



Whitehall Township Industrial & Commercial Development Authority  
The Resource to Start & Grow Your Business  
PO Box 413 | Whitehall, PA 18052  
484.245.4098  
wticda@gmail.com

December 15,

2020

**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 (2020)

Jeffrey Warren (2020)

Rhonda Bastian  
(2022)

Cara Butz (2022)

*Executive Director*  
Vacant

*Solicitor*

Joseph Zator II, Esq.

Assistant Solicitor  
Jennifer Alderfer,  
Esq.

**Meeting Minutes**

**Kent-Welcome! Meeting in person at ATA Financial with option for Zoom call**

Roll Call: Kent Newhart, Vito Gallo, Diane Davidson – in person;  
Zoom – Rhonda Bastian, Benn Smith, Stephanie Colbry, Jeffrey Warren, Cheryl Huckabee-Washington, Jennifer Alderfer - Assistant Solicitor.

**1. Approval of Minutes-October 19, 2020 (Diane)-Attachment 1**

- corrected the name of Mai. Motion made by: Benn Smith, 2<sup>nd</sup> by Vito.  
Approved by: Kent, Vito, Diane, Rhonda, Stephanie, Jeffrey, Cheryl, Benn.

**2. Financials (Stephanie)-Attachment 2**

- Current status – no new changes outside paying regular bills.  
- BB&T account status – sale of the treasury bonds; the sale was not completed by BB&T. Stephanie was reaching out to find the correct contact to help execute the sale of the treasury bonds. She believes Austin Peters is the correct contact and they are working on getting this done. Kent had inquired multiple times requesting to receive a brokerage statement; yet they have not been received by anyone on the current Board. Benn asked if we could look at the online banking portal to see the balances. Stephanie Rodriguez at Kent's office has the username and password. Stephanie Colbry also stated we need to draw down to pay current bills.

- Artefact, Inc. – (Vito) Currently, we have received 2 reimbursements from the State so far for the historic grant work performed by Artefact under the consulting contract. Once we pay Artefact their outstanding balance, we can submit to the State for further reimbursement with paid invoices attached.

Motion to accept the financial statements as presented: Cheryl Huckabee-Washington, 2<sup>nd</sup> by Diane Davidson. Approved by: Kent, Vito, Diane, Rhonda, Benn, Stephanie, Jeffrey, Cheryl.

- Discussion of Township FY 2021 budget line item for WTICDA

**3. President's Update (Kent)**

- Election of Officers for 2021 – Motion that we retain the current Officers through to the next year – Cheryl Huckabee-Washington, 2<sup>nd</sup> by Benn Smith. Approved by: Kent, Vito, Diane, Rhonda, Stephanie, Jeffrey, Benn, Cheryl.

-Update on Formation of a new General Purpose Municipal Authority in November Legal & Legislative meeting (Vito) – The Township is at a decision point between what we have proposed, a new the General Purpose Authority, as an asset to the township, v. forming a Redevelopment Authority where the Township would own properties, deem them as blighted and manage the sales, etc. Lee Rackus brought the RDA concept to the L&L committee prior to taking it to the Commissioners for discussion. Next step is for the Chair of the L&L Committee to bring it up for a vote. An RDA function may be something that WTICDA already can perform under their bylaws, following an amendment in 2012 to work with Lee’s Office on properties deemed blighted at her direction. These amendments may allow WTICDA to work in conjunction with Lee’s office for the rehabilitation of blighted properties, but no activity has been done to date, as far as members of WTICDA are aware. Jeff believes it was more recently that there has been discussion about it, specifically about the Lehigh Valley Dairy. However, the Township had minimal time to make a decision then, and did not want to take the ownership. Jeff Warren confirmed that anyone on L&L can ask for a vote on the matter to move it to the Commissioner’s agenda.

- Update on Formation of 501(c)-status – the application has been mailed in to the IRS. Kent is not sure what the time frame it may be acted upon due to extended delays by the COVID-19 pandemic.

- 2021 Bd Meeting Schedule-*Attachment 3* -vote – Motion to Approve: Rhonda, 2<sup>nd</sup> by Cheryl.  
Approved by: Kent, Vito, Diane, Benn, Stephanie, Jeffrey, Cheryl, Rhonda.

**4. Mayor’s Report** (Mike) - not in attendance; Jeff gave Township economic development activity updates: Discussion about re-zoning the *Best Buy* area of MacArthur Rd, North of Route 22. Could be re-zoned to hotels, various businesses or a mixed-use option.

**5. Commissioner’s Report** - (Jeff) No tax increase in this year’s budget-passed December 14th. The administration of WTICDA is a line-item in the budget, same amount as last year.

## **6. Old Business/Project Updates**

- Loan Pool Projects Updates (Benn/Vito) – Vito has been communicating with Mr. Penrose regarding WTICDA offer/fee to subordinate Mai Evans’ loan, which he cosigned. In return for the subordination, funds will be applied to current legal modification loan by Mai Evans of approximately \$4000. WTICDA sent the payoff letters to Mai and Mr. Penrose in December. He verbally agreed to the deal; however, because of the high amount of refinancings in the lending industry, he has received no approval yet. If his property value affords it, he also offered to pay off one of the entire loans on behalf on Mai Evans. As of late last week, he is hopeful to have the refinance completed in the early part of 2021. Mr. Penrose asked if Jen would draft the subordination agreement. Kent – regardless of whether he pays off the loan, there is still a fee for the subordination agreement – Jen concurred. He would also be responsible for Jen’s fee to prepare the subordination. When he pays the fee, we will pay off the note. WTICDA will send a new letter to Mr. Penrose clarifying that the subordination letter fee is approx. \$4000. If he pays that fee, then we will pay off the smaller legal fee loan. At this point we have supplied the current payoffs for both loans. In summary, Kent will prepare a letter to clarify the offer for us to subordinate the loans for the \$4,000 fee, **plus the cost of preparation of the subordination documents/agreement.**”

-State Historical District Grant for Thomas Ironworks Update from vendor Artefact, Inc. (Vito) – We are still waiting for PHMC to give us an answer, thus allowing for advancement to the Federal level with the state’s endorsement. PHMC staff visited the site in late 2020. *Although we were not* made aware of the visit, most likely since the state employees were not permitted to interact with Artefact staff or others/historians to discuss the site due to the pandemic restrictions.

## **7. New Business**

- Facebook/LinkedIn Committee update. (Rhonda) – we have not met since the last meeting. Have not spoke with Kim again about taking over the Facebook page – gaining access to the administrative roles for us. Really waiting to see if we change over to the General Authority.

-LV Chamber upcoming events (Rhonda, Cara) – 3 big events were scheduled for December; however due to increased restrictions they have all be canceled or rescheduled to 2021.

April 10<sup>th</sup> – Catasauqua StrEATs Fest; Sunday, July 26<sup>th</sup> – Tree Lighting – Christmas in July; Restaurant Week – April 11-17<sup>th</sup>, 2021

-D&B Opening-(Cheryl) – Cheryl attended even though it was very rainy day it was well attended.

WTICDA was on the VIP list. 😊 They hired 120 employees; the job fair was attended by 2000 people.

Tour was given by the GM Jeffrey Hardwick and he stressed the safety procedures in place for the pandemic. Cleaning crew doing a great job. Masks are mandatory. Highly recommend gloves due to the games. Every staff member is required to have temperature checks upon entering. There are single-use menus. It was a wonderful collaboration of the Stakeholders in the community.

- Need reappointment applications from Jeff Warren and Benn Smith.

**8. Next Meeting:** January 18, 2020 at ATA Financial, 1044 Third St., Whitehall

**9. Adjourn** – Motion by Rhonda, 2<sup>nd</sup> by Cheryl Huckabee-Washington. Approved by: Kent, Vito, Diane, Benn, Stephanie, Jeffrey, Rhonda, Cheryl.