

Intergovernmental Cooperation Authority for Harrisburg

Minutes of the Governing Board

Regular Meeting

March 22, 2023

Temple University Harrisburg, Strawberry Square, Harrisburg PA

hbgica.org

Members in Attendance	Ms. Audry Carter Mr. Doug Hill Mr. H. Ralph Vartan Ms. Kathy Speaker MacNett Ms. Elaine Barber	A Quorum Was Recognized
Ex-Officio Members in Attendance	Mr. Michael Wood, Office of the Budget	
In Attendance	Mr. Michael Cassidy, via Zoom Independent Counsel Mr. Jeffrey Stonehill Authority Manager	
Meeting Begins		4:01 p.m.
Welcome by Audry Carter, Chair	Ms. Carter opened the meeting with a welcome to Elaine Barber, for her first meeting in person.	
Approval of the minutes of February 22, 2023	Ms. Carter asked for a motion to approve the minutes. Ms. Speaker MacNett offered a motion to approve. A second by Mr. Vartan. The motion passes.	Approved 5-0.
Report by the Chair	Ms. Carter noted that the City of Harrisburg 2021 independent audit is still not complete. She noted that the City Council should soon be appointing new members to the audit committee, which will be welcome. She went on to note that the City Council has scheduled hearings on the proposed uses for the American Rescue Plan Act money. Ms. Carter asked Mr. Stonehill to confirm the dates and she proposed that the Board members each cover one of them. Ms. Carter noted that Ms. Denisse Hill and her associate Jason Graves were to	

	<p>attended today's ICA Board meeting, but unfortunately there was a family emergency so their appearance was postponed until the April meeting.</p> <p>Ms. Carter reminded the ICA Board that the Annual Section 203 report is due to be postmarked to the Governor and General Assembly by the end of April. She asked for Board assistance pulling the document together.</p>	
<p>Department of Public Works Discussion</p>	<p>Ms. Carter introduced Mr. Dave West who had been unable to attend the Neighborhood Services discussion at the prior February 2023 ICA Board meeting.</p> <p>Mr. West introduced himself to the Board and reviewed ongoing activities in the sanitation department, demolition activities, and highway department activities for the City of Harrisburg.</p> <p>He also discussed the upcoming plan to evaluate the cost of the intermunicipal sanitation agreements. He would like the Borough of Steelton to change their billing to annual billing rather than monthly.</p> <p>There was a discussion about the City of Harrisburg collection rate on Sanitation billing in comparison to the Borough of Steelton.</p> <p>Mr. Hill asked about the type of sanitation customers in Steelton Borough.</p> <p>Ms. Carter asked when the Steelton agreement expires and Mr. West replied it was due to expire at the end of 2023 with an option for 2024.</p> <p>Ms. Kelley added that they are trying to put together a proposal for extension of the intermunicipal relationship early so that Steelton Borough can consider alternatives.</p>	

	<p>Ms. Carter relayed that Mr. Cassidy had mentioned that there were significant percentage increases in sanitation collection rates in the private sector.</p> <p>Ms. Carter asked about efforts to increase collections for unpaid City Sanitation accounts. She added the possible use of ARPA money to assist.</p> <p>Ms. Kelley added that a collections attorney was rehired by the City's Solicitor's office and that would help. Mr. West agreed.</p> <p>Ms. Kelley added that an update on the unpaid receivables will be forthcoming and she anticipates improvements.</p> <p>Mr. West reviewed improvements to the collection of recycling.</p> <p>Ms. Carter discussed cardboard collection.</p> <p>Mr. Vartan asked about Public Works equipment and staffing.</p> <p>Mr. West said they recently ordered two recycling trucks which were received by grants. He said the entire fleet is 22 or 23 vehicles.</p> <p>Mr. Hill asked about vehicle maintenance. He followed up with a question about parts and costs.</p> <p>Mr. West said new equipment has a 12-month delay for delivery.</p> <p>Ms. Speaker MacNett asked about glass recycling. Mr. West discussed the drop-off program for glass.</p> <p>There was a discussion of locations.</p> <p>Ms. Carter asked about cameras to prevent dumping.</p>	
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	<p>Mr. Vartan mentioned that the Neighborhood Services Fund is financially on a negative trend. He noted this has a lot to do with collections. He said that things have improved. He noted that operations have been running under budget.</p> <p>Ms. Speaker MacNett congratulated Mr. West in the decision to hire someone to evaluate and do a cost study for the Steelton contract.</p> <p>Mr. Stonehill asked about equipment and personnel are used for the out of City sanitation collection.</p> <p>Mr. West said that he is working to lower the staffing needs for Steelton collection services.</p> <p>Mr. West said it is an honor to serve the city. Ms. Carter gave kudos to Mr. West's staff who attended the previous meeting.</p>	
<p>Update on City Finances</p>	<p>Ms. Carter introduced Ms. Marita Kelley for an update on City finances as well as a discussion of the Ambac debt retirement.</p> <p>Ms. Kelley started off by discussing the events of the final Ambac debt payoff. She described it as a “watershed moment”. She added that the city is almost completely debt-free.</p> <p>Ms. Kelley said that the new financial management software is working well. Now that things are installed, and the new reports are being issued.</p> <p>Ms. Carter said that the tax bills were sent out in January 2023 unlike last year when they were a month late.</p> <p>Mr. Stonehill clarified that there is very little debt left.</p> <p>Ms. Kelley mentioned the ARPA funding.</p>	

	<p>She added that State employees are returning and that parking revenues are improving.</p> <p>Ms. Kelley thanked her staff and the Mayor for their support.</p>	
Five-Year Financial Plan	<p>Ms. Carter reviewed the proposal by the ICA Board at the previous meeting to schedule the 2024 update to the Mayor’s Five-Year Financial Plan to be directly before the 2024 budget is developed later in 2023 – no later than August 31.</p> <p>Mr. Vartan took the opportunity to explain his understanding of the new schedule.</p> <p>He added that there will be updated tables in April, which will include the entirety of the City’s 2023 submission. The next submission will be later in 2023 and will be a forecast for 2024 and beyond.</p> <p>Mr. Vartan made a motion to accept the mayor’s request for a revised timetable for submission of the next and future updates to the Mayor’s Five-Year Plan. Mr. Hill offered a second.</p> <p>Ms. Carter offered that no extensions will be entertained and Mr. Vartan clarified that there would be no extra time to extend the deadline. Ms. Kelley agreed. Ms. Speaker MacNett offered language, “...it is unlikely that the ICA Board would approve any future deadline extensions...”.</p> <p>The motion was approved. Ms. Carter noted that correspondence would be drafted and sent to the mayor.</p>	<p>Approval of the revised timetable for submission of the next and future updates to the Mayor’s Five-Year Plan to be August 31st. Approved 5-0.</p>
Public Comments	<p>Mr. Stonehill provided the financial report for January, February, and March 2023 in one report. Everything is balanced.</p>	

	<p>Mr. Stonehill noted that the ICA Board is in the process of reviewing the officer's insurance policy.</p> <p>Mr. Stonehill introduced Ms. Clay from the Pennsylvania Department of Community and Economic Development.</p> <p>Mr. Stonehill opened the floor for questions.</p> <p>A question was asked by Eric Epstein from Rock the Capital.</p> <p>Mr. Vartan confirmed that Bryan McCutcheon's collections report had been placed on the ICA website. Ms. Kelley said that producing new reports on under collections is a challenge at this time.</p> <p>A question was asked by Brian Kimmett from Rock the Capital.</p> <p>Mr. Stonehill and Ms. Kelley answered.</p>	
Adjourn meeting at 5:07 p.m.	Motion by Mr. Hill. A second was not required.	Approved 5-0.

Respectfully submitted:



Jeffrey M. Stonehill, Authority Manager

Appendix Documents

Summary of Bills Paid – Intergovernmental Cooperation Authority for Harrisburg

Report – March 22, 2023

FULL REPORT FOR JAN 2023, FEB 2023 & MAR 2023

• December 31, 2022 Balance	\$178,510.94	
• Digital Ocean <i>Website software licenses</i>	\$12.72	January 1, 2023
• Digital Ocean <i>Web Host</i>	\$6.87	January 1, 2023
• Pursuit Co-Working Harrisburg <i>Virtual Office Monthly Subscription</i>	\$95.00	January 1, 2023
• Factory 44 <i>Software Licenses</i>	\$300.00	January 2, 2023
• Johnson & Duffie <i>Independent General Counsel</i>	\$2,555.00	January 23, 2023
• MESH PA LLC <i>Authority Manager</i>	\$5,250.00	January 23, 2023
• Monthly Interest Earnings	+3.12	January 30, 2023
• Digital Ocean <i>Website software licenses</i>	\$12.72	February 1, 2023
• Digital Ocean <i>Web Host</i>	\$6.87	February 1, 2023
• Pursuit Co-Working Harrisburg <i>Virtual Office Monthly Subscription</i>	\$95.00	February 1, 2023
• PA Media Group (February Ad) <i>Legal Advertisement</i>	\$140.75	February 14, 2023
• Johnson & Duffie <i>Independent General Counsel</i>	\$402.50	February 22, 2023
• MESH PA LLC <i>Authority Manager</i>	\$4,200.00	February 22, 2023
• Monthly Interest Earnings	+2.61	February 28, 2023
• Digital Ocean <i>Website software licenses</i>	\$12.72	March 1, 2023
• Digital Ocean <i>Web Host</i>	\$6.87	March 1, 2023
• Pursuit Co-Working Harrisburg <i>Virtual Office Monthly Subscription</i>	\$95.00	March 1, 2023
• PA Media Group (March Ad) <i>Legal Advertisement</i>	\$192.72	March 15, 2023
• PA Media Group (Oct, Nov, Dec, Jan Ads) <i>Legal Advertisement</i>	\$553.68	March 20, 2023
• Johnson & Duffie <i>Independent General Counsel</i>	\$420.00	March 22, 2023
• MESH PA LLC <i>Authority Manager</i>	\$4,200.00	March 22, 2023
Ending balance:	\$160,150.97	

- Interest earnings Y-T-D \$ 5.73
- Fees Y-T-D \$0



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

March 10, 2023

Ms. Audry Carter, Chair
Intergovernmental Cooperation Authority
922 N. Third Street
Harrisburg, PA 17102

Dear Ms. Carter:

I acknowledge that the current scheduled 5-Year Financial Plan for Harrisburg would be due to the ICA on April 30, 2023. My team has had a full year to identify ways to make the Plan more effective and useful for the City and for the ICA.

Supporting suggestions made by the Department of Budget and Finance, I would like to request that the City's Plan due date be officially moved from April 30 to August 31 of each Fiscal Year. The due date change will greatly enhance the benefits of the report as the Department of Budget and Finance will have seven months of history on which to base its forecast for revenues and expenditures for the future fiscal year and the related budget.

Also, this new due date would closely align with my Administration's Mid-Year Financial Report to City Council. Both reports will provide a very reliable basis for making important financial management recommendations and necessary fiscal decisions.

A great deal of thought and discernment has gone into this request to assure that the financial management information shared with the ICA is easily interpreted, reliable, and factual. The ultimate goal would be to provide a valid report that offers numerous options and opportunities for the City's available sources and uses.

Sincerely,

Wanda R.D. Williams
Wanda R.D. Williams,
Mayor