

*Intergovernmental Cooperation Authority for Harrisburg
Minutes of the Governing Board Meeting
September 25, 2019*

*Temple University Harrisburg, 234 Strawberry Square, Lecture Hall, Room 246/248
Harrisburg, Pennsylvania 17201*

hbgica.org

Members Present	Ms. Audry Carter, Ms. Kathy Speaker MacNett, Ms. Tina Nixon, Mr. David Schankweiler, and Mr. H. Ralph Vartan	
Ex-Officio Members Present	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 4:02 p.m. He welcomed Mayor Papenfuse and Marc Woolley from the City	
Approval of June 26, 2019 Minutes	Mr. Stonehill presented the minutes, which had been reviewed by Ms. Nixon, the Secretary/Treasurer; on a motion to approve by Ms. MacNett, seconded by Mr. Vartan.	Minutes; approved 5-0
Review of Bills Paid	Mr. Stonehill reviewed the bills paid since the last regular meeting of the Authority.	
Report of the Chairperson	Mr. Schankweiler noted that the Authority had an Executive Work Session to discuss potential litigation associated with the Intergovernmental Cooperation Agreement with the City of Harrisburg on July 24, 2019. There was no meeting in August 2019. Mr. Schankweiler noted that a draft of the Intergovernmental Cooperation Agreement was transmitted to Mayor Papenfuse on August 26, 2019. He noted that he recently spoke to the Mayor, and a response will soon be transmitted to the Authority. He said that the Authority is looking forward to finishing negotiations of the Agreement, which would allow the City to exit Act 47 status. Mr. Schankweiler noted that there were several exhibits which needed to be transmitted as a part of the agreement and Mr. Weber confirmed that they have yet to be received. Mr. Engle agreed that they would be sent shortly. Mr. Stonehill added that a copy of the proposed Agreement was transmitted to the City Council President, at her request. Mayor Papenfuse confirmed that he would	

	soon discuss the matter of the proposed Agreement with City Council.	
Approval of the First Amendment to the MOU with PA DCED	Mr. Stonehill presented the Authority with a document, which required their approval. He stated that executing the first amendment was required in order for the Authority to receive its state funding for Years Two through Five. He said it was a simple amendment to the already-executed Memorandum of Understanding. He stated that the document was shared with the Authority for review in advance of the meeting. Mr. Weber pointed out that he had not received the draft and Mr. Engle shared a copy with him for his review. There was a motion to approve by Ms. Nixon with a second by Ms. Carter.	Approval of the First Amendment to the Memorandum of Understanding; approved 5-0.
Approval of an Agreement with Zelenkofske Axelrod for Audit Services	Mr. Stonehill explained that the Authority had issued a Request for Proposals for audit services and had received two proposals. A subcommittee had recommended Zelenkofske Axelrod to complete the first year audit pursuant to Act 124 of 2018. Ms. Carter noted that it would be a very simple audit as there were only a handful of transactions. Further, the fee may rise in year two. Mr. Vartan agreeing stating that the price of \$1,500 was very low. Ms. Carter added that Zelenkofske Axelrod mentioned that they wanted to continue the relationship beyond year one. Finally, Mr. Schankweiler noted that there was no need to do a complicated audit in year one and Mr. Weber agreed. There was a motion to approve by Ms. MacNett with a second by Ms. Nixon.	Approval of a Letter of Internet to Permit Zelenkofske Axelrod to Perform the Year One Audit pursuant to Act 124 of 2018; approved 5-0.
Presentation of Harrisburg Finances for Q1 & Q2 of 2019	Mr. Weber started his report indicating that he believes the City of Harrisburg should be like a utility stock, "steady as she goes." He summarized the finances as stable on its way to sustainable. He mentioned that real estate tax revenue was flat but revenue associated with workers indicated approximately 1,500 new workers within the City limits. In general, the finances were strong and steady. Mr. Stonehill asked about revenue from parking and Mr. Weber noted things were good. He indicated that parking utilization has clearly rebounded. Ms. Carter asked about the recent Redevelopment Capital Assistance Program (RCAP) grant associated with the Civil War Museum. Mayor Papenfuse	

	<p>explained that the grant was a good start, however based upon the agreement between the City and the museum, the grant would need to be matched by considerably more fundraising before they fulfilled their obligation to refund the City for the agreed-upon value of the artifacts.</p> <p>Mr. Schankweiler thanked Mr. Weber and the Mayor for the information.</p>	
<p>Discussion on Future Initiatives</p>	<p>Mr. Schankweiler noted that the Authority now felt in a position to begin moving forward on two initiatives – Listening Sessions and an Economic Development Summit and asked fellow Board members for comments.</p> <p>Ms. MacNett described how community listening sessions might work. She explained that she favors “buy-in” from City residents and businesses. Reaching out to different types of people in different neighborhoods would be good for the Authority to solicit ideas. She suggested three or four town hall style meetings per calendar year held at different times of the day in different locations; other neighborhoods as opposed to Downtown. Mr. Vartan said he is in support of the idea. Mr. Stonehill suggested that the Authority partner with a media company to get out the word. Mr. Schankweiler appointed Ms. MacNett and Ms. Carter to develop the idea further and report back to the Authority.</p> <p>Then there was a discussion regarding a potential annual event; an Economic Development Summit. It was suggested as a way to collect Best Management Practices from other urban areas and highlight them for the stakeholders in Harrisburg. Mr. Schankweiler explained that while visiting the ICA for Philadelphia, Ms. Carter and he heard about a similar event in Philadelphia. Mr. Vartan explained that they Authority wants to engage stakeholders; “spark their imagination”. Mr. Stonehill clarified that this would be perhaps a once-per-year event. Finally, Mr. Stonehill reiterated his suggestion that this event be held in partnership with some other group, with more resources than the Authority. Mr. Schankweiler appointed Mr. Vartan and Ms. Nixon to develop this idea further and report back to the Authority.</p>	

Public Comments	Lawrence Binda, with TheBurg magazine, asked if there was a timeline for adoption of the Intergovernmental Cooperation Agreement with the City of Harrisburg. Mr. Schankweiler responded that the Authority was anxiously awaiting a response to the proposed Agreement submitted to the City. Mr. Schankweiler asked Mr. Papenfuse if he concurred; and he agreed.	
Mayor's Comments	Mayor Papenfuse mentioned that the City was about to formally announce the appointment of a new Economic Development Director. He said he could not announce the name yet but it would be announced shortly and he believed the candidate was well qualified for the position. He stated that the City had undertaken an international search. He added that he understands economic development is very important to the Authority.	
Additional Comments from the Chairperson	<p>Mr. Schankweiler explained that this would, unfortunately, be his last meeting with the Authority. He explained he had been in discussions about other opportunities which might present a conflict with his service to the Authority under the Act. Therefore, he was submitting his resignation, effective immediately. He explained that he very much enjoyed working with each member of the Authority, thanked everyone for their dedication to getting the Authority operational and thanked Mayor Papenfuse for working together. He said he loves Harrisburg and would continue to volunteer and assist the Authority.</p> <p>One at a time, each member of the Authority thanked Mr. Schankweiler for his service to the community and expressed their hope to continue to work with him in some capacity.</p> <p>He noted that he had been appointed by Sen. Scarnati and therefore, pursuant to the Act, Sen. Scarnati would appoint a replacement.</p> <p>He also asked Jeff Engle, Independent General Counsel, to act as Parliamentarian, and re-organize the Authority so that a new Chairperson could be selected.</p>	
Re-organization	Jeff Engle, Independent General Counsel, acted as Parliamentarian, and convened a	Approval of Audry Carter as Chairperson of

of the Authority	<p>reorganization of the Intergovernmental Cooperation Authority for Harrisburg.</p> <p>Mr. Engle accepted nominations for Chairperson.</p> <p>Mr. Vartan nominated Audry Carter as Chairperson. There being no other nominees, on a motion by Ms. MacNett, seconded by Ms. Nixon, by unanimous consent, Audry Carter was selected as Chairperson.</p>	the Authority; approved 4-0.
Selection of a Replacement Vice-Chairperson	<p>Having been elected Chairperson, Ms. Carter assumed the gavel, and set about to accept nominations for the position of Vice-Chairperson, which she has recently held.</p> <p>Ms. MacNett nominated H. Ralph Vartan as Vice-Chairperson. There being no other nominees, on a motion by Ms. MacNett, seconded by Ms. Nixon, by unanimous consent, H. Ralph Vartan was selected as Vice-Chairperson.</p>	Approval of H. Ralph Vartan as Vice-Chairperson of the Authority; approved 4-0.
Adjournment	Motion by Ms. MacNett, seconded by Ms. Nixon	Meeting adjourned at 5:07 p.m.
Next meeting	The next regular meeting of the Intergovernmental Cooperation Authority for Harrisburg shall be on Wednesday, October 23, 2019, at 4:00 p.m. at Temple University Harrisburg, 234 Strawberry Square, Lecture Hall, Room 246/248 Harrisburg, Pennsylvania 17201.	

Respectfully submitted:



Jeffrey Stonehill, Authority Manager

ICA for Harrisburg

Summary of Bills Paid – Intergovernmental Cooperation Authority for Harrisburg

Report – September 25, 2019

- MESH PA, LLC \$6,300.00 July 11, 2019
Authority Manager
- Westfield Insurance \$500.00 July 11, 2019
General Liability Insurance Annual Premium
- Shaffer & Engle Law Offices, LLC \$1,692.00 July 11, 2019
Legal services
- Factory 44, Inc. \$1,875.00 July 11, 2019
Website services
- Shaffer & Engle Law Offices, LLC \$1,510.00 August 23, 2019
Legal services
- MESH PA, LLC \$6,300.00 August 23, 2019
Authority Manager

Starting balance: \$81,460.76

Ending balance: \$63,283.76

SIGN-IN SHEET

9/25/19

Required of all attendees for an official record of public participation

Name (please print)	Address	Email	Phone
Anne Weaver Morrow	DCED	aweavermor@pa.gov	717-231-5558
Neil Graver	CITY	ngrav@harrisburg.gov	717-255-3065