



**COLLEGE TOWNSHIP
INDUSTRIAL DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
Wednesday, June 21, 2023
1481 E. College Avenue, State College PA 16081
9:30 AM**

ATTENDED BY -

AUTHORITY MEMBERS:

Lamartine Hood, Chair
Ray Forziat, Vice Chair
Ray Liddick, Jr., Secretary
Benson Lichtig, Asst. Treasurer
Anthony Fragola, Asst. Secretary
Alston Shields
Steve Allison
John Young

ADDITIONAL ATTENDEES:

Adam T. Brumbaugh, Interim Executive Director
Jeff Stover, Solicitor
Susan Trainor, CT Council Liaison
Jennifer Snyder, CGA, Recording Secretary

CALL TO ORDER

Mr. Lam Hood, CTIDA Chair, called to order the June 21, 2023, College Township Industrial Development Authority (CTIDA) Regular Meeting at 9:30 AM.

Chair Hood welcomed CT Council member, Ms. Susan Trainor, as the new CT Council liaison to the CTIDA.

CONSENT AGENDA

CA-1 May 17, 2023, Regular Meeting Minutes

Mr. Fragola offered a correction to the minutes to reflect NB-4 – cost for phone service at \$24.99/month plus taxes and fees.

Mr. Forziat moved to approve the Consent Agenda with the amendment to the minutes as stated.

Mr. Lichtig seconded the motion.

Motion carried unanimously.

COMMUNICATIONS FROM PARTNERS

Nothing to report

EXECUTIVE DIRECTOR REPORT

Mr. Brumbaugh offered that much of his time spent this past month is related to efforts to move forward with the hiring of an Executive Director. He has been working with the Governance Committee and Ms. Sandy Kramer with The HR Office.

COUNCIL LIAISON REPORT

Ms. Trainor offered that Council discussed working with the CTIDA to begin the process of hiring an Executive Director. She looks forward to working with the CTIDA.

SECRETARY'S REPORT

Mr. Liddick reminded the Board about the planning charrette for the Dale Summit Area taking place this week at the College Township offices. He attended the Marketability session and offered that as plans move forward, there is the potential for the CTIDA to lend support for various projects. During this meeting, there was a discussion about the need in the area for rental properties for single-family homes. The closing session takes place on Thursday, June 22, at 5:30 PM.

TREASURER'S REPORT

Mr. Allison offered that he is still learning the ropes as CTIDA Board Member and Treasurer. Mr. Fragola assisted in a brief Finance Report for the month ended May 31, 2023.

Cash on Hand:	\$ 680,336.06
Monies held at Brokerage Firms	\$1,210,208.25

Monies invested with Clients

Dominight	\$ 93,621.74
Actuated Medical 2020	\$ 58,683.21

Xact Metal	\$ 498,388.09
Abington Equine	\$ 150,000.00

Credit Line Advances

Dominight	\$ 21,000.00
Actuated Medical	\$ 150,000.00

OLD BUSINESS

Mr. Brumbaugh offered that with the approval of the May 17, 2023, meeting minutes, new signature cards would be updated at Wells Fargo. He will check the status of investments in Nestlerode.

Mr. Fragola offered that the agenda states that the Finance Committee is recommending the Scope of Work for Client Account Bookkeeping services, however, this recommendation should be reflected in the minutes under the Loan Committee if there is any discussion on the topic.

Mr. Forziat made a motion to table the motion on the agenda under the Finance Committee to recommend the Scope of Work for Client Account Bookkeeping services, not to exceed \$150/hour and move to the Loan Committee for further discussion.

Mr. Fragola seconded the motion.

Motion carried unanimously.

NEW BUSINESS/REPORTS

GOVERNANCE COMMITTEE

NB-1 Approve Executive Director Job Description

Chair Hood offered the Governance Committee is providing a job description for the Executive Director for the Board's approval. Mr. Brumbaugh offered that this individual would be housed at the CT office and be a CT Employee. Mr. Fragola suggested the CTIDA Board provide or subsidize a cell phone for the position.

**The Governance Committee moved to approve the Executive Director Job description as presented.
Motion carried unanimously.**

NB-2 Pursue the development of a “contractual services agreement” with CT for the employment of the CTIDA Executive Director, similar to the existing agreement between CT Water Authority (CTWA) and CT.

Mr. Brumbaugh offered the agreement with the CTWA and CT has been a very effective tool. As explained in the document, the CTWA has no employees and all work is contracted through CT. At the end of every month, the CTWA writes a check for the services provided by CT. Mr. Brumbaugh offered that the CT Council discussed and they are willing to entertain the review and potential approval of an agreement with the CTIDA. All costs associated with the employment of an Executive Director will be provided by the CTIDA.

Mr. Brumbaugh, Solicitor Stover, and the Township Solicitor Louis Glantz will review the draft service contract and return it to the Governance Committee for review. The contract will then go before Council for their approval.

**The Governance Committee moved to pursue the development of a “contractual services agreement” with CT for the employment of the CTIDA Executive Director, similar to the existing agreement between the CT Water Authority and College Township.
Motion carried unanimously.**

NB-3 Approve the salary range for the position of \$78,500 to \$94,200

Mr. Brumbaugh offered that the contractual services agreement if approved, makes the Executive Director position an employee of the Township. The salary range as brought forward by the Governance Committee is appropriate with the wage range structure in the Township and other Executive Director positions in this field.

The Board discussed employment reviews and who would conduct these reviews. The CTIDA Board would do an annual review of the employee and would set goals for the position. The total cost to the CTIDA to reimburse the Township for expenses related to the position would be approximately \$125,500 to \$141,200. Fees for finance services and secretary services would remain as currently provided.

**The Governance Committee moved to approve the salary range for the position of Executive Director at \$78,500 to \$94,200.
Motion carried unanimously.**

NB-4 Authorize the Governance Committee to move forward with the hiring process, consisting of: Identification of candidates, interviewing and recommendation of candidates to the full board, final candidate(s) to meet and greet with full board, and Township to prepare employment offer letter to successful candidate.

Chair Hood offered that The HR Office would identify candidates based on their research and the job description approved earlier in the meeting. The HR Office will provide one or more candidates to the Governance Committee to screen and make recommendations of candidates to the Board. The Board will then have the opportunity to meet the candidate(s). The final decision rests with the Township, as the position filled would be a Township employee. Mr. Forziat clarified that the interviewing process will include a township employee as part of the committee. Mr. Fragola offered the Governance Committee would act as a search committee for the Township to bring forward candidate(s) for the Township to consider for the position.

The Governance Committee moved to authorize the Governance Committee to move forward with the hiring process, consisting of: Identification of candidate(s), interviewing and recommendation of candidate(s) to the full board, final candidate(s) to meet and greet with full board, and Township to prepare employment offer letter to successful candidate.

Motion carried unanimously.

MARKETING COMMITTEE

Mr. Forziat made a motion to add to the agenda a discussion of business cards for CTIDA members and monitoring the phone system.

Mr. Liddick seconded the motion.

Motion carried

NB-5 Mr. Forziat offered sample formats of proposed business cards for CTIDA Board Members. The Marketing Committee is asking the Board to approve the recommended card to include the virtual phone number and extensions. Mr. Liddick asked for clarification on the title of Board Members to be listed on the business card. It was a consensus that each member be listed as Board Member with no other clarifications.

Mr. Fragola offered that not all Board Members have responded with their cell phones to be added as extensions with the new phone system. Mr. Lichtig does not want an extension. All others will provide their numbers.

The Marketing Committee moved to approve the business card selected by the Marketing Committee modified with the new virtual number and extension and members listed as Board Members on the card.

Motion carried unanimously.

NB-6 Mr. Forziat offered the Marketing Committee is making a recommendation that the Executive Director, when hired, would monitor the new virtual phone number and in the meantime, Mr. Forziat would be responsible to monitor.

The Marketing Committee moved to approve the CTIDA virtual phone number be monitored by Mr. Forziat, until an Executive Director is hired.
Motion carried unanimously.

LOAN COMMITTEE

NB-7 Recommend Mazza Law Group to complete review of existing CTIDA agreements at a rate of \$175/hour

Mr. Fragola offered that several of the CTIDA loans are partnered with the Chamber of Business and Industry of Centre County (CBICC), more specifically with the Chamber's Revolving Loan Committee (RLC). The Loan Committee would like to see all loans reviewed by an outside source. The Loan Committee is recommending the Mazza Law Group complete review of existing CTIDA agreements at a rate at \$200/hour. There would be a cap on this of 8-hour per contract and not to exceed \$6400. Solicitor Stover offered that all of the contracts are the same and he opined they should not need 8-hours per contract.

Chair Hood called for an Executive Session at 10:38 AM. The regular meeting was resumed at 10:42 AM.

The Loan Committee moved to amend the motion to state \$200/hour, not to exceed \$6,400.

Motion carried unanimously.

The Loan Committee moved to approve Mazza Law Group complete a review of existing CTIDA agreements at a rate of \$200/hour not to exceed \$6,400.

Motion carried unanimously.

Chair Hood called for an Executive Session at 10:45 AM. The regular meeting was resumed at 10:55 AM.

NB-8 6-month extension of \$150,000 loan with Abington Equine

The Loan Committee would like to modify the recommendation before the Board.

The Loan Committee moves to modify the recommendation to the Board to reflect a one-time 90-day extension of the \$150,000 loan with Abington Equine.

Motion carried unanimously.

The Loan Committee moves to approve a one-time 90-day extension of the \$150,000 loan with Abington Equine as amended.

Motion passed 7-1 with Mr. Forziat voting nay.

NB-9 Recommend Scope of Work for Client Account Bookkeeping services, not to exceed \$150/hour

See above under Old Business – moved to the Loan Committee for further discussion.

FINANCE COMMITTEE

Mr. Shields offered the Finance Committee did not have anything to bring forward to the Board.

OTHER MATTERS

Chair Hood offered that the Greg Scott at the CBICC is forming an Economic Development Council. They plan to hire a facilitator to move the process forward. The CTIDA is invited to participate. Chair Hood and Mr. Brumbaugh attended the kickoff meeting. Mr. Todd Dolbin, CBICC Economic Development Coordinator, spoke at the meeting. This is a Chamber led effort.

ADJOURNMENT

Hearing no further matters for discussion, Chair Hood adjourned the June 21, 2023, College Township Industrial Development Authority Regular Meeting at 11:07 AM.

Respectfully submitted,

Ray Liddick, Jr.

Ray Liddick, Jr.
CTIDA Secretary