

**NORTHAMPTON COUNTY
GENERAL PURPOSE AUTHORITY
SPECIAL MEETING MINUTES**

8:00 a.m. on March 3, 2015

A meeting of the Northampton County General Purpose Authority was held on Tuesday, March 3, 2015, at 8:00 a.m. The meeting was held in Northampton County Courthouse, 3rd Floor, County Council Chambers, Room #3116, 669 Washington Street, Easton, PA.

ITEM #1 –CALL TO ORDER-ATTENDANCE

Mr. Langen called the meeting to order.

Attendance:

Shawn K. Langen, Shawn Donahue, J. Michael Dowd, Neal Koplin

Helen M. Whitaker was in attendance via teleconference.

Solicitor:

John F. Lushis, Jr., Esq.

Staff:

Diane Donaher, Director, DCED
Mark Hartney, DCED Administrator
Nina McCarthy, DCED Executive Secretary

Lori Sywensky, Deputy Director, DCED
David Hughes, DCED Finance Specialist

Absent:

Mark Schiavone, Margaret Ferraro

ITEM #2- APPROVAL OF MINUTES FROM DECEMBER 2, 2014

The minutes were unanimously approved as submitted on a motion by Mr. Dowd, seconded by Mr. Donahue.

ITEM #3 – TREASURER'S REPORT

As per Mr. Langen, the treasurer's report was waived until the next GPA meeting.

ITEM #4 – PUBLIC COMMENT

None

ITEM #5 – Staff Report5.1 Riley & Company

The Riley & Company contract has been extended for one year. Riley & Company is currently working on the audit and will have it completed by April 1.

Mr. Dowd made a motion to approve the one year extension of Riley & Company's contract. Mr. Donahue seconded the motion. The motion unanimously passed.

5.2 Open Records Officer:

The Open Records Officer position is currently open. It was suggested that Solicitor Lushis fill the position. Mr. Lushis said he would accept the position. However he suggested that a resolution be made for Mr. Lushis to be Open Records Officer so that it is on record.

5.3 Introduction to new DCED Staff

Ms. Donaher introduced new staff members, Mark Hartney and David Hughes.

5.4 Meeting Schedule

Ms. Donaher advised that an email was sent to board members concerning changing the meeting schedule. It has been difficult for all board members to attend the 8 am meetings. It was decided that the schedule will remain as is.

5.5 Miscellaneous:5.4.1 Statement of Financial Interest and Contact Information Sheets:

Ms. McCarthy reminded the board that the Statement of Financial Interest forms are due now. Ms. McCarthy asked that the board members get a copy of their form to her as soon as possible.

Contact Information Sheets were handed to each board member prior to the meeting. Ms. McCarthy asked that board members take a moment to look them over and provide updated information.

ITEM #6 – Annual Meeting Business6.1 2014 Annual Report

Ms. Donaher advised that the staff is working on the Annual Report for 2014. The report will be prepared and sent to them before the April 7th meeting.

6.2 Officer Nominations

Mr. Langen advised that if anyone had any suggestions, requests, or changes they should send them to the board Secretary - Peg Ferraro.

Ms. Donaher reminded Mr. Langen that the treasurer position was still open. Mr. Langen nominated Shawn Donahue for the Treasurer position for April. Mr. Dowd seconded the nomination.

ITEM #7 – Old Business

7.1 Greater Easton Redevelopment Partnership Project (118-120 Northampton St.)

After a long discussion on how to handle the issue between the GPA, Greater Easton Redevelopment Authority and the City of Easton, it was determined that the status would remain as is. The GPA will stay with the conditions outlined in the original motion. A loan to the Redevelopment Authority may be considered if the City of Easton guarantees the loan.

7.2 Bethlehem Township Open Space

Mr. Lushis advised that the Open Space Grant was not as clear as it should have been. Therefore Bethlehem Township is not in violation of the Grant agreement.

Peter Edelman of Stevens and Lee was consulted on the effect a sale would have on the tax exempt status of the 2001 issuance. It was concluded by the bond council that there would be no effect.

7.3 Post Issuance Compliance

Mr. Lushis advised that it is an issue that needs to be viewed in two pieces. The Securities & Exchange Commission (SEC) and the Internal Revenue Service (IRS). He went on to explain those pieces. He concluded that it makes sense that the GPA have a Post Issuance Compliancy policy, but it should be very simple and does not put a lot of burden on the administration.

Ms. Sywensky advised that Jaimie Whalen of LVEDC had indicated that Mr. Lushis's firm was working with LCIDA on a simple procedure for compliance. She advised that's what DCED wants for the GPA.

Mr. Langen made a motion to move forward with a simple Post Issuance Compliance policy. Mr. Donahue seconded the motion. The motion carried unanimously.

ITEM #8- New Business

8.1 Hope Uniform

Mr. Hughes handed updated terms and conditions for Hope Uniform to the board members.

Paul Lantz of Hope Uniform addressed the board, giving them an overview of the company and the project.

Mr. Hartney advised that DCED helped Hope Uniform secure a \$25,000 CDBG grant. Mr. Hartney continued that DCED's recommendation to the GPA is to provide a \$75,000 loan to the project.

Mr. Langen made a motion to provide a \$25,000 grant as well as a \$50,000 loan using the same terms that Mr. Hartney prepared, with the exception of the interest rate being changed to three percent. Mr. Koplin seconded the motion. The motion passed unanimously.

8.2 Community Investment Revolving Loan Fund

8.2.1 Loan Review Committee and Fiduciary Agent

Ms. Donaher and Mr. Hartney described the fund. Ms. Donaher advised that DCED is asking the GPA to serve as the loan review committee and fiduciary agent for the fund. A preliminary draft of fund guidelines will be sent to board members next week for their review. If the GPA is interested in the arrangement, then DCED is asking that they vote on the guidelines during the next GPA meeting.

ITEM #9- Next Meeting Date

The next meeting will be held **Tuesday, April 7, 2015 at 8:00 a.m.**

Mr. Hughes inquired if the board had any problem with the creation of signs to reflect that a project was financed by the GPA. Board members said they'd love to see it.

ITEM #10- Adjournment

A motion was made and seconded to adjourn the meeting.

ATTEST:


Nina McCarthy, DCED Executive Secretary


Shawn Langen, Chairperson