the Robert Morris accounting firm to discuss how they can help PCEDA with tracking, accounting and paying expenses. Discussion ensued about how the check authorization process would work, mindful of bylaws and spending limits. Rich Pluta suggested that the spending is approved when the Board approves the budget. Discussion then turned to the best way to approach check signing. Russ Hoover said he would like to have a meeting with the Morris firm to discuss these topics further. Rich Pluta made a motion to retain Rob Morris firm to manage the accounts payable, payroll,

and reporting under the Boss Peace of Mind accounting plan, June Reisinger seconded the motion. The motion was approved by a voice vote. Discussion moved to PCEDA's request for 2019-year funding from the County and the amount of that request. It was pointed out that reason PCEDA has been awarded these grants is because we have county support. It is important that we continue being a line item in county budget. We are optimistic to be scheduled as part of the county's budget meetings since we are part of the county government. Patti McLaughlin made a motion to approve a request for \$50,000 for the 2019 budget year. June seconded the motion. Rich Pluta suggested that board members attend the County's planned budget sessions in the coming weeks. The motion was approved by a voice vote.

Ms. Roberts announced that the next strategy discussion session is set for October 24, Wednesday, beginning at 10.

Staff Report:

Michelle Jones provided the board members with an update on the branding effort.

Old Business.

Ms. Roberts reminded board members that Mr. Curt Coccodrilli, State Director of Rural Development with the USDA, will be meeting with community and business leaders here on October 17 from 10:00 -12:00. An informal public discussion will kick off the event followed by lunch at the EDA's offices. The venue for public discussion will be determined.

New Business:

None.

Ms. Roberts advised the board members that there would be a recommendation at the next meeting for change of Ms. Jones title from administrator to director an increase in rate of \$18. Kevin moved to make the changes at the current meeting and make the salary increase retroactive to August. June seconded. Motion carried.

Meeting adjourned at 9:50 AM.