

Meeting Minutes
December 13, 2018
Perry County Economic Development Authority

Attendees: Patti McLaughlin, Russ Hoover, Greg Gordon, Dawn Lowe, Shawna Weller, John Gerner, Rich Pluta, June Reisinger, Jim Fuller, Marti Roberts, Mike Lawler, Derek Whitesel, Paul Rudy, Brenda Watson, Morgan Tressler, Michelle Jones

Excused: Emery Yoder, Duane Hertzler, Kevin Fitzpatrick

Absent: Steve Peters

Guests: Jason Finnerty

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

Public comment: Jason Finnerty, County Planner, reported that 88 land development plans were submitted for approval in 2018, which puts the year's ranking about 5th out of the last 10 years. Recently, a land development plan in New Bloomfield borough by the fire company. The Tri County Planning Commission is putting together an outreach plan for 2019 with approximately 42 sessions—going out to meet with different groups (i.e. PCEDA, COG, supervisors' convention, etc.). TCP is looking for meeting space – capable of hosting about 40 people. Jason has drafted suggestions for a county-wide zoning ordinance, but this effort does not seem to have much traction with the individual boroughs and townships. TCP is looking at regional definitions for use in zoning ordinances. TPC is working on a Park N Ride lot on 34, between Meck's Corner and Shermans Dale. While they do not have a specific site yet, they are considering Drum Gold Farm. Jason said that TPC's invitation from Steve to talk with us still stands. John Gerner asked about rumors of an interchange on US 11/15 at PA849 just north of Duncannon. Brenda Watson advised that it is in PADOT's 10-year plan. Rich Pluta asked about TCP suggesting to the commissioner to put a hotel tax on the books. Jason said he drafted language for such a tax for the PCEDA to possibly present.

Secretary's Report: John Gerner noted that all Board members received a copy of the draft minutes from the November 9th meeting in the advance package for this meeting. Patti McLaughlin moved to accept the minutes as presented, Derek Whitesel seconded the motion. It was noted that a detailed listing of the paid holidays approved for the Program Director's position was added to the minutes. The motion was approved by a voice vote.

Treasurer's Report: Russ Hoover presented the financial report prepared by the Morris firm and emailed out with the materials for this meeting. A separate bank account for the state grant has been established. Derek Whitesel made a motion to accept the Treasurer's Report as presented, Dawn Lowe seconded the motion. Michelle Jones discussed the report's organization. The motion was approved by a voice vote.

Chair Report:

- Marti Roberts proposed that the compensation package for the Program Manager position be approved to be retroactive to the start of the branding effort in August. She said the increased cost would be \$1724.51 if the proposal is approved. This is being proposed in recognition on all the extra work Michelle Jones put in to leading up the branding rollout.

Rich Pluta proposed a motion to approve the retroactive salary, June Reisinger seconded the motion. The motion was approved by a voice vote.

- As discussed in previous meeting, three PCEDA officials must be bonded. Cupp Insurance, our current insurance carrier, provided a quote of \$802 per year, which seems high and we are awaiting quotes from two other firms. Rich Pluta made a motion to spend up to \$802 for bonding, going with lowest quote. Greg Gordon seconded the motion. Does not include former PCoRP (Directors and Officers) coverage. The motion was approved by a voice vote.
- The following bylaw change have been recommended by Robert Morris to coincide with the recommended accounting procedures. 1) the threshold for payments requiring prior board approval should be raised from the current \$500 to \$2000. Patti McLaughlin made a motion to amend the bylaws to have the Treasurer able to approve checks up to \$2000, provided they have been budgeted and the payment is within the budgeted amount. June Reisinger seconded the motion. Bylaw changes require approval of 2/3 of the full Board membership. Fifteen voting members of the Board were present at this meeting. John Gerner expressed concern about going that high without board authorization. The motion was approved unanimously with a voice vote.
- Kitchen Table Consultants has submitted a \$10,000 invoice for the first leg of their work. The invoice will be made available on Dropbox. Marti Roberts has requested clarification of one expense relating to cost for meals in the invoice. KTC has asked for payment by December 21st. Russ Hoover made a motion to approve paying the invoice subject to satisfactory resolution of Marti Robert's concerns. Mike Lawler seconded the motion. The motion was approved by a voice vote. The consultants progress report will be placed in Dropbox.
- Now the LFPP questionnaire needs to be readied so we can engage farmers through the winter. June Reisinger asked if we are concerned that they won't get it together in time to reach farmers before spring. We should have it ready for board meeting in January.
- Marti Roberts reported that she met with Penn State Extension regarding their possible collaboration with the Local Food Promotion Program project. Judy Chambers assembled a team to work through updating our Economic Assessment numbers based on the most current USDA census results. They will review the scope of work and grant application to determine how they can impact our project. June Reisinger commented about the 200-mile radius reach that is already in the Keystone cooperative hands. Rich Pluta suggested that we may want to update our economic assessment regardless of the LFPP.
- The Workgroup Assignment spreadsheet was passed along to get board members to sign up. Some projects are immediate, some are just in early planning stages.
- Marti Roberts discussed the need to seek County Commissioner approval of Board member appointments in advance of PCEDA's January Reorganization meeting. The terms of four current Board members expire in December- Paul Rudy, Brenda Watson, Emery Yoder and Jim Fuller. We would like to submit recommendations to the Commissioners by next week. Emery Yoder has indicated that he's still interested in participating, if we can accept the fact that his attendance at meetings may be limited due to his packed schedule. Discussion ensued about the importance of having his expertise available. Board participation was strongly encouraged. Russ Hoover made a motion to authorize the sending of a letter to the County Commissioners asking them to reappoint the four board members to another five-year term. Morgan Tressler seconded the motion. The motion was approved by a voice vote.

- Marti Roberts reported that the legislation that provided the state funding to PCEDA this year still exists, and we have been encouraged to apply for an additional \$150,000 even though we just received the state funding this year. July 1, 2019 would be the start of the funding period. It was suggested that we consider hiring an employee or contract person to coordinate downtown improvement efforts. Marti requested ideas for the grant proposal as suggested checking out our strategic plan for ideas. Discussion ensued about how going after available money would/could benefit the whole county as opposed to letting it go somewhere else. Discussions ensued along the lines of what our longer-range plan should look like.

Work Group Reports: Morgan Tressler reported on the Opioid Roundtable effort. She outlined an estimate for coffee and donation to Life Center totaling \$500. Date is January 17, from 9-11AM. We need finalize the format and agenda for this event. Morgan suggested a small group to help shape format and agenda. June Reisinger made a motion to authorize the expenditure of up to \$500 for the event, Russ Hoover seconded the motion. The RBDG grant has a line item for an Opioid activity. Healthy Communities = Healthy workforce and Healthy Economy. Monday, December 16th at 9:30 was set for the planning session to determine agenda. The motion was approved by a voice vote.

Staff report:

- Michelle Jones reported that Arnett Muldrow has submitted a final bill for \$3000 for their help on the branding campaign. Patty McLaughlin made a motion to pay the Arnett Muldrow invoice, June Reisinger seconded the motion and it was approved by a voice vote.
- Rich Pluta proposed a motion that PCEDA purchase a business membership with the New Bloomfield EMS for \$75, which would cover only employees. June seconded the motion. Discussion ensued about whether the EDA should open this door. Nine board members voted in favor of the motion, one member opposed the motion, and four members abstained.
- The proposed budget prepared as a part of the funding request to the County Commissioners was presented for discussion. Greg Gordon made a motion to accept the proposed budget, Russ Hoover seconded the motion. A suggestion was made to change the funds labeled as EDA Funds to General Funds. It was agreed to increase the insurance line item amount. The motion was approved by a voice vote.

Old Business:

- Frank Campbell reported that the KOZ proposal is moving forward. The Newport School Board amended and resubmitted their agreement. It was confirmed that Perry County Economic Development Corporation filed a grant with SEDA-COG to conduct a study of potential dairy processing plant sites in Center County, Perry County (Howe) and Union County.

New Business:

- John Gerner made a motion to authorize advertising our 2019 meeting schedule (annual meeting, executive committee meetings, board meetings). Patti McLaughlin seconded the motion. It was noted that the first Thursday of July is the 4th and it was suggested that the Executive Board meeting would be held on July 3rd that month. Derek Whitesel suggested finding another board meeting time/date, but it was noted that this schedule had been discussed extensively in the past. The motion was approved nine to one.

Announcements:

- Marti Roberts reported that she attended a TEAM PA meeting at Governor's residence recently. This group is a not-for-profit foundation pairing private and public groups to promote economic development in the state. She said she spoke to owners of Hershey Ice Cream (which has nothing to do with Hershey Chocolate) about connection between their product, weather, and farm production. When she encountered a demeaning phrase (that was used by a former Harrisburg mayor) regarding Perry County residents, she said she was at a loss for a polite but effective two sentence response to quickly move past the comment.
- Marti Roberts noted that hemp will be legal in the US again if the President's signs the new Farm Bill.

Adjourn:

Rich Pluta made a motion to adjourn the meeting, Greg Gordon seconded the motion. The motion was approved by a voice vote and the meeting adjourned at 10:10.