

**MINUTES
HERMITAGE COMMUNITY & ECONOMIC DEVELOPMENT COMMISSION
DECEMBER 6, 2007**

The Hermitage Community & Economic Development Commission held a regular meeting December 6, 2007 at the Hermitage Municipal Building, Conference Room #302, Hermitage, PA.

HCEDC Members Attending: Rex Knisley
George Kraynak
Bob Cucitrone
John Holliday
Tony Pagliaroli

HCEDC Members Absent: Angela Palumbo
Tony Zucco

HCEDC Commissioner Representative: Bill Moder

Others in Attendance: Gary Gulla, City of Hermitage
Gary Hinkson, City of Hermitage
Lynn Brest, City of Hermitage
Tom Kuster, City of Hermitage
Bill Maden, SVEZC
Jim Cardamon, SVEZC
Joe Pinchot, The Herald

I. CALL TO ORDER

Rex Knisley called the meeting to order at 7:33 a.m.

II. APPROVAL OF MINUTES

The minutes were reviewed from the September 6, 2007 Regular Meeting, Rex Knisley noted the minutes to reflect a correction in the September 6, 2007 date to read October 4, 2007. George Kraynak moved to accept the minutes for September. John Holliday seconded the motion. All members approved.

III. BUSINESS MEETING

A. Community & Economic Development and RLF Reports – October

The Revolving Loan Fund Repayment Reports were reviewed for October. All payments were current. For the RLF program balance was \$313,776.38. Total available for loans based on projected repayments through the end of the year was \$325,166.86 (minus \$200,000 for Information Resource Technology, Inc.). The CDBG program income balance was \$31,551.46. The Landscape and Façade Improvement program balance was \$186,935.27. The total available for loans based on projected repayments through the end of the year was \$191,151.87.

John Holliday moved to accept the RLF reports. Bob Cucitrone seconded the motion. All members approved.

B. Landscape & Façade Program Request for Extension of Time

A Landscape and Façade Program request was received from IRT, Inc.- David Walton for a request to extend the deadline for the completion, and loan closing, of their new building in LindenPointe until February 28, 2008. John Holliday made a motion to extend the commitment letter to February 28, 2008 with the intent of having the Inter-Creditor Participation approved for the closing of the loan. Seconded by Bob Cucitrone. All members approved.

C. Inter-Credit Participation – City of Hermitage and SVEZC

Jim Cardamon explained the SVEZC joined with Penn Northwest and Farrell to make a one stop process for loan applications which Jim Cardamon will handle at the administration point. The applicant will submit one completed application and will present their request to a combined committee of the entities involved. This will involve a one document process where the entities will share the collateral position.

Rex Knisley asked if the applicant is told at the initial meeting of approval. Jim Cardamon stated the loan committee has the authority to approve the loan and recommend approval to the respective Boards for final approval.

Bill Madden stated there are only one set of documents prepared, one UCC's filed, one mortgage, one note and one participation agreement filed. It is one loan with the SVEZC on record as the lender, which is then divided between the entities.

Tom Kuster stated there have been some lapses in timing where one entity is ready to close and another is not which creates a problem for the borrower. This will streamline the closing for the applicant.

Gary Gulla stated there have been several attempts over the years to pull this together. There have in many instances been three entities involved in one loan and the applicant would have to pay three application fees, go to three loan committee meetings, pay three sets of legal fees and then pay three separate payments monthly. This has been stream lined for the applicant and the applicant will send one check to the SVEZC and the SVEZC will distribute the payments to the entities involved.

John Holliday made a motion to recommend the HCEDC to review the participation agreement procedure and to join forces with the SVEZC providing the funds are available. The motion was seconded by George Kraynak. Motion passed.

The Commission members agreed that they would like to review the details of the Participation Agreement and take formal action at the January meeting.

D. Recreation Facility Advisory Committee – Athletic Fields Project Update

Gary Hinkson discussed the current plan for the athletic fields are not the latest plans and the latest plans will be completed by the architect in the near future. There was discussion on the project being completed in phases. Phase I will include a softball field, little league field, soccer field, concession stand, restrooms with a storage area, parking lot, storm water retention, trails and a roadway to connect to the existing little league complex. If the Board of Commissioners approves the project in their December meeting, construction documents would be prepared and the work would be completed and the fields available in 2009. There is a grant application in the

process for 50% of the cost of the property and there will be additional grants pursued in the future along with in-kind services.

The Athletic Field Master Site Plan and the Phase I Development was received favorably by the Commission members.

E. Draft 2008 HCEDC Meeting Schedule

The meetings will remain as stated beginning at 7:30 a.m.

IV. Other Business

A presentation was made regarding the neighborhood investment program. In the December Board of Commissioners meeting the Board will vote to approve the \$650,000 budget for the investment program. Phase I will include street improvements, storm water, street lighting and street signage.

An Elm Street program application is in the works for \$250,000 to construct sidewalks from State Street along North Buhl Farm Drive to Highland Road. It will connect with the sidewalk project the state has recently completed on Highland between Kerrwood and Buhl Farm Drive. The Shenango Valley Trail project is constructing a sidewalk on Highland Road from Buhl Farm Drive west to the City of Sharon. There will be a public meeting in January 2008.

Gary Gulla stated there is a pre-bid meeting this week for the Baker Run Culvert project. Theota and Todd construction will begin in the Spring.

John Holliday moved to adjourn the meeting. Bob Cucitrone seconded the motion. All members approved and the meeting adjourned at 8:30 a.m.

Respectfully Submitted,

Lynn W. Brest
Recording Secretary

Draft as of 11/6/07
Pending Approval 12/19/07