

Intergovernmental Cooperation Authority for Harrisburg

Minutes of the Governing ICA Board

Regular Meeting

October 25, 2023

Temple University Harrisburg, Strawberry Square, Harrisburg PA

hbgica.org

Members in Attendance	Ms. Audry Carter Mr. H. Ralph Vartan Mr. Doug Hill Ms. Kathy Speaker MacNett	A Quorum Was Recognized
Ex-Officio Members in Attendance	Ms. Marita Kelley, City of Harrisburg Mr. Michael Wood, 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	Ms. Carter opened the meeting.	
Approval of the Minutes	Ms. Carter asked for a motion to approve the minutes of the ICA Board meeting on September 27, 2023.	Motion by Mr. Hill and a second by Mr. Vartan, the minutes were approved 4-0.
Discussion of the Mayor’s Five-Year Financial Plan	Ms. Carter indicated that the purpose of today’s meeting was to review the proposed 2024 Five-Year Plan. She added that the City did deliver the document, as was agreed upon, on October 12, 2023. The ICA Board will discuss their reactions and formulate a response. Ms. Carter noted that an approved plan document will stand as the fiscal recovery plan of the City until a 2025 plan is submitted on August 31, 2024. She added, if the ICA Board disapproves the plan, the City would have 15 days to respond to the concerns of the Board, and then the Board would have 15 days to respond to a revised submission.	Motion by Mr. Vartan and a second by Ms. MacNett, the 2024 Five-Year Plan was approved 4-0. Motion by Mr. Vartan and a second by Mr. Hill, to prepare and transmit correspondence detailing the approval and supplemental information to the City of Harrisburg was approved 4-0.

	<p>This would continue until a resolution is reached.</p> <p>Ms. Carter relayed the review of the City Controller's review of the proposed plan. In summary, he believes the review projections are too optimistic.</p> <p>The Act states that the ICA Board shall review the proposed plan in order to determine that the City used prudent, reasonable, and appropriate assumptions. Ms. Carter suggested the following five chunks to frame the board's reactions: reactions to the assumptions in the General Fund, reactions to the assumptions in the Neighborhood Services Fund, need for an economic development plan, establishment of a plan for exit from Act 47 status, and establishment of an Other Post-Employment Benefits (OPEB) Trust which is necessary for the exit from Act 47 status, and finally a discussion of other important items such as the Broad Street Market.</p> <p>There was a discussion that included: The establishment and funding of the Other Post-Employment Benefits Trust as a requirement for the city to exit Act 47 status, but there is still ambiguity and fine-tuning needed in the process. The trust has some funds earmarked for it, but it may not be legally established yet. The Federal Corporate Transparency Act may apply to the trust and requires annual filings, which someone needs to be on top of to ensure compliance. The ICA Board also discussed the Broad Street Market as a crucial part of the city that serves people of all backgrounds.</p> <p>The ICA Board expressed concern that the City is not doing enough to address the market's temporary structure and insurance requirements, which may</p>	
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	<p>prevent vendors from moving into the building.</p> <p>The ICA Board approved a plan with some conditions and discussed the incorporation of supplemental information.</p> <p>They also empowered The Authority Manager to work with members of the ICA Board to transmit required correspondence to the City.</p> <p>There was a discuss about inviting the tax collection bureau to the January meeting.</p>	
Authority Manager's Report	<p>Mr. Stonehill presented the 2023-2024 Operating Budget for the Intergovernmental Cooperation Authority for Harrisburg. He explained it was the same as the previous fiscal year and was retroactive to July 1, 2023.</p> <p>Mr. Stonehill noted that he will be requesting the 2023-2024 funding from the Pennsylvania Department of Community and Economic Development.</p> <p>Mr. Stonehill presented a proposed meeting schedule for the ICA Board in 2024.</p> <p>Mr. Stonehill provided the financial report for October 2023.</p>	<p>Motion to approve the ICA 2023-2024 Budget by Mr. Hill and a second by Ms. MacNett, approved 4-0.</p> <p>Motion to approve the proposed ICA Board 2024 calendar by Ms. MacNett and a second by Mr. Hill, approved 4-0.</p>
Public Comments	There were none.	
Adjourn meeting at 4:53 p.m.	Motion by Mr. Vartan. A second was not required.	Approved 4-0.

Respectfully submitted:



Jeffrey M. Stonehill, Authority Manager

Appendix Documents

Summary of Bills Paid – Intergovernmental Cooperation Authority for Harrisburg

Report – October 25, 2023

Starting balance:	\$119,174.28	
• Digital Ocean <i>Website software licenses</i>	\$12.72	October 1, 2023
• Digital Ocean <i>Web Host</i>	\$6.87	October 1, 2023
• Pursuit Co-Working Harrisburg <i>Virtual Office Monthly Subscription</i>	\$95.00	October 1, 2023
• PA Media Group <i>Legal Advertisement</i>	\$150.08	October 18, 2023
• Johnson Duffie LLC <i>General Counsel</i>	\$490.00	October 25, 2023
• MESH PA LLC <i>Authority Manager</i>	\$5,250.00	October 25, 2023
Ending balance:	\$113,169.61	
• Interest earnings Y-T-D	\$22.43	
• Fees Y-T-D	\$0	

HARRISBURG
2023-2024 BUDGET REQUEST FISCAL YEAR FOUR
(Approved October 25, 2023)
(Effective July 1, 2023)

REVENUE

Appropriation by the General Assembly Act 124 of 2018	\$	100,000
Interest earnings Est.	\$	20
Program Revenue - Estimate	\$	5,000
TOTAL REVENUE	\$	105,020

EXPENSES

Authority Manager (Contract)	\$	54,600
Program Expenses (Details Below):		
*Economic Development Symposium	\$	5,000
*Listening Session Events	\$	5,000
Legal Services	\$	15,000
Contract Services	\$	8,220
Insurance (Details Below):		
*General Liability Insurance	\$	5,550
*Governing Board Public Officials Insurance	\$	1,000
Legal Advertisement	\$	3,000
Memberships/Subscriptions	\$	2,000
Office Space Rental	\$	2,000
Audit Services (Contract)	\$	1,500
Information Technology Licensees	\$	1,150
Information Technology Assistance	\$	<u>1,000</u>
TOTAL EXPENSES	\$	<u>105,020</u>

SURPLUS/DEFICIT

	\$	-
Fund Balance From Previous Year	\$	107,938
Reserve for Future Year Spending	\$	107,938



The Intergovernmental Cooperation Authority
for Harrisburg
922 N 3rd Street
Harrisburg, PA 17102

October 25, 2023

Ms. Madra Clay
Central Region Director
Pennsylvania Department of Community & Economic Development
Governor's Center for Local Government Services
400 North Street, 4th Floor
Harrisburg, PA 17120

Contract #**4000022622A**

Dear Ms. Clay:

Pursuant to the Second Amendment to the Memorandum of Understanding between the Intergovernmental Cooperation Authority for Harrisburg and the Pennsylvania Department of Community and Economic Development, fully executed on April 26, 2023, please find enclosed a request for the current fiscal year, our Year Six funding allocation, on behalf of the Authority.

This correspondence may be considered Invoice #**20232024-01**. Per the MOU for Operational Expenses: \$100,000 requested. Please remit to my attention at the address:

Intergovernmental Cooperation Authority for Harrisburg
922 N. Third Street
Harrisburg, PA 17102

Should you require additional information from the Authority, do not hesitate to contact me at (717) 645-5431 or jstonehill19@gmail.com.

Sincerely,

Jeffrey Stonehill
Authority Manager
Intergovernmental Cooperation Authority for Harrisburg

Year Five Six Budget Enclosed

c.c. Sarah Souder, Assistant Counsel, PA Department of Community & Economic Development
Michael Cassidy, General Counsel, Intergovernmental Cooperation Authority for Harrisburg

2024 BOARD SCHEDULE – AUDRY’S PREFERENCE

Wednesday	1/24	Harrisburg ICA	4 pm
Wednesday	2/28	Harrisburg ICA	4 pm
Wednesday	3/27	Harrisburg ICA	4 pm
Wednesday	4/24	Harrisburg ICA	4 pm
Wednesday	5/22*	Harrisburg ICA	4 pm
Wednesday	6/26	Harrisburg ICA	4 pm
Wednesday	7/24	Harrisburg ICA	4 pm
Wednesday	8/28	Harrisburg ICA	4 pm
Wednesday	9/25*	Harrisburg ICA	4 pm
Wednesday	10/23*	Harrisburg ICA	4 pm
Wednesday	11/20**	Harrisburg ICA	4 pm
Wednesday	12/18**	Harrisburg ICA	4 pm

* - conflict with Jeffrey’s schedule

** - third Wednesday rather than fourth Wednesday