

Intergovernmental Cooperation Authority for Harrisburg

Minutes of the Governing Board

Regular Meeting

August 31, 2022

Temple University Harrisburg, Strawberry Square, Harrisburg PA

hbgica.org

Members in Attendance	Ms. Audry Carter Mr. Doug Hill Mr. H. Ralph Vartan	A Quorum Was Recognized
Ex-Officio Members in Attendance	Ms. Marita Kelley, Director of Finance, City of Harrisburg Mr. Mark Ryan, Office of the Budget	
In Attendance	Mr. Michael Cassidy Independent Counsel Mr. Jeffrey Stonehill Authority Manager	
Meeting Begins		4:01 p.m.
Welcome by Audry Carter, Chair		
Approval of the minutes of July 20, 2022	Ms. Carter asked for a motion to approve the minutes. Mr. Vartan offered a motion to approve. A second by Mr. Hill. The motion passes.	Approved 3-0.
Chair's Report	Ms. Carter noted that the unofficial end of summer had arrived. The discussion of Board goals will be developed in advance of the September meeting.	
Submission of the Draft Five-Year Financial Plan	Ms. Carter stated that On August 4 th the Board received an updated draft financial plan from the City. She acknowledged the work being undertaken by the finance team under the leadership of Marita Kelley. On August 11 th , the Board received a letter Controller Charlie DeBrunner stating that all the historical data presented in report, along with the assumptions contained in the revenue and expenditure sections projected, were accurate.	Motion to extend re-submission deadline to September 20 th . Approved 3-0.

	<p>Ms. Carter added that the Board was delighted to see the City's intention to pay off all the AMBAC debt this year as well as make the final payment on the General Obligation debt this month.</p> <p>She noted that the Board spent the last 3-4 weeks reviewing the documents submitted on August 4th and observed that it was well constructed, follows the formal outline as to what is required, and is very similar to what has been submitted in the past.</p> <p>The Board members had tasked Mr. Stonehill to compile all the observations, opinions, questions, criticisms, and accolades.</p> <p>She offered a proposal for Board members consideration: offer the City of a 14-day window in order to address as many of these issues as possible, which would result in an updated submission of the financial plan. The City would then give the ICA a re-submission by September 20th.</p> <p>Mr. Hill supported the suggestion.</p> <p>Mr. Vartan concurred.</p> <p>As an example, there was some discussion on the minimal way the Mayor's proposal for use of the American Rescue Plan Act funding was outlined in the document.</p> <p>Ms. Carter thanked Ms. Kelley for allowing the Board to reasonably discuss these subjects and agreeing to make improvements to the plan document.</p> <p>Mr. Hill offered a motion to extend the deadline for resubmission to Tuesday, September 20th, to allow time for the City to respond to the questions and comments from the Board. A second by Mr. Vartan.</p>	
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<p>Report of the Director of Finance</p>	<p>The motion passes.</p> <p>Ms. Carter introduced Marita Kelley, Director of Finance, City of Harrisburg.</p> <p>Ms. Kelley reviewed several topics including the monthly report to DCED, the successful year-to-date collection of revenues, real estate taxes, the complete disappearance of revenue from the parking arrangements, the State allocation for police and fire services, and a healthy fund balance.</p> <p>She reviewed the upcoming final payment of the General Obligation Debt.</p> <p>She noted that the City will be negotiating to fully pay off the AMBAC debt.</p> <p>She reviewed the plan for Capital Projects investment and the possible application of borrowing of up to \$15 million to fund future projects if the City can reenter the municipal credit marketplace in 2023.</p> <p>Ms. Carter asked about the opinion of the City Treasurer and Ms. Kelley responded that the City has discussed its financial plans with both Mr. DeBrunner and Mr. Miller.</p> <p>She thanked the ICA Board for their support. She also offered thanks for the work of Bryan McCutcheon of the City Department of Finance.</p> <p>Mr. Vartan asked about the City's fund balance policy. Ms. Kelley added that she and Mr. Hartman have been watching revenues coming in before committing to the AMBAC payment.</p> <p>Mr. Vartan stated that he and Ms. Kelley had talked about the Neighborhood Services Fund receivables. She discussed ongoing collection efforts.</p>	
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	<p>Ms. Kelley discussed the challenge of hiring new employees. Mr. Stonehill talked about utility disconnections.</p> <p>Ms. Kelley concluded by noting that the Mayor has hired some excellent talent.</p>	
Authority Manager's Report	<p>Mr. Stonehill presented the bills paid report through August 31, 2022.</p> <p>Mr. Stonehill noted that the Year Five (2022-2023) subsidy from the Pennsylvania Department of Community and Economic Development was being processed and should arrive shortly.</p>	
Other Business	None.	
Public Comments	<p>Mr. Eric Epstein distributed copies of a Right to Know Act request he submitted to the City of Harrisburg.</p> <p>Mr. Brian Kimmett from Rock the Capital had a question about why is it recommended to pay off the existing City debt? Mr. Stonehill and Ms. Kelley responded.</p> <p>Mr. Eric Epstein offered some comments.</p>	
Adjourn meeting at 5:03 p.m.	<p>Motion by Mr. Hill. A second was not required.</p>	Approved 3-0.

Respectfully submitted:

Jeffrey Stonehill

Jeffrey M. Stonehill, Authority Manager

Appendix Documents

Summary of Bills Paid – Intergovernmental Cooperation Authority for Harrisburg

Report – August 31, 2022

- Digital Ocean \$10.60 August 1, 2022
Website software licenses
- Digital Ocean \$5.72 August 1, 2022
Web Host
- Pursuit Co-Working Harrisburg \$95.00 August 1, 2022
Virtual Office Monthly Subscription
- Westfield Insurance \$30.00 August 12, 2022
General Liability Insurance
- PA Media Group \$134.09 August 26, 2022
Legal Advertisements
- Johnson & Duffie \$2,957.50 August 31, 2022
Independent General Counsel
- MESH PA LLC \$5,250.00 August 31, 2022
Authority Manager

Starting balance: \$110,988.26

Ending balance: \$102,505.35

- Interest earnings Y-T-D \$16.25
- Fees Y-T-D \$0

SIGN-IN SHEET

8/31/2022

Required of all attendees for an official record of public participation

Name (please print)	Address	Email	Phone
ERIC EPSTEIN	4100 Hillsdale Road	RJC	
Brian Kimmelt			
Madra Clay	400 North St. H06 PA	macclay@pa.gov	717.720.7397 717.720.7397
Beverly Hutzel	400 North St.	bhutzel@pa.gov	717-720-7323



Office of Mayor Wanda R.D. Williams
MLK Government Center
10 N. Second St.
Harrisburg, PA 17101

**Mayor's ICA Five-Year Financial Plan of the
City of Harrisburg Certification Letter**

August 4, 2022

Audrey Carter, Chair
Intergovernmental Cooperation Authority for the City of Harrisburg
Harrisburg, PA
Email: ica.cartera@gmail.com

Re: Submission of the Five-Year Financial Plan of the City of Harrisburg

Dear Chair Carter:

In accordance with Section 209 € of the Intergovernmental Cooperation Authority Act for Cities of the Third Class, 53 P.S. Subsection 42101, et seq. (Act 124 - 2018), I hereby submit on behalf of the 2022 City of Harrisburg, Five-Year Financial Plan for the City of Harrisburg. The City had previously provided a complete copy of the City of Harrisburg's 2022 Amended Budget.

In accordance with Section 209 € (3) (ii) of the Act, I confirm that I understand the 2022 Amended Budget documents for the City of Harrisburg includes a capital budget and otherwise satisfies the requirements of Act 124. In my official capacity of Mayor for the City, I hereby do now state as follows:

- (a) The 2022 Approved Amended Budget is consistent with the financial plans for the City;
- (b) The 2022 Approved Amended Budget includes funding that would be adequate for debt service payments, legally mandated services, and lease payments securing bonds of other government agencies;
- (c) The 2022 Approved Amended Budget is based upon prudent, reasonable, and appropriate assumptions, and methods of estimation; and
- (d) The 2022 Approved Amended Budget is compliant with the governing law and ordinances of the City or applicable State law regarding balanced budgets.

An initial digital copy of this packet is being transmitted to yourself and Jeffrey Stonehill, Authority Manager for the ICA. An original executed hard copy will also be delivered.

Please do not hesitate to contact me should the Board require additional information on this matter.

Sincerely,

Wanda R. D. Williams

Wanda R.D. Williams
Mayor

Encs.

CC: Jeffrey Stonehill, Authority Manager

Danielle Bowers, Council President

Ausha Green, Council Vice President, Budget & Finance Chair

Daniel Hartman, Business Administrator

Marita Kelley, Board Designee

Neil A. Grover, City Solicitor

Dan Miller, City Treasurer

Charles DeBrunner, City Controller