

## MINUTES (DRAFT 1/2/19)

Special Meeting of Loan Committee, City of Johnstown  
8:00 AM, Thursday, December 20, 2018 City Hall, 401 Main Street, 2<sup>nd</sup> Floor

Attendance: Melissa Komar, Ken Szczur, Karen Brandon, Sharon Honkus

Absent member: Linda Morris

Staff: Jonathan Rosenthal, Jennifer Burkhart (record minutes)

1. Call to order : 8:07 am Called to order by senior member Melissa Komar
2. Members and staff were introduced
3. Minutes of last meeting: Motion to file prior minutes- 1<sup>st</sup> Sharon 2<sup>nd</sup> Karen
4. The Loan Committee Ordinance was reviewed by members-  
11/27/18 Full Committee named  
12/12/18 resignation given to Mr. Rosenthal , 12/12/18 Council informed of resignation  
New members will be appointed at the January 2019 council meeting.  
Motion to approve- 1<sup>st</sup> Szczur 2<sup>nd</sup> Honkus. All members voted Yes.
5. Reviewed Policies & Procedures of serving on loan committee and meeting protocol. The following was covered:
  - a. Generally governed by Roberts Rules of Order  
A motion is made by a first and then seconded followed by: Discussion followed by vote
  - b. Open meetings, public has right to know
  - c. May only discuss agenda items at special meeting
  - d. Proper use of Executive Session: Usually to discuss private financial information
  - e. "Motion to go into Executive Session to discuss..." followed by a vote to do so.
  - f. Only relevant parties to discussion in meeting. No motions or votes within executive session. No minutes in executive session. Policy discussions should only be in open session.
  - g. "Motion to come out of executive session" followed by a vote to do so. "Let the record show that no action or votes were taken during executive session."
  - h. "Are there any motions to consider?"
  - i. No negative votes are required. (Taking no action often suffices.)
  - j. Conflicts of interest require a vote of abstention (I abstain because...) with no participation in the discussion.
  - k. Confidentiality of Loan materials – One copy of materials kept on file. Please return copies of financials to DCED staff for shredding.
6. Election of Chair and Vice-Chair-Nomination of Melissa Komar as Chair and Ken Szczur as Vice-Chair. Honkus nominated, 2<sup>nd</sup> by Brandon
7. Updates on fund balance and summary of loan payments handouts  
Discussion of changes to Loan Programs, Job Development & Enterprise Zone Loans.

UDAG revolving loan- Refinancing options, limits on financing, provide flexibility on Term/Deal structure, abide by City ordinances, Loan fees-ability to waive & meetings for loan committee will be on an as needed basis.

Motion to amend UDAG Loan guidelines as submitted by staff. 1<sup>st</sup> Szczur 2<sup>nd</sup> Brandon.

Unanimous approval.

Motion to amend Job Development guidelines as submitted by staff. 1<sup>st</sup> Brandon 2<sup>nd</sup> Szczur.

Unanimous approval.

Motion to amend Enterprise Zone Loan guidelines as submitted by staff. 1<sup>st</sup> Szczur 2<sup>nd</sup> Brandon.

Unanimous approval.

These guideline changes and term sheet are attached to these minutes

#### Review of Communications and Applications and Actions :

Flood City Lodge( Elks) subordination due to bank refinance

Motion to approve 1<sup>st</sup> Honkus 2<sup>nd</sup> Brandon

Abstained- Szczur (due to conflict). Remaining members voted to approve

Discussion of Hadix Greene Partnership/Hadreene, Inc. (D.B.A. Ace's)

Subordination on city loan to new bank loan

Motion to approve. 1<sup>st</sup> Honkus 2<sup>nd</sup> Szczur. Unanimous approval.

Both actions reflected terms and conditions set out in the request letters from the banks.

Executive Session for discussion on Amanda Artim/Balance Restaurant loan request.

“Motion to go into to executive session to discuss financials of applicants”

Szczur and Burkhart removed themselves from Executive Session. No members of the public were present.

Motion to come out of Executive Session 1<sup>st</sup> Honkus 2<sup>nd</sup> Brandon. Note for the record that no votes or actions were taken during executive session.

No votes were taken during Executive session.

Motion to approve UDAG loan guarantee for Amanda Artim and Intrignia Inc. (D.B.A . as Balance Restaurant pending bank approval & subject to term sheet

1<sup>st</sup> Honkus, 2<sup>nd</sup> Komar, 3 yes votes (joined by Brandon). Szczur – Abstained due to conflict.

8. No future meeting dates were set but staff noted that Thursday and Friday mornings are best for one board member.

9. Staff collected financials for disposal with one (original) set retained for the records.

10. Motion to adjourn @ 9:10 1<sup>st</sup> Honkus 2<sup>nd</sup> Szczur. All voted yes.