Call to Order
Mr. Steck called the meeting to order at 12:07 p.m.

Members Included
Matt Steck, Chairman; Patricia Kuharic, Secretary and Catherine Wilsbach

Also present were: George Connor, Executive Director; Mark Stewart, Solicitor; Autumn Gruzlewski, Financial Coordinator and Brooke Echevarria, Grants Coordinator

Mr. Connor, along with the rest of the Board recognized Ms. Wilsbach of Vartan Group as the newest member of the IDA Board.

Absent
Karen Smeltz

Public Participation
Jim Roxbury, Roxbury News; Kelly Lewis, Lewis Strategic; Mike Oscar, Bill McGee and Pete Deimler, Insulators Local 23

Acceptance of Minutes
A motion was made to accept the minutes of the October 30, 2018 minutes as presented.

Motion: Ms. Kuharic
Second: Ms. Wilsbach

Motion passed: 2 – 0, 2 absent

Acceptance of Financials
A motion was made to accept the financials for October, November and December as presented. Ms. Gruzlewski made note that the financials presented start a new fiscal year.

Motion: Ms. Kuharic
Second: Ms. Wilsbach

Motion passed: 2 – 0, 2 absent

Solicitors Report & Action Items
None.

New Business
Local 23 Insulators RACP Request:
The Insulators Local 23 is looking for support from the IDA for a RACP application, as well as to be administrative agent if awarded. The Local 23 was in need of additional training space and recently
bought a building which now needs renovated. The new training facility will be approximately 5,000 sq. feet, which will include a 3,000 sq. feet lab, or “hands-on” space, and a classroom. Recently, thermography cameras were purchased with help from a Dauphin County Local Share Gaming grant. These cameras are used to determine the savings on mechanical insulation and will be part of new training. The new site is shovel-ready and meets the job creation numbers as outlined by the scoring matrix for an RCAP project. This will also bring economic growth within the community due to the trainees visiting local restaurants and entertainment. Discussion was had regarding support from State and Local Officials. Mr. Connor mentioned that if the RACP award is granted, a 1% administrative fee will be paid to the IDA. Ms. Wilsbach asked where the apprentices come from and how are they recruited. The Insulators Local 23 works with multiple entities to hold job fairs and career days, as well as advertisements on social media.

A motion was made to support the Insulators Local 23 RACP application and for the IDA to serve as the administrative agent if awarded.

Motion: Mr. Steck
Second: Ms. Kuharic

Motion passed: 3 – 0, 1 absent

National Civil War Museum RACP Request:
Mr. Lewis was present to provide an overview of the project. The museum will be applying for an RACP and would like for the IDA to act as administrative agent if awarded. The museum is currently working on clearing title for their artifacts, as well as renovations to both the museum and Reservoir Park.

A motion was made to support the National Civil War Museum RACP application and for the IDA to serve as the administrative agent if awarded.

Motion: Mr. Steck
Second: Ms. Kuharic

Motion passed: 3 – 0, 1 absent

Verizon Cell Tower Request:
Verizon contacted the IDA to place a micro tower above the Veteran’s Building. Revenue would be a maximum of $150 per month. There is an agreement to be reviewed. Mr. Connor would like for Mr. Stewart to complete due diligence regarding the agreement. Discussion was had.
NAI/CIR Renewal:
The Board was presented with a six-month renewal with the Bill Gladstone Group at NAI/CIR.

A motion was made to execute the six-month renewal.

*Motion:* Mr. Steck  
*Second:* Ms. Wilsbach

*Motion passed: 3 – 0, 1 absent*

Old Business

Solar Farm Update:
No update. The increase in kilowatt hours should be received in 2020. Discussion was had.

Gaming Program Update:
The awards will be announced sometime in late February or early March.

Veterans Building Update:
Photos have been taken of the building and vacant space is being marketed through the Bill Gladstone Group. Discussion was had. There have been multiple showings of the vacant space.

DCIB:
The process has started for the PIB loan for the first private project in Susquehanna Township. There have been multiple interests from different municipalities for private and public projects. The Bridge Bundling program is ongoing as well. Discussion was had.

Salvation Army RACP Request:
Everything has been finalized for this request as it pertains to the IDA. Mr. Connor provided Ms. Wilsbach with an overview of the request.

Correspondence/
Miscellaneous Items

Mr. Connor stated that he is currently working with a group of individuals on a potential sports complex in West Hanover Township. This topic will be revisited at next month’s meeting.

Board Comments:
Mention was made of reorganization of the Board. Mr. Steck would like for this to be tabled until Ms. Smeltz is present. A Vice Chairman will need to be selected.

A motion was made to nominate Ms. Wilsbach as Vice Chairman.

*Motion:* Mr. Steck  
*Second:* Ms. Kuharic
Motion passed 3 – 0, 1 absent

Ms. Gruzlewski mentioned that the audit has started.

Adjournment

A motion was made to adjourn the meeting at 1:01 p.m.

Motion: Mr. Steck
Second: Ms. Wilsbach

Motion passed 3 – 0, 1 absent