

IDA Meeting Minutes
November 16, 2022
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The Town of Orange Industrial Development Authority (IDA) held a meeting at 5:20 p.m. in the Town of Orange Community Meeting Room. Members present were, Chairman Robert Higginbotham, Vice-Chairman Mr. Harry C. Mason, Jr., Mrs. Dana Amos, Dr. Dena Jennings, Mr. Kevin Reynolds, Sr., Mr. David Rutt and Mr. Steve Sylvia. Staff members present were: Deputy Town Clerk/Secretary Kimberly Strawser, CMC/CZA & Town Attorney Catherine Lea. Town Manager/Treasurer Greg Woods was absent.

CALL TO ORDER

Chairman Higginbotham called the meeting to order. The Secretary called roll and noted that there was a quorum present.

ADOPTION OF AGENDA

Chairman Higginbotham stated he would like to move agenda item number 6 – FOIA Review/COIA Overview to agenda item number 5 and move the continued discussion of us of IDA Funds to number 6. Motion was made by Dr. Jennings, seconded by Vice-Chairman Mason, to adopt the agenda, as amended. On vote, Chairman Higginbotham– aye, Vice-Chairman Mason – aye, Mrs. Amos – aye, Dr. Jennings – aye, Mr. Reynolds – aye, Mr. Rutt – aye, and Mr. Sylvia – aye. The motion carried unanimously.

CONSIDERATION OF IDA MEETING MINUTES OF OCTOBER 19, 2022

Motion was made by Vice-Chairman Mason, seconded by Mr. Sylvia, to adopt the meeting minutes of June 15, 2022, as presented. On vote, Chairman Higginbotham– aye, Vice-Chairman Mason – aye, Mrs. Amos – aye, Dr. Jennings – aye, Mr. Reynolds – aye, Mr. Rutt – aye, and Mr. Sylvia – aye. The motion carried unanimously.

FOIA REVIEW/COIA OVERVIEW

The Town Attorney stated that Freedom of Information Act (FOIA) review was to be done every two years. The Town Attorney reviewed FOIA with the IDA. The Town Attorney reviewed violations under FOIA and what was considered a meeting. The Town Attorney expressed the importance of the IDA to use their town issued email addresses.

The Town Attorney stated that Conflict of Interest (COIA) training was available to the IDA. The Town Attorney reviewed COIA with the IDA. The Town Attorney stated she emailed the COIA training link to each member. The Town Attorney stated further that each member needed to do the training and then send email to the Secretary that the training was complete. The Town Attorney stated that COIA training was to be done every year.

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CONTINUED DISCUSSION OF THE USE OF IDA FUNDS

The Town Attorney gave an overview of the proposed Façade Improvement Grant-Plus (FIG-Plus) application and the facts and questions (FAQ) regarding the program.

After a lengthy discussion it was consensus of the IDA to make the following revisions:

FIG-Plus Application:

- To expanded “type of improvement” to include all classes of improvement outlined in Section 3 of the FAQ
- Reword the cost estimate requirement to remove reference to a contractor

FAQ Document:

- Correction to first sentence of section 1 to clarify that applicants must be building owners
- Remove the last two sentences of section 3, limiting repeat applications for matching grant
- Correction to list in section 7 to match the application, to reword the cost estimate requirement – to remove the reference to a contractor
- Add a non-discrimination language to section 8

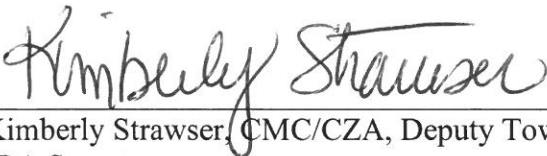
The Town Attorney stated she would make the proposed revisions and email a new draft to the IDA.

It was the consensus of the IDA to discuss the proposed revisions at their next meeting.

NEXT MEETING

The next IDA meeting will be held on Wednesday, December 14th at 5:15 p.m.

With no further business, the meeting adjourned at 7:13 p.m.


Kimberly Strawser, CMC/CZA, Deputy Town Clerk
IDA Secretary