

Intergovernmental Cooperation Authority for Harrisburg

Minutes of the Governing Board

Regular Meeting

June 28, 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, via Zoom Mr. Michael Wood, Member Ex-Officio Ms. Marita Kelley, Member Ex-Officio	A Quorum Was Recognized
In Attendance	Mr. Jeffrey Stonehill Authority Manager	
Meeting Begins		4:01 p.m.
Welcome by Audry Carter, Chair	Ms. Carter opened the meeting.	
Approval of the Minutes of May 24, 2023	Ms. Carter asked for a motion to approve the minutes. Mr. Hill offered a motion to approve. A second by Ms. Speaker MacNett. The motion passes.	Approved 5-0.
Report by the Chair	Ms. Carter mentioned that the 2021 Audit is still not complete. It is anticipated that the Audit committee will be meeting sometime in July. City Council met the previous evening and discussed the update to the Mayor's plan for the use of the American Rescue Plan Act funding. Most notable in the discussion was a plan to redirect spray park funding towards a Southside Pool renovation project instead. In addition, there was an agreement to fund \$1 million for workplace development and an internship program. Further, \$1 million to fund bridge housing for those experiencing temporary homelessness, \$500,000 for community connection hubs, and \$250,000 for senior citizen programming, and \$100,000 for a healthy corners' fresh vegetables pilot project. The entire ARPA funding allocation is yet to be adopted.	

<p>COH Financial Update</p>	<p>Ms. Carter introduced Marita Kelley, Director of Finance for the City of Harrisburg, and member Ex-Officio of the ICA Board for an update on the FY2023 City fiscal status.</p> <p>Ms. Kelley began with some information on the upcoming 2021 audit report. An Audit Committee meeting is likely to be scheduled in July 2023.</p> <p>Ms. Carter added that the ICA Board will attend that meeting.</p> <p>Ms. Kelley made some comments about the ongoing implementation of the Munis software and its impact on the upcoming budget submission.</p> <p>Ms. Carter added that Steve Bortner, Director of Information Technology, did provide an update at the last ICA Board meeting.</p> <p>Ms. Kelley discussed fixed assets versus non-fixed assets and the Munis software.</p> <p>She discussed how many resources from her department is needed for the software implementation.</p> <p>Ms. Kelley mentioned that there will be a 2023 budget reallocation to help pay for seasonal employees in the parks. They are reallocating some of the funding from the Police Department.</p> <p>Ms. Kelley said they are adding School Crossing Guards with assistance from the school district.</p> <p>There is also a anti-gun violence grant program that requires a local match.</p> <p>Ms. Kelley noted the healthy cash balance in Bryan McCutcheon’s most recent fiscal report to the Pennsylvania Department of Community and Economic Development.</p>	
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	<p>Ms. Kelley noted the new collections attorney in the law bureau.</p> <p>Ms. Kelley said that tax revenue from Earned Income Tax is much higher than anticipated.</p> <p>Ms. Kelley said real estate tax collection is on target and there are no outliers in any other revenue category. She added that it is important to control costs.</p> <p>Mr. Vartan asked about the mid-year financial report to the City Council. Ms. Kelley said it would be presented to the City Council in August. She said it will be more an overview and a less detailed view. In addition, that report will be the basis of the upcoming Mayor's Five-Year Plan update.</p> <p>Ms. Kelley explained her staff are beginning that project while training for new budget entry procedures in the new software.</p> <p>Ms. Kelley added that there are new credit card procedures being researched.</p> <p>Ms. Kelley met with Boyer and Ritter, the city's auditor, to discuss the upcoming 2022 audit preparation.</p> <p>Ms. Carter noted the monthly treasurer's report.</p> <p>Ms. Kelley mentioned that there is an upcoming quarterly report to the Commonwealth Court and the report to the US Department of the Treasury for the ARPA funding.</p> <p>Ms. Kelley noted that the city will be hiring an in-house staff engineer.</p> <p>Ms. Kelley gave an update on Parks capital projects being funded through the CARES Act. The grant deadline was extended to December 2024.</p>	
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	Mr. Stonehill asked about parking revenue. Ms. Kelley noted that the Commonwealth is still buying spaces and tax revenues are pacing nicely.	
Authority Manager's Report	Mr. Stonehill provided the financial report for June 2023.	
New Business	Ms. Carter asked if there was any new business to report. There was none.	
Public Comments	Mr. Stonehill opened the floor for questions. Mr. Eric Epstein asked about City issues. Mr. Brian Kimmett asked about tax revenue projections. Ms. Stonehill thanked Ms. Hutzel from DCED for attending the meeting.	
Adjourn meeting at 4:39 p.m.	Motion by Mr. Vartan. A second was not required.	Approved 5-0.

Respectfully submitted:



Jeffrey M. Stonehill, Authority Manager

Appendix Documents

SIGN-IN SHEET

6/28/2023

Required of all attendees for an official record of public participation

Name (please print)	Address	Email	Phone
Bryn Hammer	RTC		71428559
Eric Eyster			
Beverly Hutzal	DCED		

Summary of Bills Paid – Intergovernmental Cooperation Authority for Harrisburg

Report – June 28, 2023

• Digital Ocean	\$12.72	June 1, 2023
<i>Website software licenses</i>		
• Digital Ocean	\$6.87	June 1, 2023
<i>Web Host</i>		
• Pursuit Co-Working Harrisburg	\$95.00	June 1, 2023
<i>Virtual Office Monthly Subscription</i>		
• PA Media Group	\$150.08	June 15, 2023
<i>Legal Advertisement</i>		
• Westfield Insurance	\$500.00	June 27, 2023
<i>Liability Insurance</i>		
• Johnson & Duffie	\$1,540.00	June 28, 2023
<i>Independent General Counsel</i>		
• MESH PA LLC	\$4,200.00	June 28, 2023
<i>Authority Manager</i>		

Ending balance: \$134,906.04

• Interest earnings Y-T-D	\$13.68
• Fees Y-T-D	\$0