

NEWVILLE BOROUGH ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MONTHLY MEETING
FEBRUARY 16, 2022 AT 7:00PM
In-Person and Via Zoom

The regular monthly meeting of the Newville Borough Economic Development Authority was held on Wednesday, February 16, 2022 at 7:00PM in the Newville Borough Office at 4 West Street, Newville, Pennsylvania. The meeting was called to order by Chairman Andrea Greene. The invocation was offered by Solicitor Marcus A. McKnight, III, followed by the Pledge of Allegiance. On roll call, the following members were present: Richard Gobin, Vincent Mellott, Kenneth Tuckey and Andrea Greene. Also present: Authority Solicitor Marcus McKnight, Project Manager Christopher Gulotta, Borough Council Liaison Jack Ericksen, Michelle Crowley, Executive Director of the Carlisle Chamber, Dickinson College Intern Ann Fisher-Henson.

Minutes: The minutes of the January 19, 2022 regular monthly meeting were approved on a motion of Mr. Gobin and seconded by Mr. Mellott. All were in favor. Motion was passed with three (3) affirmative and zero (0) negative votes.

Treasurer's Report: Mr. Tuckey presented the Treasurer's Report for January 2022. A motion was made by Mr. Tuckey, seconded by Mr. Mellott to approve the report. All were in favor. Motion was passed with four (4) affirmative and zero (0) negative votes.

Mr. Tuckey reported that the EDA should anticipate receiving a check from F&M Trust very soon. The staff is processing an application to UPMC for a \$2,500 contribution to the Capital Campaign.

Mr. Tuckey presented bills for payment as follows: Irwin & McKnight, P.C. \$122.50, Benton and Associates, CPA, \$500.00. A motion was made by Mr. Mellott seconded by Mr. Gobin to pay the bills. All were in favor. Motion was passed with four (4) affirmative and zero (0) negative votes.

Benton and Associates, CPA have completed and filed the 1099 and 1096 IRS reports as required, along with Form 990 and postcard filing of 990N. The accountant has completed preparation of a Compiled 2021 Financial Report. A motion was made by Mr. Mellott, seconded by Mr. Gobin to accept the reports. All were in favor. The motion was passed with four (4) affirmative and zero (0) negative votes.

Mr. Tuckey stated he would file copies of all IRS filings and the 2021 financial statement with the borough office.

Staff and Board Reports:

- **Prospect Hosting Committee:** Mr. Ericksen reported that Lisa Black of the Big Spring School District is interested in provided student interns to support the EDA. The Carlisle Chamber is in the process of updating the tri-fold and the business recruitment guide. A motion was made by Mr. Gobin, seconded by Mr. Mellott to approve an advertisement in the Carlisle Business Directory not to exceed \$500.00. All were in favor. Motion was passed with four (4) affirmative and zero (0) negative votes.
- **Project Manager:** Mr. Gulotta anticipates closing with Jeff Boudier on a Façade Grant Agreement in the amount of \$2,500. The funds will be used for window

replacement at the Whisker's Brewing Inc. A very positive article about the new business has appeared in the Sentinel newspaper recently. The Memorandum of Understanding between the EDA, Borough of Newville and Cumberland County Redevelopment Authority for the sale and future development of 4 West Street is ready for approval. A motion was made by Mr. Mellott, seconded by Mr. Gobin to approve the MOU and authorize the Chairman to sign. All were in favor. Motion was passed with four (4) affirmative and zero (0) negative votes. The Cumberland County Redevelopment Authority has awarded the Newville EDA a \$77,655 CDBG Grant for 2021 to undertake a redevelopment project. The project may include the Four Corners Downtown Development project or another project to create off-street parking or a community facility. The scope of the project may be changed with the consent of the CCRA, The funds also provide a new opportunity for the Newville EDA to leverage other state funds. A motion was made by Mr. Gobin, seconded by Mr. Mellott to approve the acceptance of the \$77,655 CDBG grant and to authorize the Chairman to sign the sub-recipient agreement on behalf the Newville Borough EDA. All were in favor. Motion was passed with (4) affirmative and zero (0) negative votes. Mr. Gullotta concluded by noting the EDA has three (3) years from the date of acceptance to spend the funding.

- **Legal Matters:** Solicitor McKnight had nothing further to report.
- **Borough Manager:** The Manager reported the Borough Council is ready to approve an appointment to the Newville EDA Board of Directors to fill the vacancy created by the resignation of Curt Saylor.
- **Annual Meeting:** The annual meeting will be held on April 4, 2022 at 7:00PM in the Hamilton-Myers VFW Post 6070. The program will open at 6:30PM with refreshments. The program will begin at 7:00PM with remarks by Council President Scott Penner and Mayor Michael Croutch. The program will focus on the achievements of the Newville EDA and will feature special recognition of the corporate donors. Plans for the future will be discussed.

Old Business: There were no items of old business.

New Business: An open discussion was held to address the goals of the Newville EDA for the coming year.

Chairman Greene discussed the vacancy on the Board of Directors. It was decided to first recruit new members from the Prospect Hosting Committee and the Advisory Board. Given the level of activity at the present, the goal will be to recruit three new members and expand the Board of Directors to seven. If recruitment from within the organization fails, a public announcement and advertising on social media will be the next step. Mr. Tuckey advocated for more diversity on the Board of Directors to reach all segments of the community.

Mr. Tuckey suggested expanding the grants and support of the EDA to existing businesses as well as new businesses. All were in agreement with this recommendation.

Michelle Crowley suggested a focus group to determine the needs of the community, and perhaps a survey of Newville business owners.

Mr. Mellott offered to meet with Robert Darius to determine if he has any interest in selling the North High Street properties required to create off-street parking for the Four Corners Project.

Mr. Mellott suggested that the recent CDBG funding award may be a good reason to move forward with the project.

Adjournment: With no further business to come before the Newville Borough Economic Development Authority, the meeting was adjourned at 8:15PM on a motion of Mr. Gobin, seconded by Mr. Mellott. All were in favor.

The next meeting of the Newville Borough Economic Development Authority will be held on Wednesday, March 16, 2022 at 7:00PM in the Newville Borough Office.

Minutes recorded by:



Fred Potzer, Borough Manager