



**College Township Industrial Development Authority
Regular Board Meeting Agenda
Wednesday, June 21, 2023 9:30am
Hybrid Meeting (In-Person or via Zoom)**

General Meeting Information

College Township offers both in-person and virtual meeting attendance for all public meetings. To attend in-person, meetings will be held at 1481 E. College Avenue, State College PA, 16801, 2nd floor meeting room. To attend virtually, please see the information below.

To Attend the LIVE Meeting Via Zoom on Computer or Smart Phone:

- **[Click HERE to REGISTER for the meeting via Zoom.](#)** Once registered, you will receive a confirmation email containing information about joining the meeting.

To Attend the LIVE Meeting Via Phone:

- I. **Dial +1 646 558 8656 • Meeting ID: 898 0472 6069 • Passcode: 043907**

* **[Click here](#)** for detailed instructions on how to participate via zoom.

CALL TO ORDER

L. Hood, Chair

CONSENT AGENDA

CA-1 May 17, 2023, Regular Meeting Minutes

COMMUNICATIONS FROM PARTNERS

Interim Exec. Director

EXECUTIVE DIRECTOR REPORT

Interim Exec. Director

COUNCIL LIASION'S REPORT

S. Trainor, Council Liaison

SECRETARY'S REPORT

R. Liddick, Secretary

TREASURER'S REPORT

S. Allison, Treasurer

TR-1 May Financial Report

OLD BUSINESS

OB-1 As may be brought forward

COMMITTEE REPORTS

1. GOVERNANCE COMMITTEE REPORT

L. Hood, Chair

The following are recommendations from the Governance Committee as outlined in memorandum from the Interim Executive Director:

- Approve the final job description (attached);
- Pursue the development of a “contracted services agreement” with College Township for the employment of the IDA Executive Director, similar to the existing agreement between CTWA and College Township (attached);
- Approve a salary range for the position of \$78,500 to \$94,200; and,
- Authorize the Governance Committee to move forward with the hiring process, consisting of:
 - a. Identification of candidates (The HR Office);
 - b. Interviewing and recommendation of candidates to the full Board;
 - c. Final candidate(s) to meet and greet with full Board; and,
 - d. Township to prepare employment offer letter to successful candidate.

2. MARKETING COMMITTEE REPORT

R. Forziat, Chair

3. LOAN COMMITTEE REPORT

A. Fragola, Chair

- Recommend Mazza Law Group to complete review of existing IDA agreements at a rate of \$175/hr.
- 6-month extension of \$150,000 loan with Abington Equine (tentative, as necessary)

4. FINANCE COMMITTEE REPORT

A. Shields, Chair

- Recommend Scope of Work for Client Account Bookkeeping services, not to exceed \$150/hr (see attached)
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INFORMATIVES

As may be presented

ADJOURNMENT

Chair
