

County General Purpose Authority Annual Meeting Minutes

8:00 a.m. on January 5, 2016

The Annual meeting of the Northampton County General Purpose Authority was held on Tuesday, January 5, 2016, 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 Langen, J. Michael Dowd, Neal Koplin, Mark Schiavone, Margaret Ferraro, Shawn M. Donahue.

Solicitor:

John F. Lushis, Jr., Esq.

Staff:

Diane Donaher, DCED Director
Mark Hartney, DCED Administrator

David Hughes, DCED Finance Specialist
Nina McCarthy, DCED Executive Secretary

Absent:

Helene Whitaker

ITEM #2- APPROVAL OF MINUTES FROM NOVEMBER 10, 2015

The minutes were unanimously approved on a motion by Mr. Dowd, seconded by Mr. Koplin.

ITEM #3 – TREASURER’S REPORT

Mr. Hughes reviewed the November, December 2015 Treasurer’s Report. Mr. Donahue had questions concerning the format of the report and made suggestions for change. All agreed.

MOTION: To approve the Treasurer’s Report as presented.

Mr. Schiavone made the motion to approve. Mr. Dowd seconded. The Treasurer’s Report was approved.

ITEM #4 – PUBLIC COMMENT

None.

ITEM #5 – NEW BUSINESS5.1 Auditor RFP – Interviews

- 5.1.1 Melissa A. Grube of Campbell, Rappapold & Yurasits LLP, made a presentation to the Authority.
- 5.1.2 Debra A. Borger of Riley and Company Inc., made a presentation to the Authority.

Mr. Dowd made a motion to move to ‘Executive Session’. It was seconded by Mr. Schiavone. Upon return, the board advised that they discussed and evaluated the two responses it received to the request for proposal for auditing services for the years 2015 through 2017.

Mr. Dowd made a motion to retain the services of Riley & Company Inc. for the next three years. Mr. Koplin seconded the motion. The board unanimously voted to retain the services of Riley & Company, Inc.

5.2 Administrative Services Agreement

Mr. Hartney discussed updating the administrative services agreement.

5.3 Annual Meeting Election of Officers

Mr. Langen nominated Mr. Koplin to be Secretary and Ms. Whitaker Assistant Secretary.

MOTION: To approve the slate of candidates

Mr. Dowd made the motion and it was seconded by Mr. Schiavone. The motion passed.

ITEM #6 – OLD BUSINESS6.1 Solicitor RFP Update

Mr. Hartney advised the board the Solicitor RFP’s are due on January 7, 2016 by 2 pm.

6.2 Northampton County Development Partnership (NCDP) Update

Mr. Hartney advised that DCED will continue to promote the Northampton County Development Partnership. Mr. Hartney wants to form a steering committee that would consist of one or two members from each entity to discuss shared common goals. He would like to organize a first meeting in late January.

Mr. Hartney advised that there is value in engaging the NDC and requested that the GPA take a leadership position for a one year engagement to bring NDC in with a technical assistance contract. A proposal will be developed for the GPA’s review.

6.3 Loan & Development Fund (Weller Center)

Mr. Hughes provided background information on the Weller account. Included in the member’s packets were established guidelines for the Loan and Development Fund.

ITEM #7 – STAFF REPORT7.1 Insurance Review

Mr. Hartney discussed the email vote for the increase in the premium for the GPA insurance policy. Mr. Lushis suggested a vote to ratify the email vote. Mr. Koplin made a motion to ratify the email vote. It was seconded by Mr. Donahue. The motion passed.

It was decided to put out a RFP for insurance coverage towards the end of 2016. It was also decided that an RFP should be done every two years.

7.2 Project Updates:

Mr. Hartney reviewed the following with the authority.

7.2.1 Moravian College Bond.

7.2.2 Prospect Report.

7.2.3 Project Report.

ITEM #8 – NEXT MEETING – TUESDAY FEBRUARY 2, 2016, 8AM**ITEM #9 – ADJOURNMENT**

Motion to adjourn made by Mr. Dowd and seconded by Mr, Schiavone.

ATTEST:

Nina McCarthy, DCED Executive Secretary

Shawn Langen, Chairperson