

Draft Minutes
Annville Economic Development Authority
Tuesday, June 26, 2018 at 8:30 AM
Annville Town Hall
Annville Township, Lebanon County
Pennsylvania

Chairperson Rex Moore called the June 26, 2018 meeting of the Annville Economic Development Authority (EDA) to order at 8:30 AM. Those members present were: Rex Moore, Richard Raiders, and Jonathan Johnson. Also in attendance were Nicholas T. Yingst, Township Administrator and Clerk of the Authority; Michelle Calvert, Authority Solicitor; and Bobb Bewley and Hugh MacMaster, SCORE Lancaster-Lebanon.

Chairperson Moore opened the meeting with the Pledge of Allegiance to the flag of the United States of America.

RECOGNITION OF VISITORS AND OPPORTUNITY FOR PUBLIC COMMENT:

Chairperson Moore provided an opportunity for public comment and the following comments were noted from those in attendance:

SCORE Lancaster-Lebanon: Mr. Bewley and Mr. MacMaster of SCORE Lancaster-Lebanon were recognized for comment and shared information on this organization. Mr. MacMaster shared that SCORE is a national organization of approximately 300 chapters of which the Lancaster-Lebanon chapter is one. SCORE is comprised of retired executives who volunteer their time and expertise to mentor small businesses, which it sees as essential to the economy. Mr. MacMaster asked if there are any issues the EDA believed needed to be addressed for which SCORE might be a good fit. Chairperson Moore indicated he was not sure what those issues might be that are specific to Annville or the EDA and asked Mr. MacMaster to share what SCORE was doing in Palmyra. The latter noted he has been conducting a monthly roundtable of local businesspersons in Palmyra for several years at the request of the Palmyra Area Business Association. Mr. MacMaster shared that while some roundtables are specific to a type of business, the Palmyra roundtable is geographically-based and represents a variety of entities. He also indicated the roundtables are free and typically last about 90 minutes to discuss with attendees a topic affecting small businesses. Mr. Yingst asked if it would make sense for interested Annville business owners to attend the existing roundtable in Palmyra and to branch out from there if increasing popularity justified it. Mr. MacMaster stated he believed that made more sense than establishing a new roundtable in Annville at this time. Mr. Raiders asked how many geographically-based roundtables were in the Lancaster-Lebanon chapter and Mr. Bewley estimated it to be about three. Mr. Raiders asked if there was any participation from Lebanon County businesspersons in one of the industry-specific roundtables and Mr. Bewley indicated it was limited. Mr. MacMaster noted successful roundtables typically had support from a municipal entity or community organization. Mr. Yingst asked how the EDA might be best able to assist SCORE if it wished to and a roundtable was not established in Annville. Mr. MacMaster indicated the best way to spread the word was for those businesspersons who were already involved to share information about SCORE with other businesspersons, but he also noted a link on the municipal website or an article in a municipal newsletter could be of benefit, as well as getting local non-profit organizations involved. Mr. Johnson asked when and where the Palmyra roundtable met and Mr. MacMaster indicated it currently met at 8 AM on the first Thursday of each month at First United Methodist Church of Palmyra, but that could be changed based upon the preferences of

the participants. Mr. Raiders asked who participates in the Palmyra roundtable and Mr. MacMaster noted a pastor, banker, auto parts dealer, comic book store owner, the manager of the Allen Theatre, and the proprietress of an interactive family art studio were some of those involved. Mr. Johnson asked what the discussion topics were and Mr. MacMasters noted recent discussions on social media, tax law, business culture, recruiting, and sexual harassment. Chairperson Moore asked how long the roundtable had been conducted in Palmyra and Mr. MacMaster estimated three to four years. Per a question from Mr. Raiders, Mr. MacMaster shared other things that SCORE was involved in, noting its development of an information technology strategy for Lebanon County; work for Lebanon City, the Lebanon Business Improvement District, and the Lebanon Chamber of Commerce; and mentoring various private-sector clients. With no further comments or questions noted, the EDA thanked Mr. MacMaster and Mr. Bewley for their presentation.

Mr. Bewley and Mr. MacMaster left the meeting at 9:03 AM.

The EDA discussed the SCORE presentation and supported providing a link to SCORE on the municipal website and, if space permitted, information on SCORE in the next municipal newsletter. Mr. Yingst indicated he would notify Mr. MacMaster of this.

MINUTES: **MOTION** by Mr. Raiders, second by Mr. Johnson to approve the minutes of the August 11, 2017 meeting as presented. Motion carried unanimously.

REPORTS:

Solicitor's Report: There was no Solicitor's Report.

Financial Reports: The Authority reviewed the financial reports through June 2018. **MOTION** by Mr. Raiders, second by Mr. Johnson to accept the reports as presented and to ratify the payments for invoices through July as well as the upcoming months' invoices to be paid as necessary. Motion carried unanimously.

OLD BUSINESS:

Appraisal of the Annville Center Lot: Mr. Yingst indicated that, after seeking proposals from several commercial appraisers for an appraisal of the Annville Center lot, a proposal was received from Rick Clay at a cost not to exceed \$3,000. Mr. Yingst noted that only \$1,500 was expressly authorized for this appraisal when the EDA acted on this at its last meeting in August 2017. **MOTION** by Mr. Johnson, second by Mr. Raiders to authorize an appraisal for the Annville Center lot by Rick Clay at a cost not to exceed \$3,000. The motion was then opened for discussion. Mr. Raiders indicated his doubts that the appraised value would be high enough to justify selling the lot, but recognized an appraisal was a necessary step to make this determination. Mr. Johnson and Chairperson Moore concurred, with the latter revisiting his earlier suggestion the lot could also be metered. Mr. Raiders recalled the subject of metering raised more questions than it answered when it was last discussed, pertaining to both the impact upon businesses and the ability of the Police Department to enforce this. Mr. Johnson also expressed concerns about the extent of the metering. Chairperson Moore suggested only a

portion of the lot could be metered, and shared information estimating the Township's costs to operate the lot likely ran between \$5,000 and \$7,500 annually in addition to the financing costs. Mr. Johnson suggested the EDA evaluate the results of the appraisal before considering additional possibilities for the lot. With no further discussion noted the motion was voted upon and carried unanimously.

Future of the EDA: Chairperson Moore reflected that the purpose of the EDA had been to facilitate the downtown development project. Noting that project was complete, and funds would likely not be available for other development projects, he asked if it was time to consider transitioning from the EDA meeting on a sporadic basis to dissolving it altogether. The members concurred that the EDA should not act as an umbrella organization for a business association and Mr. Raiders suggested a regional organization was likely better suited to this purpose. It was also noted the EDA would continue to incur costs for an annual audit while in existence, which cost \$1,200 for the 2017 audit. Mr. Johnson reviewed the EDA's expenses over the past year and it was noted the Authority's assets and operational expenses for the downtown lot could be transferred to the Township, which currently funded the EDA via an annual transfer from the General Fund. Per a question from Mr. Johnson, Ms. Calvert suggested the responsibilities of the EDA could not be transferred to the Annville Township Authority, as the former was an industrial development authority and the latter was a general authority. She also noted that dissolving the EDA would take several months and could not be completed by the end of the 2018. Per her estimate that the costs to dissolve the EDA would likely run between \$5,000 and \$10,000, it was noted the cash balance of the EDA was currently more than \$14,000. There was then concurrence among the members to wait on the results of the Annville Center lot appraisal and determine how best to proceed with that matter before deciding on dissolving the EDA.

NEW BUSINESS:

Ratification of Advertisement of Public Notice: MOTION by Mr. Johnson, second by Mr. Raiders to ratify the advertisement of the public notice regarding the June 26, 2018 meeting of the EDA. Motion carried unanimously.

Ratification of Placement of Soofa Bench: MOTION by Mr. Johnson, second by Mr. Raiders to ratify the placement of a Soofa bench at the fountain area of the Annville Center lot. Motion carried unanimously.

Resignation of Meghan Winslow: Mr. Yingst reported a letter was received from Meghan Winslow, Assistant Secretary/Assistant Treasurer of the EDA, indicating her resignation from this body effective May 1, 2018. MOTION by Mr. Raiders, second by Mr. Johnson to accept the resignation of Meghan Winslow with appreciation for her service. Motion carried unanimously.

Mr. Yingst reported there is no date set for the next EDA meeting, but he anticipated coordinating a meeting sometime in August or September 2018 to discuss the results of the appraisal of the Annville Center lot and to prepare the 2019 budget, as well as any other business the EDA may wish to consider.

There being no further business to come before the Authority, **MOTION** by Mr. Raiders, second by Mr. Johnson to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 9:39 AM.

Steven Kreamer, Secretary