

AGENDA

Special Meeting of Loan Committee, City of Johnstown

8:00 AM, Thursday, December 20

City Hall, 401 Main Street, 2nd Floor

1. Call to order by senior member
2. Introduction of Members and staff
3. Comments on minutes by members.
 - a. Suggested Motion: " Move to file."
4. Brief review of ordinance
5. Explanation of basic procedures by staff
 - a. Generally governed by Roberts Rules of Order
 - i. Motion made by a first and then seconded
 - ii. Discussion
 - iii. Vote on motion
 - b. Open meetings, 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
 - g. No motions or votes within executive session
 - h. No minutes in executive session
 - i. Policy discussions should only be in open session.
 - j. "Motion to come out of executive session" followed by a vote to do so.
 - k. "Let the record show that no action or votes were taken during executive session."
 - l. "Are there any motions to consider?"
 - m. No negative votes are required. (Disapprovals -Taking no action often suffices.)
 - n. Conflicts of interest require a vote of abstention (I abstain because...) with no participation in the discussion.
 - o. 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
 - a. This is not required however it is advisable to have an experienced hand to run the meetings.
 - b. Name a temporary chair if desired.
 - c. "I nominate _____ for chair." Second? Discussion, if any. Vote.
 - d. New chair entertains any nominations for Vice-Chair.
 - e. "I nominate _____ for Vice-chair." Second? Discussion, if any. Vote.
7. Suggested policy changes to programs

Some of the programs have information that is in conflict with the ordinance such as the make-up the committee. Other changes are suggested to increase flexibility. Staff suggests that the microloan portions should be considered for separate programs. Suggested changes are highlighted on the three programs provided to the members. Deletions are marked with strike-throughs as well.

Votes will be required for the changes. Staff suggests having a vote on each of the three programs.

"Motion to approve the change to the (motion #1.) Enterprise Zone Loan Program
(motion #2.) Job Development Loan Program
(motion #3.) UDAG Loan Program
of the City of Johnstown as provided in writing subject to following changes... and that staff forward these changes as may be necessary to the City Council."

8. **Updates on fund balances and Summary of loan payments
 - a. Summaries in packet
 - b. Suggested motion: "Move to file"
9. Review of Communications and Requests from:
 - a. Suggested: "Motion to go into to executive session to discuss financials of applicants"
 - b. Request from Elks Club current loan holder
 - c. Request from Dustin Greene, dba Aces, current loan holder
 - d. **New loan application from Amanda Artim
 - e. Suggested: "Motion to come out of executive session."

** a portion of the packet will be delivered under separate cover.

10. Actions (if any)
 - a. Possible discussion of a requests by companies. The Loan Committee may add conditions to the motions. May also approve subject to meeting conditions.
 - i. Motion to grant a loan subordination as requested by _____ and to direct the Director DCED to send request to the Johnstown City Council for their prompt approval as may be necessary and to authorize the City Manager to execute all necessary paperwork.
 - ii. Motion to grant a loan subordination as requested by _____ and to direct the Director DCED to send request to the Johnstown City Council for their prompt approval as may be necessary and to authorize the City Manager to execute all necessary paperwork.
 - iii. Motion to approve the application by _____ subject to the following terms: and to forward this approval to the Johnstown City Council for their approval.
11. Set possible future meeting dates. January request(s) is likely. Hold the dates. Thursday and Friday mornings are best for one board member. By setting regular meeting dates (even if cancelled) discussions are not limited to agenda items.
12. Motion to adjourn (time recorded).

Enclosures: the ordinance, committee minutes, information on open meetings law/Right to Know (RTK) in PA, loan form including check list for applicants, Updates on fund balances, Summary of loan payments, communications (two for subordination requests), application

Note: Applications and other requests may contain proprietary information. While all decisions are made in open meetings subject to information requests, not all information may be shared with the public. Proprietary information is for the eyes of the loan committee only. A single copy is kept in a confidential file in City Hall.