

*Intergovernmental Cooperation Harrisburg, Pennsylvania
Minutes of the Governing Board Meeting
May 22, 2019*

*Temple University Harrisburg, 234 Strawberry Square, Lecture Hall, Room 246/248
hbgica.org*

Members Present	Ms. Audry Carter, Ms. Kathy Speaker MacNett, Mr. David Schankweiler and Mr. H. Ralph Vartan	
Ex-Officio Members Present	Mr. John Raymond and Mr. Bruce Weber	
Staff Present	Jeff Engle, Esq., Independent General Counsel, and Mr. Jeffrey Stonehill, Authority Manager	
Call to Order	Mr. Schankweiler called the meeting to order at 4:00 p.m.	
	Mr. Schankweiler noted that an Executive Work Session was held at 320 Market St., Suite 600W, Harrisburg, PA 17101, on Monday, May 13 at 10:00 a.m. to discuss potential litigation associated with the Mayor's draft Five-Year Financial Plan.	
Report of the Personnel Committee	Ms. MacNett introduced Mr. Stonehill and explained that a Professional Services Agreement had been approved by the Authority with Mr. Stonehill serving in the capacity of Authority Manager going forward.	
Approval of April 24, 2019 Minutes	Mr. Stonehill presented the minutes, which had been executed by Ms. Nixon, the Secretary/Treasurer; on a motion to approve by Mr. Vartan, seconded by Ms. Carter.	Minutes approved 4-0 with 1 absent
Approval of Fiscal Year One Budget	Mr. Schankweiler explained that Mr. Stonehill would distribute a revised Fiscal Year One budget, which is very similar to the budget already adopted by the Authority, but now reflects actual anticipated expenses related to the professional services agreements approved by the Authority; Ms. MacNett requested an amendment to change the term Executive Director to Authority Manager; on a motion to approve as amended by Mr. Vartan, second by Ms. Carter.	Fiscal Year One Budget approved 4-0 with 1 absent
Request for Second Fiscal Year 2019-2020 Funding	Mr. Schankweiler explained that Act 124 requires that the Authority submit to the Governor and General Assembly an annual request for funding as a part of the State Budget process (this is now confirmed and submitted) – we haven't confirmed this. We have to submit the budget, and that Mr. Stonehill would distribute a document, which is very similar to the previously approved budget for Fiscal Year One; and Mr. Stonehill noted that it also would	Request for Second Fiscal Year 2019-2020 Funding approved 4-0 with 1 absent

	require an amendment to change the term Executive Director to Authority Manager; and, further, Mr. Schankweiler requested as a part of the approval, authorization for him and Mr. Stonehill to deliver this to the Governor and General Assembly with the approval to amend specific numbers if requested by the State in those discussions; on a motion to approve as amended and to authorize Mr. Schankweiler and Mr. Stonehill to amend as necessary, by Ms. Carter seconded by Ms. MacNett.	
Legal Counsel Status	Ms. Carter re-introduced Mr. Engle and explained that a Professional Services Agreement had been approved by the Authority with Mr. Engle serving in the capacity of Independent Counsel going forward.	
Auditor Status	Mr. Stonehill explained that a Request for Proposals had been issued by the Authority for Auditor Services and there had been no respondents. Mr. Stonehill believes that the Request for Proposals document needs to be revised and said he would work with the Operations Committee to re-issue the document shortly.	
Website Status	Mr. Stonehill explained that a Professional Services Agreement had been approved by the Authority to work with Factory 44 to provide web and software services and that a website would be online by the time of the June 2019 meeting.	
Adoption of Right-to-Know Policy and Form	Mr. Stonehill distributed a Right-to-Know policy and form and explained that the Authority was required to adopt such a document, that the form and policy comport with the requirements of the Right-to-Know Act as published by the Office of Open Records; that Mr. Engle had offered to allow his law office to be the required retail location of walk-in submissions for requests, and that he had used a policy that he had previously developed with a different organization; on a motion to approve by Mr. Vartan, and further to appoint Mr. Stonehill as the Right-to-Know Officer, seconded by Ms. MacNett.	Right-to-Know Policy and Form; and further Appointment of Mr. Stonehill as the Right-to-Know Officer approved 4-0 with 1 absent
Discussion of Mayor's Five-Year Plan Draft	Mr. Schankweiler stated that the Authority had individually reviewed the document that the Mayor had transmitted on May 1, that each Authority Member had transmitted to Mr. Stonehill their written comments on the draft plan, and that before Mr. Stonehill presented his summary of those comments, he requested that any member of the Authority be permitted to deliver comments to the Mayor and his staff. Mr. Vartan thanked the Mayor for the work that he and his team had made to	

	<p>produce the draft plan. Ms. Carter believed that the draft plan was a good first step in the right direction and encouraged the City to maximize economic development efforts and utilize partnerships and collaborations as much as possible. . Mr. Schankweiler looked forward to collaborating with the Mayor and City Council on producing a final plan for the Authority to approve soon. Then, Mr. Stonehill read a document including eight items, which represented a broad consolidation of the points he received from Authority Members regarding the draft plan. Following the delivery of the points, Mr. Schankweiler noted that the Authority would hold a Special Meeting on Wednesday, May 29, to make a determination as required by the timetable in Act 124, and further he looked forward to any update to the draft plan that the City would deliver in advance of that meeting.</p>	
<p>Act 47 Overview</p>	<p>Mr. Schankweiler invited Ms. Marita Kelley of the Pennsylvania Department of Community and Economic Development to join the Authority at the dais to review for everyone her summary of the Act 47 Exit Plan, delivered in 2018 to the City of Harrisburg. Ms. Kelley distributed the Executive Summary of the Exit Plan, reviewed its key components, mentioned that the plan was void because of Act 124 of 2018, but noted that the City was still in Act 47 status until the Mayor’s Five-Year Plan – needs to be changed to be until the ICA Agreement with the City is adopted. Ms. Carter asked Ms. Kelley to expand on the Exit Plan’s strong recommendation that the City take a proactive role in pursuing Intergovernmental Cooperation opportunities specifically with the County and with the Chamber and CREDC. During her response, Ms. Kelley cited one successful example as Lancaster County assuming responsibility for Lancaster City’s IT operations. After her summation, Mr. Stonehill asked Ms. Kelley if she was supported by a team of consultants who assisted her in being the Act 47 Coordinator and she listed the current consultants under contract with the Department of Community and Economic Development. Ms. MacNett asked whether the Authority would have access to those consultants and Ms. Kelley stated that would need to be discussed with her supervisors. Mr. Stonehill stated that unless anyone objected, on behalf of the Authority, Mr. Stonehill,</p>	

	who used to work for Ms. Kelley, and Mr. Schankweiler would explore that question with the Department of Community and Economic Development. Mr. Vartan thanked Ms. Kelley for her service to the City of Harrisburg and Ms. Carter and Ms. MacNett concurred.	
Public Comments	There were none.	
Mayor's Comments	Mayor Papenfuse thanked the Authority for their work on reviewing the draft plan, concurred that the submission on May 1 was, in fact, just a draft, and not the final plan, and stated that his team would work to provide a second draft by next week. Mr. Schankweiler thanked the Mayor and his team for all their efforts.	
Solicitor's Comments	Harrisburg Solicitor Neil Grover commented that his office would make arrangements for the Authority to hold a Special Meeting on Wednesday, May 22, at 4:00 p.m., either in Council Chambers or another room; and further his staff would place the legal advertisement, if that assistance was required. Mr. Stonehill responded "yes" and thanked Mr. Grover for his assistance.	
Adjournment	Motion by Mr. Vartan, seconded by Ms. Carter	Meeting adjourned at 5:20 p.m.
Next meeting	A Special Meeting of the Intergovernmental Cooperation Authority for Harrisburg will be held at 4:00 p.m., on Wednesday, May 29, 2019, at the Rev. Dr. Martin Luther King Jr. Government Center at 10 N. Second Street in Harrisburg, Pennsylvania.	

Respectfully submitted:



Jeffrey Stonehill, Authority Manager
ICA for Harrisburg

SIGN-IN SHEET

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