

IDA Meeting Minutes
August 21, 2024
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The Town of Orange Industrial Development Authority (IDA) held a meeting at 5:15 p.m., in the Town of Orange Community Meeting Room. Members present were Mrs. Dana Amos, Mr. Robert Higginbotham, Mr. Harry C. Mason, Jr., and Mr. Steve Sylvia. Staff members present were: Director of Finance Dianna Gomez, Deputy Town Clerk Kimberly Strawser, CZA/CMC, Town Manager Greg Woods, and Town Attorney Catherine Lea. Mr. Patrick McAloon and Mr. Kevin Reynolds, Sr., were absent.

CALL TO ORDER

The Deputy Town Clerk called the meeting to order, called roll and noted that there was a quorum present.

ADOPTION OF AGENDA

A motion was made by Mr. Higginbotham, seconded by Mr. Mason, to adopt the agenda, as presented. On vote, Mrs. Amos – aye, Mr. Higginbotham – aye, Mr. Mason – aye, Mr. McAloon – absent, Mr. Reynolds – absent, and Mr. Sylvia – aye. The motion carried.

OFFICER NOMINATIONS AND ELECTIONS

ELECTION OF CHAIRPERSON

The Deputy Town Clerk called for nominations for Chairperson. A motion was made by Mr. Sylvia, seconded by Mrs. Amos, to nominate Mr. Higginbotham to serve as Chairperson. There being no more nominations the Deputy Town Clerk stated nominations were closed.

On vote to appoint Mr. Higginbotham to serve as Chairperson of the Town's IDA: Mrs. Amos – aye, Mr. Higginbotham – aye, Mr. Mason – aye, Mr. McAloon – absent, Mr. Reynolds – absent, and Mr. Sylvia – aye. The motion carried.

The Chairman for the Town's IDA for 2024-2025 fiscal year is Mr. Robert Higginbotham.

The Deputy Town Clerk turned the meeting over to the Chairman.

ELECTION OF VICE-CHAIRPERSON

The Chairman called for nominations for Vice-Chairperson. A motion was made by Mr. Sylvia, seconded by Mrs. Amos, to nominate Mr. Mason to serve as Vice-Chairman. There being no more nominations the Chairman stated nominations were closed.

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On vote to appoint Mr. Mason to serve as Vice-Chairman of the Town's IDA: Mrs. Amos – aye, Mr. Higginbotham – aye, Mr. Mason – aye, Mr. McAloon – absent, Mr. Reynolds – absent, and Mr. Sylvia – aye. The motion carried.

The Vice-Chairman for the Town's IDA for 2024-2025 fiscal year is Mr. Harry C. Mason, Jr.

ELECTION OF TREASURER

The Chairman called for nominations for Treasurer. A motion was made by Mr. Higginbotham, seconded by Mrs. Amos, to nominate Dianna Gomez to serve as Treasurer of the IDA. There being no more nominations the Chairman stated nominations were closed.

On vote to appoint Dianna Gomez to serve as Treasurer of the Town's IDA: Mrs. Amos – aye, Mr. Higginbotham – aye, Mr. Mason – aye, Mr. McAloon – absent, Mr. Reynolds – absent, and Mr. Sylvia – aye. The motion carried.

The Treasurer for the Town's IDA for the 2024-2025 fiscal year is Dianna Gomez.

ELECTION OF SECRETARY

The Chairman called for nominations for Secretary. A motion was made by Mrs. Amos, seconded by Mr. Sylvia, to nominate Kim Strawser to serve as Secretary. There being no more nominations the Chairman stated nominations were closed.

On vote to appoint Kim Strawser to serve as Secretary of the Town's IDA: Mrs. Amos – aye, Mr. Higginbotham – aye, Mr. Mason – aye, Mr. McAloon – absent, Mr. Reynolds – absent, and Mr. Sylvia – aye. The motion carried.

The Secretary for the Town's IDA for 2024-2025 fiscal year is Kim Strawser.

PUBLIC COMMENT

None.

CONSIDERATION OF IDA MEETING MINUTES OF JULY 17, 2024

A motion was made by Vice-Chairman Mason, seconded by Mr. Sylvia, to adopt the meeting minutes of July 17, 2024, as presented. On vote, Chairman Higginbotham – aye, Vice-Chairman Mason – aye, Mrs. Amos – aye, Mr. McAloon – absent, Mr. Reynolds – absent, and Mr. Sylvia – aye. The motion carried.

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TREASURER REPORT

The Treasurer reported on the month of July. The Treasurer stated that the Town of Orange made a contribution of \$75,000 to the IDA, interest income was \$71.00 and office expenses of \$120 for Canva Subscription. The Treasurer reported that the balance in the checking account was \$108,483, the CD balance was \$101,379, and \$19,000 was in restricted cash for the Façade Grants.

DISCUSSION OF LETTER RECEIVED FROM GRAYSON BUTTERFIELD

Chairman Higginbotham stated that the letter received from Mrs. Grayson Butterfield was included in the package and that she was requesting that the IDA consider a zero-interest loan in the amount of \$40,000 to Gillespie Commercial Holdings, LLC., for the completion of a sidewalk at the corner of West Church and Caroline Streets.

The Town Attorney provided documents to the IDA regarding loans and financing information for guidance to the IDA for discussion. The Town Manager stated that if the IDA was going to loan money, they needed to establish a program and then set limits on the amount of money they wish to loan, if they choose to do so.

A discussion was held.

Chairman Higginbotham asked the IDA if they were interested in making loans. Mr. Sylvia stated that he thought it was worth a conversation at their next meeting. Mrs. Amos stated she was in favor of doing loans and felt that it was a part of the job of the IDA. Vice-Chairman Mason stated that if the IDA decide to do loans, then the Town would need to be able to administer the loans.

FOIA/COIA TRAINING REQUIREMENTS (TOWN ATTORNEY)

The Town Attorney stated that Mr. Pat McAloon was the only member of the IDA that was in compliance with the FOIA training requirement. The Town Attorney stated that FOIA training was required every two years, per State Code.

After discussion, it was the consensus of the IDA to hold training on September 18th after the IDA meeting.

CONTINUED DISCUSSION OF IDA 2024 GOALS

Discussion of IDA 2024 Goals was tabled to the next meeting.

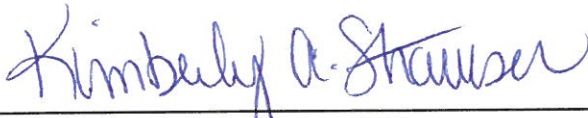
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NEXT MEETING

Chairman Higginbotham requested that members of the IDA review the loan document information provided by the Town Attorney, review the letter from Mrs. Grayson Butterfield, and framework to determine the loan criteria, if the IDA chooses to make loans and ready to discuss at their next meeting.

The next IDA meeting will be held on Wednesday, September 18th at 5:15 p.m.

With no further business, the meeting was adjourned at 6:20 p.m.



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