

THE TOBYHANNA TOWNSHIP ECONOMIC DEVELOPMENT AUTHORITY
REGULAR BUSINESS MEETING
FEBRUARY 5, 2020

The February 2020 Regular Business Meeting of the Tobyhanna Township Economic Development Authority was held on February 5, 2020, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are Commissioners John Holahan, III, Mike Christian, Rachel Schickling, Brendon Carroll, Assistant Township Manager Autumn Canfield, and Solicitor Samantha Hazen. William Van Gilder is not present.

1. Chair John Holahan calls the meeting to order at 6:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements
 - a. The Authority held an Executive Session on January 6, 2020 from 6:45PM – 7:05PM regarding real estate.
 - b. Autumn Canfield requests a joint meeting with the Authority and Board of Supervisors on March 2nd at 6PM. The Authority agrees to the March 2nd meeting, and considers cancelling their regular meeting on March 4th.
4. Minutes
 - a. Brendon Carroll motions to accept the meeting minutes for the December 4, 2019 Regular Meeting, January 6, 2020 Reorg. Meeting, and January 6, 2020 Regular Meeting, Mike Christian seconds. Mike Christian states “pro forma” is spelled incorrectly under Item 8c of the January 6th Regular Meeting. Brendon Carroll and Mike Christian amend their respective motions to include the change. Vote: all in favor; minutes accepted.
5. Bill Pack
 - a. Brendon Carroll asks for clarification on the Santarelli & Sons bill. Brendon Carroll motions to approve bills in the amount of \$2,120.47, Mike Christian seconds. Vote: all in favor; motion carries.
6. Solicitor’s Report
 - a. Samantha Hazen explains her firm is preparing the loan documents at \$50,000.00, and Attorney Dean is preparing an audit letter.

Mike Christian motions to approve the loan ask of \$50,000 and send the request to the Board of Supervisors, Brendon Carroll seconds. Vote all in favor; motion carries.

7. Old Business

- a. [Item B] Report on Aqua Meeting – 1/28/2020 at 2PM. John Holahan summarizes the meeting with Aqua. Property owners, engineers, Aqua representatives, and two Authority members met to discuss potential wastewater infrastructure, how to finance the project, and the potential of the PIL.
- b. [OB - Item A] PIL District Map and [NB – Item E] Kalahari PIL. Rachel Schickling suggests making Kalahari its own district, making Pocono Springs another, and having a third district comprised of properties west of I-380. John Holahan cautions that funds collected by the PIL can only be spent in that district. The Authority discusses PIL Boundaries and needing to know all of the infrastructure improvements necessary in the area.

Ralph Gundrum states Kalahari's proposal is to split the money collected from Kalahari between the Authority and Kalahari, where Kalahari will have primary control over most of the funds. Kalahari would consent to anything the Authority wishes to spend their portion of the money on, so long as it does not directly benefit Pocono Springs. Kalahari wants the PIL on sales-taxable items.

Autumn Canfield states the Authority can make improvements on property it owns or long-term leases, or that exists within a right-of-way. Ralph Gundrum asks the Authority if they believe advertising is a possibility. The Authority discusses the mechanics for implementing the PIL. Ralph Gundrum explains Kalahari can pass the levy onto customers; a levy gives Kalahari some leeway they didn't have.

John Holahan considers the Authority purchasing sewer components, which would free up Kalahari's capital. Ralph Gundrum replies that sewer components are one-time events. The Authority discusses long-term improvements to try to determine required funds.

John Holahan suggests tabling the PIL district discussion until the March 2nd meeting. John Holahan motions to table, Brendon Carroll seconds. Vote: all in favor; PIL discussion is tabled.

8. New Business

- a. Consider appointing Executive Director. Mike Christian motions to appoint Autumn Canfield as Executive Director, Brendon Carroll seconds. Vote: all in favor; motion carries.
- b. Consider Signing Legal Representation Release for 2019 Audit. Julia Heilakka explains that this is an authorization for the solicitor to provide information to the Authority's auditors. Brendon Carroll motions to authorize signing the agreement, Mike Christian seconds. Vote: all in favor; motion carries.
- c. Consider Signing Standard Form to Confirm Account Balance Info. Julia Heilakka explains this authorizes ESSA to provide information to the Authority's auditors.

Brendon Carroll motions to execute the agreement, Mike Christian seconds. Vote: all in favor; motion carries.

- d. Consider a Loan from Tobyhanna Township. [Discussed under Item 6.a]
 - e. Task List/Timeline. Autumn Canfield explains the gridded items are questions the Authority needs to answer, and below that are potential questions from the public. At this time, please do not distribute this document.
 - f. [Not on agenda] Autumn Canfield provides a statement of interest for the \$550,000 loan from the township, which has accrued approximately \$17,000 in interest.
 - g. [Not on agenda] The Authority discusses resolutions required by the Municipal Authorities Act, which will need to be addressed at the next meeting. The Authority discusses and then decides to invite Michelle Bisbing of PMEDC to the April meeting to explain how bonds get processed and issued.
 - h. [Item F] Kalahari PIL Idea. [Discussed under Item 7.b]
 - i. [Not on agenda] Autumn Canfield states the auditors had a question related to the purchase of property. The Authority decides to use the reassessment value for the building and place the remainder of the purchase price on the value of the land.
 - j. Ralph Gundrum asks about Pocono Springs. John Holahan replies he spoke to Jim Cahill.
 - k. [Return to Item I] Brendon Carroll states the building will be torn down, so can the value be put solely on the land? Julia Heilakka will ask the auditors.
9. Commissioners' Report - none.
10. Public Comment – none.
11. Brendon Carroll motions to adjourn, Mike Christian seconds; meeting adjourned at 6:49PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:

 SECRETARY
Brendon Carroll, Secretary