



Whitehall Township Industrial & Commercial Development Authority  
The Resource to Start & Grow Your Business  
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**Board of Directors**

*President*

Kent Newhart (2028)

*Vice President*

Vito G. Gallo (2026)

*Secretary*

Stephanie Colbry (2027)

*Treasurer*

Benn Smith (2025)

Cheryl Huckabee-  
Washington (2028)

Jeffrey Warren (2025)

Rhonda Bastian (2027)

Michael Dee (2027)

Member Vacant

*Solicitor*

Joseph Zator II, Esq.

*Assistant Solicitor*

Jennifer Alderfer, Esq.

**DRAFT MEETING MINUTES**

**January 15, 2024**

Members Present: Vito, Benn, Cheryl, Jeffrey, Rhonda-call-in,  
Jennifer, Stephanie call-in;  
Guest: Charles Fisher

**1. President's Update (Vito for Kent)**

- Vito called the meeting to order at 6:32pm
- New Format for Agenda-Standing Committee Chairpersons will provide a report if one is available. Budget and Finance, Marketing, Township Liaison, and Legal
- Discussion regarding standing committees ensued.
- Jennifer discussed that bylaws don't require reports though do require committee break-out.
- Budget/Finance Chair- Benn; Kent, Stephanie, Cheryl volunteered or were appointed to be standing members.
- Marketing Chair- Rhonda; Chuck, Stephanie and Cheryl volunteered to be standing members.
- Township Liaison Chair- Mick; Chuck, Vito, Benn, and Jeff volunteered to be standing members.
- Legal chair- Jennifer- Vito, Kent volunteered or were appointed to be standing members.
- Meeting schedule for 2024 was published in WC Press.
- Approval of vendor contract-ATA Financial:
  - Jeff initiated discussion regarding the possibility of a conflict of interest between the time charged by ATA with Kent and his role as President.
  - Increase of \$10/month additional for 2024.
  - Benn made the motion to approve, and Cheryl seconded.
  - Verbal vote approval was unanimous.
- Board Member positions-Kent, Cheryl and Charles?
  - Kent and Cheryl were approved for continuation through 2028; Charles is still awaiting approval.

**2.-Approval of Minutes- (Stephanie)**

- Draft -December 18, 2023 -(attachment)
  - Cheryl made the motion to vote; Jeff seconded.
  - Verbal vote of approval; Benn abstained.

### **3. Budget and Finance Report (Benn)**

- Annual report presented for year-end.
- Move of treasury bill funds to a money market (Charles Schwab) account reflected in the report.
- Discussion regarding the level of reporting that would accurately represent the substantial work completed by the authority to the township commissioners ensued. Vito added that he compiles a year end Report of the Authority's Business Activities and Accomplishments that could also be considered his report as Consultant to the Authority in conducting the daily work for WTICDA in the absence of an Exec. Director.
- Benn made the motion; Stephanie seconded.
- Verbal vote of approval
- Loan Pool update
  - The annual interest report was routinely completed.

### **4. Township Liaison Report (Mick/Vito)**

- Democratic opening for the commissioner to replace Joe Marx; applications will be accepted through month's end.
- Three new commissioners were appointed to the board of commissioners and recently sworn-in as well as new Mayor.
- Jeff reported that the Township recently asked for bids for former police building; no bids or sale occurred.

### **5. Legal (Jennifer)**

- Jennifer initiated discussion regarding the Authority's legal requirement to perform an annual financial audit; Issue: whether a formal audit is necessary, or is it sufficient to provide a "Review" to PA DCED as we have since 2019?
- DCED has accepted financial "Reviews" without hesitation for the past three years with a signed Statement explaining why a formal audit was not conducted.
- More research is necessary prior to the next meeting in March since the cost may be very expensive.

### **6. Marketing Report (Rhonda)**

- LV/Whitehall Chamber upcoming events: Snowball Gala – February 24<sup>th</sup> – Meals on Wheels

### **7. New Business/Old Business/Project Updates (Vito)**

- Historic Hokendauqua Thomas Ironworks in Newsletter.
- 3219 N. Front St. development project.

- Proposed condominiums are in Whitehall Planning Committee for approval on the land next to the mansion.

**8. Next Meeting (Vito)**

- All Meetings are in person at ATA FINANCIAL, 1044 Third St., Whitehall, PA 18052
- Next meeting: March 18<sup>th</sup>, 2024 @6:30pm

**9. Adjourn- (Vito)**

- Motion to adjourn- Benn; seconded by Vito.
- Meeting came to a close at 8:05pm