



Whitehall Township Industrial & Commercial Development Authority
The Resource to Start & Grow Your Business
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October 18, 2021

ATA Financial, 1044 Third St., Whitehall, PA 18052 @6:30PM

MEETING MINUTES

Welcome! Meeting came to order at 6:38 pm

Role call quorum present: Kent Newhart, Vito Gallo, Diane Davidson, Stephanie Colbry, Jeffrey Warren, Cheryl Huckabee-Washington, and Assistant Solicitor, Jennifer Alderfer present.

1. Approval of Minutes-Sept. 20, 2021 (Diane) (Attachment)

Corrections made – Motion made by Jeff Warren, 2nd by Benn Smith; approved by all, opposed by none.

2. Financials (Stephanie)

- discussion about the MacArthur Rd account, need to verify if it is still an active account.

- BB&T is now Truist -Treasuries account status (Benn) – new contact, Bill, seems to be very interactive – Kent & Vito will be the initial signers to the account; once it's opened we can add other signers.

- Loan Pool update (Benn) – no updates, payments have been received.

Motion to approve the financials – Diane, 2nd by Vito Gallo; approved by all, opposed by none.

3. President's Update (Kent / Vito)

- Whitehall Mall Site Redevelopment – They asked for a Non-Disclosure Agreement (NDA), concluded we did not need to sign an NDA as a Township Entity, although there is a Public NDA document. There was a discussion about some funding requesting \$4 million, there are various steps needed in order to request this funding from the state. Another option would be TIF, made a recommendation for them to discuss with John Lushis for more information. WTICDA would be the applicant for

them, with attorney as their counsel. 3 entities must be involved in the approval process – School District, Township, and County in the TIF district. Analysis would need to be completed. It would be possible to include an expanded area, not for a single property site. It's not a loss of tax revenue to the taxing authorities, it is a deferment of

Board of Directors

President

Kent Newhart (2023)

Vice President

Vito G. Gallo (2021)

Secretary

Diane Davidson (2022)

Treasurer

Stephanie Colbry (2022)

Cheryl Huckabee-
Washington (2023)

Benn Smith (2025)

Jeffrey Warren (2025)

Rhonda Bastian (2022)

Cara Butz (2022)

Executive Director

Vacant

Solicitor

Joseph Zator II, Esq.

Assistant Solicitor

Jennifer Alderfer, Esq.

the “after improved value” of the property increased tax value for the 20 year financing period. For example, the Lehigh Valley Dairy had a conditional approval for a TIF several years ago.

4. Mayor’s Report (Mike) -

- Township economic development activity and other updates

5. Commissioner’s Report (Jeff)

- Recent Commissioner’s Board Mtg. Actions: There were 2 hearings held for any zoning C2 development – Coordinated development on parcels greater than 5 acres, with specific zoning overlays allowed. Must be able to demonstrate that there is adequate parking available, not necessarily an automatic calculation.
- New legislation and LVHN discussion - Additional discussion regarding the development of the land across from the municipal building.
- Future plans for the current police station – has not been discussed formally with the Commissioners. There has been some informal discussions about future possible uses. There is a suggestion that if WTICDA wants to see an incubator in the space, a formal proposal should be presented to the Commissioners for consideration.

6. Solicitor’s Update (Jennifer)

- Review Bylaw amendments/discussion (*Attachments*)
 - Stephanie proposed to revise Section 5.02 d; the Treasurer to oversee and authorize the appointee to make the deposits electronically as well as pay invoices. Also need to revise that only expenditure over \$1,000 need to be approved by the entire Board. All checks require two signatures from the Executive Board.
- Jennifer will revise and send out revisions.

7. Old Business/Project Updates

- State Historical District Grant for Hokendauqua Thomas Ironworks-LSA grant status (Vito) – Some activity with an expenditure of \$600 paid to Artifact. The state has one more step to complete before we can submit to the Federal government. There has been no updates recently on our 501c3 status. Kent will follow-up.
- WTICDA Extension of 50 Year life extension-vote-Whitehall Resolution 3239, Bill. No. 18-2021 passed July 26, 2021-*Solicitor filed with PA DOS. (Attachment)* – Has been filed and accepted.
- Mickley-Prydun Farm Project-*letter sent to PADCED (Attachment)*-(Jeff) – submitted the LSA grant and the Commissioners approved the request. There was a feasibility study completed for an estimate for the maintenance recommended for the interior. The main building will be historically preserved as a workspace for the community to use for civic purposes. There was also another grant applied for to work on stormwater management.

8. New Business

- LV/Whitehall Chamber upcoming events (Cheryl) – Wednesday, November 18th is the Whitehall Mall Tree Lighting Ceremony.

- WTICDA yearly renewal with Chamber – membership has been renewed. Annual meeting is in November.
- Discussion of Meeting Dates for 2022 and location-*(Attachment)* – Kent offered to continue to meet at ATA Financial 1044 Third St.
 - January 17, 2022
 - March 14, 2022
 - May 16, 2022
 - September 19, 2022
 - October 17, 2022
 - December 12, 2022
 - All at 6:300
- Motion for 2022 the meetings will be held at ATA 1044 Third St., Whitehall, PA – Cheryl Huckabee-Washington; 2nd by Benn Smith; all approved, none opposed.
- Diane Davidson posted her resignation from the Board due to increased personal and business responsibilities. Need to find a candidate to replace Diane on the Board and for the Secretarial role.
- Cheryl has a call in to schedule a meeting with Stephanie Colbry, Benn Smith and David Dunn to discuss future manufacturing and IT incubator projects later this month, as a mentor.
- The Commissioners Budget meetings are scheduled for Tuesday, October 26th at 6:00, hearings will be held at West Catty Playground building 2301 Pine St, Whitehall. 26th is budgets for Fire, Emergency Management, Administration; Wednesday 27th covers Development and other departments. Thursday, October 28th will be used for any budget items not completed on Tuesday and Wednesday.

9. Next Meeting:

- December 13, 2021, 6:30 PM at ATA Financial, 1044 Third St., Whitehall, PA 18052

10. Adjourn - Motion to adjourn by Jeff Warren, 2nd by Cheryl Huckabee-Washington
