

MINUTES
MEETING OF IMPACT HARRISBURG
May 17, 2016, 10:30 A.M.
Pennsylvania Housing Finance Agency
211 North Front Street, Harrisburg

Officers of the Board Present:

Neil Grover, Chair
Doug Hill, Vice-Chair
Brian Hudson, Secretary

Board of Directors Present:

Dale Laninga, Director
Gloria Martin-Roberts, Director
Russ Montgomery, Director
Jackie Parker, Director
Karl Singleton, Director

Officers of the Board Absent

Brittany Brock, Treasurer

Others Present:

Sheila Dow-Ford, Executive Director
Fred Reddig, Coordinator for the City of Harrisburg
Anne Morrow, Recording Secretary

Mr. Grover called the meeting to order at 10:46 a.m. Ms. Martin-Roberts arrived at 10:58 a.m.

1. Regular and Executive Meeting Minutes of May 5, 2016

It was moved by Mr. Hudson and seconded by Mr. Montgomery that:

"The minutes from Impact Harrisburg Board of Directors regular meeting of May 5, 2016 be approved as printed."

MOTION CARRIED UNANIMOUSLY

It was moved by Mr. Montgomery and seconded by Mr. Laninga that:

"The minutes from Impact Harrisburg Board of Directors executive session of May 5, 2016 be approved as printed."

MOTION CARRIED UNANIMOUSLY

2. Executive Director Report

Ms. Dow-Ford hand delivered the applications for the ***Infrastructure Project and Infrastructure Contingency Program*** to the City of Harrisburg and Capital Region Water on Tuesday, May 10, 2016. The application due date for Infrastructure Projects is **Friday, June 10, 2016**.

Ms. Dow-Ford will schedule a meeting within the next week to meet with Wayne Martin, Jonathan Hicks and Bruce Weber from the City of Harrisburg (City) to discuss the City's economic development and infrastructure needs and to insure the City is aware of the funds available for both the Infrastructure Contingency Program and Economic Development Contingency Program. Ms. Dow-Ford

noted she has already met with Capital Region Water regarding the Infrastructure Contingency Program.

A meeting will also be scheduled over the next week with the Harrisburg Land Bank and Redevelopment Authority to also discuss the Economic Development Contingency Program.

ACTION: Ms. Dow-Ford will send out a memo to the Board that highlights the pertinent provisions of the Program Requirements.

Program Requirements and Applications for the ***Large Economic Development Projects and Community Building Grants*** were sent electronically on Monday, May 16, 2016, to 58 participants in the five community outreach presentations that were held in April. Additional applications were also sent to other individuals seeking information and/or showed an interest in participating in the Grant Programs. The application due date for Large Economic Development Projects and Community Building Grants is **Friday, July 15, 2016.**

A Pre-Application Workshop was held on Monday, May 16, 2016, at the Heinz-Menaker Senior Center. Four people participated.

Work on the website is being finalized.

3. Treasurer's Report

Ms. Dow-Ford provided the Treasurer's report in Ms. Brock's absence.

The Operating Account at Fulton Bank carries a balance of \$119,762.11. The Treasurer, Chair and Executive Director visited Fulton Bank last week to add the Executive Director as a signer on the account.

The Executive Director will communicate to the Treasurer any applications that are received from the City and Capital Region Water in order to keep a running tally of projects that could be awarded funds within the next 60 days. This information is necessary for Wilmington Trust to make sure enough money will be liquid and easily converted to cash when disbursements are needed.

The following invoices were discussed for approval to pay:

- McNees Wallace & Nurick: Invoice #778385 in the amount of \$3,128.20 and Invoice #781049 in the amount of \$4,052.32 for litigation fees over the application of the Sunshine Act; Invoice #778384 in the amount of \$8,020.87 for analysis of whether the Sunshine Act applies to Impact Harrisburg and invoice in the amount of \$858, dated January 8, 2016, for work on the Independent Contractor Agreement, (Treasurer has not received the actual invoice.)
- Gift & Associates: April monthly billing invoice in the amount of \$315.

It was moved by Mr. Hudson and seconded by Ms. Martin-Roberts that:

"The invoices from McNees Wallace & Nurick, in the amount of \$3,128.20 and \$4,052.32, for litigation over the application of the Sunshine Act and \$8,020.87, for analysis of whether the Sunshine Act applies to Impact Harrisburg and invoice dated January 8, 2016 in the amount of \$858, for work on the Independent Contractor Agreement, all be approved for payment."

MOTION CARRIED UNANIMOUSLY

It was moved by Ms. Martin- Roberts and seconded by Mr. Hudson that:

“The invoice from Gift & Associates in the amount of \$315, for the April monthly fee, be approved for payment.”

MOTION CARRIED UNANIMOUSLY

Ms. Parker had a prior appointment and left the meeting at 11:40 a.m.

The Executive Director and Treasurer met to discuss the 2016/2017 budget. A budget should be ready for review at the next Board meeting on June 7th.

The Executive Director and Treasurer are working with Maher Duessel, Board Auditors, to determine a time frame for this year’s audit. An audit will take place between August and October of this year.

The Treasurer requested a completed W-9 from the Executive Director and Nora Peach, Harrisburg University student, for the auditors and for Gift and Associates.

4. Other Business

Going forward Board meetings will be held at the Pennsylvania Housing Finance Authority, 211 North Front Street, Harrisburg.

ACTION: Ms. Morrow will cancel the remainder Board meetings scheduled at Pinnacle Health, 2501 North Third Street, Harrisburg.

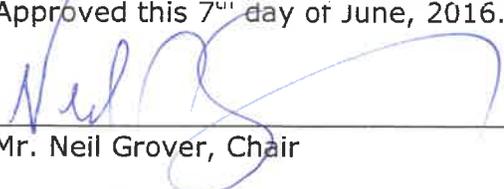
The Board had no further business to discuss.

The Chair adjourned the meeting at noon.

Meeting minutes were submitted by Recording Secretary, Anne Morrow.

The next Board meeting is scheduled for June 7th, at 10:30 a.m. at the Pennsylvania Housing Finance Agency, 211 North Front Street, Harrisburg, PA.

Approved this 7th day of June, 2016.



Mr. Neil Grover, Chair

Mr. Brian Hudson, Secretary

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Mr. Neil Grover, Chair



Mr. Brian Hudson, Secretary