



**COLLEGE TOWNSHIP  
INDUSTRIAL DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
Wednesday, March 16, 2022  
1481 E. College Avenue, State College PA 16081  
9:30 AM**

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**ATTENDED BY -**

**AUTHORITY MEMBERS:**

Alison Kurtz, Chair  
Bill Sharp, Vice Chair  
Sara J. Parks, Secretary (via Zoom)  
Raymond Forziat, Asst. Secretary, Asst. Treasurer  
Lamar Kunes, Treasurer (via Zoom)  
Benson Lichtig  
Lamartine Hood  
Anthony Fragola

**ADDITIONAL ATTENDEES:**

Adam Brumbaugh, Township Manager  
Paul Takac, Council Liaison  
Jennifer Snyder, Recording Secretary  
Jeff Stover, Solicitor

The College Township Industrial Development Authority met in Executive Session prior to the start of this meeting.

**CALL TO ORDER:**

Ms. Alison Kurtz, Chair, called to order the March 16, 2022, College Township Industrial Development Authority (CTIDA) Regular Meeting at 11:58 AM.

**MINUTES:**

**Mr. Fragola made a motion to approve the February 16, 2022, minutes as presented.  
Mr. Forziat seconded the motion.**

Chair offered a minor amendment to the minutes. Mr. Forziat offered additional revisions to the minutes. Mr. Hood suggested postponing approval until the next meeting. A consensus of the Board agreed to postpone approval of the minutes until the next regular CTIDA meeting.

**Mr. Fragola withdrew his motion.  
Mr. Forziat withdrew his second.**

**REPORTS:**

**Finance Committee:** Mr. Kunes will discuss a proposed budget with the Finance Committee and bring forward to the Board for approval.

**Treasurer's Report:** Mr. Kunes reported the Balance Sheet reflects total assets of \$2,893,421.90 as of February 28, 2022, with \$1,904,252.19 in investment accounts; \$778,509.08 in participation interest with CBICC, \$171,000.00 in credit line advances, and \$73,205.67 in the operating and money market accounts.

Mr. Kunes reviewed the income statement and noted that the investment income to-date is negative \$3,270.05. Operating expenses YTD are \$8,916.31 with the net income YTD a negative \$12, 186.36.

Mr. Hood asked for clarification regarding the date of the resignation of the Executive Director and the amount that is still owed him. Mr. Kunes offered he was compensated \$2100/month plus travel.

Mr. Fragola asked that the Finance Committee pursue other funds outside of fee-based funds. He offered that PLIGIT is a great resource to consider. As an authority, the CTIDA should not be paying fees on managed funds.

Mr. Kunes offered that the CTIDA typically tries to balance the amount of funds that come due each year. He offered that as they begin to compare no-fee based companies, there will not be much difference in what one can offer over another.

Mr. Forziat suggested that as funds mature in Nestlerode, they be moved to Wells Fargo. This would be a temporary move until the Finance Committee can make a recommendation to diversify into other no-fee based companies. Chair Kurtz offered the Finance Committee should discuss this suggestion and bring a proposal to the Board for approval.

**Loan Committee:** Chair Kurtz will send some call notes from a meeting with John Rodgers and Exact Metal and Dominight.

Chair Kurtz gave an overview of the status of the current clients.

Chair Kurtz added that she received an email from Senator Casey's office regarding the grant application that was recently submitted. They asked if she had any questions. She asked about the process going forward and Senator Casey's office offered to call Chair Kurtz and have a discussion. She will reach out and get a call setup.

The Board discussed the status of the grant with the resignation of the Executive Director. The grant was submitted in the name of the CTIDA. Mr. Sharp offered he is a grant manager and will help out as needed and get involved in the conversation with Senator Casey's office but not willing to do all that is needed without compensation. Mr. Hood offered Mr. Sharp is the logical one to be the point-person for the CTIDA. Mr. Sharp offered he would need to get all of the details of the grant submission. Mr. Forziat offered that Mr. Shope does not have to give us information from the grant submittal. Solicitor Stover offered that the CTIDA owns the work related to the grant which the CTIDA compensated Mr. Shope for that work.

The Board asked Mr. Stover to formally contact Mr. Shope to get all information/items produced by Mr. Shope related to the grant application, more specifically, notes, contacts, passwords etc. that was used to submit the grant. Solicitor Stover suggested a 20-day response time.

**Marketing Committee:** Mr. Forziat discussed the Focus Central PA conference on March 23, 2022, at the Susquehanna University. Mr. Forziat and Mr. Sharp will attend. Anyone else wishing to attend can register at the door.

Actuated Medical is looking to rent out their 6,000 square foot facility. Mr. Forziat linked up Actuated Medical with the folks at Focus PA.

Mr. Sharp reported on the new Penn State Innovation Hub. The director of this center is interested in working with the CTIDA. The new 8,500 square-foot building supports the relocation of Happy Valley LaunchBox. The Hub has state-of-the-art entrepreneurial and innovation resources such as makerspaces, a virtual-reality/immersive technology laboratory and collaboration areas for local startup companies. Chair Kurtz asked that the director be asked to attend a CTIDA meeting to be introduced to the Board.

Mr. Kunes offered information on the Invent Penn State forum and asked if the Innovation Hub is associated with this forum. Invent Penn State may be a good place for the CTIDA to meet potential clients.

Mr. Fragola offered that the Centre County Industrial Development Authority Chair and Vice Chair would like to reach out to the CTIDA and attend a meeting. Mr. Fragola is meeting with them this week and will report back to the Board.

Mr. Fragola discussed a budget for marketing to reimburse board members for payments to attend conferences and for promoting the CTIDA.

**Mr. Fragola made a motion to reimburse Mr. Forziat for the cost to attend the Focus Central PA Conference.**

**Mr. Hood seconded the motion.**

**Motion carried unanimously.**

Mr. Fragola offered to draft the Loan Committee and Finance Committee document related to their responsibilities. Mr. Forziat will work on the Marketing Committee and will assist Mr. Fragola with the other committee documents. Mr. Brumbaugh offered that he would like the formatting of all of these documents to be consistent in length, scope, specificity. Once the documents are drafted, the committees will discuss and bring to the Board for approval.

Mr. Forziat asked to discuss Mr. Brumbaugh's role in helping the CTIDA going forward for the next 90-days. Mr. Hood offered the recommendation should come out of the Operational Task Force.

Mr. Forziat offered comments on the several items. His written notes are attached at the end of these meeting minutes. He offered that there are issues that need to be addressed specifically related to the Chair.

Mr. Forziat offered that he has not fully accepted the attempt to retract a stated desire and intended action of stepping down from the Chair at the previous CTIDA meeting. He would like a motion to address this action by the Chair.

Mr. Lichtig does not feel this is necessary. It was clear in the Executive Session that the CTIDA is moving forward with the slate of officers appointed at the reorganization meeting at the beginning of the year.

Chair Kurtz offered that she is committed to the CTIDA. She takes it seriously and is ready to move forward, in a positive manner, with respect for all members of the Board.

**Mr. Forziat made a motion to amend the agenda to consider the rejection of the attempted retraction of a clearly stated action by**

**the previous chair to stepping down from the position and accountability as chair.**

**Mr. Fragola seconded the motion.**

Mr. Fragola offered he provided a second for clarity in the minutes to address the action that occurred at the last meeting and to capture the intent moving forward.

**Motion failed 1 – 7 with Messrs. Hood, Sharp, Fragola, Kunes, Lichtig and Mss. Kurtz and Parks voting against the motion.**

Mr. Brumbaugh offered that everything that is to be distributed to the Board or individual committees must come to him to provide clarity to the Board. He will get information to the appropriate individuals and into the packet for preparation for meetings.

Mr. Hood asked for clarification for moving forward with another Executive Director. Mr. Sharp offered that for the next 90-days the CTIDA take the time to decide what they want/need from an Executive Director before moving forward. Mr. Hood asked for clarification of members on the CTIDA Committees. Ms. Snyder will send this to the Board.

Mr. Hood asked to establish a time limit for CTIDA meetings. He suggests two-hours, making this a matter of policy.

## **ADJOURNMENT**

Hearing no further matters for discussion, Chair Kurtz called for a motion to adjourn the March 16, 2022, College Township Industrial Development Authority Regular Meeting

**Mr. Forziat made a motion to adjourn.**

**Mr. Lichtig seconded the motion.**

Chair Kurtz adjourned the meeting at 1:02 PM.

Respectfully submitted,

*Sara J. Parks*

Sara J. Parks  
CTIDA Secretary

## **March CTIDA 2022**

There should be acceptance and agreement by each of us as IDA Board Members:  
To Commit to taking appropriate actions that are in the Best Interest and Health of our organization thus positioning us to move forward in a positive direction towards our stated Mission, Vision and Goals.

### **CTIDA Operational Task Force**

**The following Comments must be included in their entirety into our Meeting Minutes. Along with allowing these comments to be completed uninterrupted. ( These are my individual comments )**

#### **3 Critical Focuses ( and / or Skills ) of Individuals at the Top of an Organization:**

Leadership – Provide a Vision and a Path for organization to Pursue ( Point A to Point B )  
Supervisory – Supervises Tasks and Actions to be  
Managerial – Manage reports, processes, procedures – Things

**>> Our impact on Mission of Economic Development has been minimal due to the minimal effectiveness in all 3 Critical Focuses.**

**Unfortunately – there are some significant issues which are facts that will not be part of full transparency to all the Board Members. This meeting is not the environment to discuss these issues.**

**An Executive Session was recommended and should have taken place prior to this Public Meeting.**

- **Another Executive Session is recommended after further detailed review and analysis of our Polices, Procedures and Past Board Actions.**

As we are stewards of the funds held by our IDA - - we must ensure that ethics, integrity, and transparency along with Correct Procedural Process and Protocols are maintained to establish indisputable Trust and Respect.

**AGAIN: Our Goals must be in the Best Interest of the IDA before any Personal interests.**

Emotional decisions vs. Critical Business Analysis of our Operations will drastically Limit our Direction, Future Success and Evolution of us as an IDA.

**This is the Path that has been chosen.**

The Operation Task Force should be maintained to identify and assist this Board in proceeding in correcting the past deficiencies and procedural errors.

***At this Time: I as a Board Member have not accepted the attempt to retract a Stated Desire and Intended Action of stepping down - - from the Chair position by our past chair. Principles & Commitments > Matter.***

**With the completion of my comments and while this is a Harder Course of Action:**

**I make a Motion that:**

**The CTIDA Board REJECT the “attempted retraction” of a Clearly State Action by the previous Chair to - - Stepping Down from the position and accountabilities of Chair of our IDA.**

**LOOK For Second and Vote.**

**Point of Order:**

**I request a “Roll Call” of votes both Yea and Nay to accurately reflect in the public record all the individual votes of Voting Board Members.**

***Thank You !***