

**HORSHAM LAND REDEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**WEDNESDAY • January 17, 2024 • 3:30 PM**

In Attendance:

Authority Board

W. William Whiteside, III, Chair  
Joanna M. Furia Esq., Vice Chair  
Eric Coombs  
Mark McCouch  
Joseph Wade

HLRA Staff

Michael Shinton  
Larry Burns  
Mary Eberle, Esquire  
William Gildea-Walker

Not Present:

Tom Ames

Chairman Whiteside called the meeting to order at 3:30 p.m. in the Horsham Township Building at 1025 Horsham Road, Horsham PA 19044 and led those in attendance in the Pledge of Allegiance to the flag.

Mr. Whiteside asked if there were any questions or comments from the public. There were none.

Mr. Whiteside asked for the will of the Board regarding the Election of Officers for 2024. It was moved by Mr. Coombs, seconded by Mr. McCouch to nominate W. Winston Whiteside as Chair, Joanna Furia for Vice-Chair and William Gildea-Walker as Secretary/Treasurer for 2024. All voted in favor, motion passed unanimously.

Mr. Whiteside asked for the will of the Board regarding minutes of the HLRA meeting on October 18, 2023. It was moved by Ms. Furia, second by Mr. Coombs, to approve the minutes for the October 18, 2023 HLRA meeting. All voted in favor, motion passed unanimously.

Mr. Whiteside asked for the Executive Director's Report.

Mr. Shinton stated that a financial update had been sent out at the end of last week. He noted that we received the first reimbursement under our new grant.

Mr. Shinton, noted that, at the advice of our environmental consultant, Sanborn Head, the HLRA staff met with local PADEP staff on November 14, 2023. PADEP will have a significant

role in the redevelopment of the base, post transfer. One of our pressing concerns is the environmental implications for a developer on the property. At our meeting, the DEP indicated that a developer could voluntarily enter into Pennsylvania's Act 2 Brownsfield Redevelopment program to obtain the protections offered by that process.

Also related to Sanborn Head, the HLRA with permission and participation from the Navy, has partnered with Lehigh University to utilize the base for a capstone project for their undergraduate environmental engineering students. Dr. Chelsey Shepsko, who works for Sanborn Head, is also a professor at Lehigh University. The students will analyze Site 5, the former fire training area, for redevelopment and make recommendations for remediation of both VOCs and PFAS.

Mr. Shinton also noted that the HLRA has also been selected to participate in a panel discussion on PFAS at the 2024 PA Brownsfield Conference at the end of March 2024. OLDCC has approved an amendment to our grant to allow staff to attend this conference under our current grant agreement.

On January 8, 2024, HLRA staff along with Horsham Township staff met formally with Colonel Lynn Lee, the new Biddle Air National Guard Base commander and her staff. Colonel Lee has replaced Colonel Thomey. The meeting was an opportunity for the township and HLRA to update the base staff on the current happenings in Horsham Township as well as the status of our negotiations with the Navy.

Mr. Shinton updated the Board that Michael Baker International is finalizing their preparations to begin the drone survey of the base parcel. Weather dependent, they plan to begin in the next two weeks. This work is the kickoff of the Township's multi-year Easton Road Plan which will make recommendations for the improvements necessary to Easton Road to accommodate the development of the base property. The HLRA was able to obtain funding for the survey as well as a conceptual roadway alignment for the Norristown Road extension from OLDCC in our current grant.

Mr. Shinton then discussed the potential hiring of a marketing consultant. The HLRA staff is recommending to engage a marketing consultant to develop a branding strategy for the base property. As progress continues to be made towards a property transfer, the external messaging of the base property should be evaluated. Striking the appropriate tone with this messaging will be key to reinventing the site from a former military installation into a mixed-use development.

This messaging will build upon the branding effort undertaken by Horsham Township in 2018 which generated the "A Community Connected" tagline and multi-colored brand logo. At their December 2023 meeting, the Military Installation Remediation and Infrastructure Authority (MIRIA) designated up to \$75,000 towards two HLRA endeavors:

- a. To develop a branding strategy, logo, tag line and project name for the former NAS-JRB Willow Grove property, in advance and to benefit future development efforts;
- b. To further other efforts which may aid in the planning and redevelopment efforts of the former NAS-JRB Willow Grove property.

HLRA staff has begun the process of soliciting quotes from several local marketing firms and is seeking authorization from the Board to move forward to minimize any delay in the start of this project.

Lastly, Mr. Shinton reminded the Board that we continue to meet monthly with the Navy to negotiate a potential transfer of property and to receive updates on environmental remediation projects underway on the property.

Mr. Shinton noted that annual ethics forms would be distributed in the near future and are due in May for the 2023 calendar year.

Mr. Whiteside asked for the will of the Board regarding the list of checks. It was moved by Mr. McCouch, seconded by Mr. Coombs, to approve the list of checks in the amount of \$75,160.90 covering the period October 19, 2023 to December 31, 2023, and the list of checks

in the amount of \$4,650.83 for the period from January 1, 2024 to January 17, 2024. All voted in favor, motion passed unanimously.

Mr. Whiteside indicated the next item on the agenda was the approval of the quarterly meeting schedule for 2024, a copy of which is attached. Mr. Coombs moved to approve the HLRA quarterly meeting schedule as presented, providing for meetings at 3:30 p.m. on the 3<sup>rd</sup> Wednesday in the months of April, July and October, 2024 and for January, 2025. The motion was seconded by Ms. Furia. All voted in favor, motion passed unanimously.

Mr. Whiteside asked for the will of the board for the reappointment of the HLRA Solicitor. Ms. Furia moved to approve the reappointment of Ms. Mary Eberle and the law firm of Grim, Biehn & Thatcher as Solicitor of the HLRA for 2024. The motion was seconded by Mr. McCouch. All in favor, motion passed unanimously.

Mr. Whiteside asked for the will of the board for auditing services for the year end December 31, 2023. It was moved by Mr. McCouch, seconded by Mr. Coombs, to reappoint Maillie, LLP to provide audit services for the HLRA for the year ended December 31, 2023, per their proposal which provides a fee for those services of \$9,000.00. All voted in favor, motion passed unanimously.

Mr. Whiteside stated the next item on the agenda was the approval of HLRA's annual budget for 2024. Mr. Coombs moved to approve HLRA Budget Resolution #2024-01 setting forth the proposed budget for 2024. The motion was seconded by Mr. McCouch. A roll call vote was taken:

Ms. Furia: Aye

Mr. Coombs: Aye

Mr. Wade: Aye

Mr. McCouch: Aye

Mr. Whiteside: Aye

The vote was 5-0 in favor, the Budget Resolution #2024-01 passed unanimously.

Mr. Whiteside stated that the next item on the agenda involved approving a policy detailing retention and disposition of records. Ms. Furia moved to approve the HLRA Disposition of Records Resolution #2024-02 which approves the disposition of appropriate HLRA records that may be disposed of at this time, in accordance with adopted procedures. The motion was seconded by Mr. Coombs. A roll call vote was taken:

Ms. Furia: Aye

Mr. Coombs: Aye

Mr. Wade: Aye

Mr. McCouch: Aye

Mr. Whiteside: Aye

The vote was 5-0 in favor, the Budget Resolution #2023-02 passed unanimously.

The next item on the agenda is the hiring of a marketing consultant. Mr. McCouch moved to authorize the HLRA staff to engage the services of a marketing consultant to develop a branding strategy for the former NAS-JRB Willow Grove property, with a total fee not to exceed \$75,000. Mr. Coombs seconded the motion. All voted in favor, motion passed unanimously.

Mr. Whiteside announced that the next Horsham Land Redevelopment Authority meeting would be on April 17, 2024 at 3:30 p.m. in the Horsham Township Municipal Building. There being no further business, the meeting was adjourned at 3:43 p.m.



William Gildea-Walker  
HLRA Secretary