Pelham

The City of Pelham

Commercial Development Authority

Pelham Library Media Room, November 16, 2021 06:00pm

MEETING MINUTES

I. **Call to Order:** **Start Time:** 6pm **Members Present:** Board Chair - Ron Scott, Vice Chair - Darrius Foster, Secretary/Treasurer - Matthew Jaeh, and Board members Tim German, Roberto Rodriguez

II. **Agenda Review, Additions, Deletions and Approval:** None

III. **Approval of the Minutes from the Special Meeting of the CDA Board held on November 4, 2021** – A motion for approval of the minutes was made by Board member T. German, and seconded by Board member R. Rodriguez. It passed unanimously.

IV. **Financial Report:** Secretary/ Treasurer, Matthew Jaeh reported the following:

a. Current Status - $372,366.31 balance, rental income has come in below forecast because of tenant relocation. Overall sales tax revenue is trending upward/strong.

b. Fiscal Year 2021-2022 Budget Preparation – R. Scott spoke about the fact that a government authority's budget is a living document. R. Scott asked if Matt was comfortable with creating a draft annual budget for the Board's review. M. Jaeh agreed to put something together but felt that the Board members should create it together. The budget should be something prepared by the whole Board. M. Jaeh said that he can put together a basic budget that could be discussed at the December 14, 2021, meeting. M. Jaeh also disclosed to the Board that the CDA has paid roughly $13,000 in property taxes this year.

Both Board members R. Scott and M. Jaeh mentioned that they wanted to continue the discussion regarding the implementation of a new CDA business grant program. M. Jaeh asked about Pelham's recently flooded area and if the city might need financial assistance with any of the future mitigation. Council President Mercer discussed that at the Council's Nov. 15, 2021, meeting, the City approved a hydro modelling study for the cost of $417,000 and will take a year to complete.

c. CDA Line of Credit – Update – $75k outstanding LOC will be paid off to the City over a three month period.

V. **Discussion of CDA Policies and Procedures:** Board member R. Scott introduced the agenda item by saying that Board member T. German would start reviewing formal meeting Robert's Rules of Order with the CDA Board at future meetings. Vice Chair, Darrius Foster entered the discussion by announcing that he sent out an email to the Board with two (2) examples of policies from other entities. R. Rodriguez expressed his support of advancing the idea of policies and is happy the Board is starting this process. D. Foster suggested starting out with strict policies and then dial them back if needed rather than starting

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from a place of weakness and then trying to tighten them up later. Board member T. German mentioned that nothing is assumed, it is written with structure and that structure is good for the organization. T. German mentioned that the CDA in Auburn is an excellent example for the Pelham CDA to emulate. Board member R. Rodriguez asked what types of grants the CDA should consider and D. Foster said it should be focused to serve residents, businesses and future businesses. R. Rodriguez wants to really show emphasis on the CDA's support of local businesses.

VI. Discussion of CDA Website, Domain Name, Social Media: Vice Chair, D. Foster explained that on May 18, 2021, the CDA Board voted on the web address of: GrowPelham.com. The CDA's website would display the various properties for sale and lease, CDA grant programs, and communication of the CDA, agendas, minutes, reports to the public. R. Scott discussed the fact that 58Inc. had previously discouraged the CDA from starting its own website but he and the CDA Brd feels like the CDa should have a website. M. Jaeh made the motion to approve the purchase of the domain name with a "not to exceed amount" of $100, R. Rodriguez seconded the motion and he motion passed unanimously. T. German, suggested a business related event called something like a Grow Pelham Day? Council President Mercer then explained the principles behind the Pelham Business Alliance and would like for them to drive the programming but right now the group is scattered and trying to reestablish itself.

VII. Discussion of Future CDA Grant Program: Vice Chair, D. Foster open discussion on the item by asking: What should the CDA fund and how should they fund it. Does the CDA use formula grants, competitive grants, continuous grants, pass-thru grants? Discussion on the subject by Board members followed. R. Scott shared that the largest complaint comes from the Hwy 31 Corridor area and the city is enforcing zoning codes more stringently than ever before and has even introduced a municipal court process to impose fines on offending businesses owners in order to get compliance. R. Scott's suggestion is to put a priority on using CDA grant funding to assist these businesses within the corridor.

VIII. Status of Old Fran's Property Legal Description Correction: Chair, R. Scott described that the problem with the current deed is that it was recorded with the incorrect legal description of the portion of land that was sold. R. Scott informed the Board that Development Services Director, Andre' Bittas was assisting the CDA with correcting the deed and the process should be completed by the end of December 2021.

IX. Discussion of Welborn Street Property

a. Property Shovel Ready Checklist: Chair R. Scott explained that there still 1,400 gallons of fuel in the C-Store tanks and that he and Board member R. Rodriguez were working together with a vendor to have the waste oil removed. A demolition environmental assessment report will still need to be completed for each of the buildings before a permit application can be submitted to the city. R. Scott told the Board that he was working with city attorney, Josh Arnold, to obtain a release from the C-Store owner for the contents that remained in the building. R. Scott explained that as of the date of the Board meeting, the legal notice has not been sent to the owner of the C-Store. R. Scott will ask the City to assist with the removal of any debris from the property. The last remaining residential occupant, Mrs. Walker, was ready to relocate her trailer but the moving company determined that the poor condition of the unit would prevent it from being moved. R. Scott suggested that a future discussion at a later date would be needed to provide Mrs. Walker with assistance. R. Scott raised the issue of resident Mr. David

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Hackman and general discussion occurred regarding the letter that the CDA had received from him requesting reimbursement of moving and relocation expenses in the amount of $3,500. Vice Chair D. Foster made a motion to pay Mr. David Hackman $3,500 for the reimbursement of moving and relocation expenses, seconded by M. Jaeh.

b. Property Rezoning Process: The City's Economic Development Director, Michael Simon, noted to the CDA Board that he had begun the property rezoning application process changing the existing zoning category of M-1, to the new category of B-2. This rezoning is being initiated to be consistent with the City's Corridor Plan and Comprehensive Plan.

X. Closing Remarks: The decision was made by the CDA Board to reschedule the December 21, 2021 meeting to be held on Tuesday, December 14, 2021, at 6pm, at the City's Water Works Building located at 3111 Cummings Street.

XI. Adjournment: Meeting adjourned at 7:55pm.