

**HORSHAM LAND REDEVELOPMENT AUTHORITY**

**MEETING MINUTES**

**WEDNESDAY • October 16, 2024 • 3:30 PM**

In Attendance:

Authority Board

Joanna M. Furia Esq., Vice Chair  
Eric Coombs  
Mark McCouch  
Joseph Wade

Not Present:

W. William Whiteside, III, Chair

HLRA Staff

Michael Shinton  
Tom Ames  
Mary Eberle, Esquire

Not Present:

William Gildea-Walker

Vice-Chairman Furia 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.

Ms. Furia asked if there were any questions or comments from the public. There were none.

Ms. Furia asked for the will of the Board regarding minutes of the HLRA meeting on July 17, 2024. It was moved by Mr. Coombs, second by Mr. McCouch, to approve the minutes for the July 17, 2024 HLRA meeting. All voted in favor, motion passed unanimously.

Ms. Furia asked for the Executive Director's Report.

Mr. Shinton stated that a financial update had been sent out at the end of last week.

Mr. Shinton advised the Board that the HLRA's grant application to DOD's Office of Local Defense Community Cooperation (OLDCC) had been approved in August 2024. The grant runs until July 31, 2025 and is similar to the other grants. We have a new OLDCC Project Manager, Jacqueline Canales; our previous PM (Ana Forbes) has returned to law school. HLRA staff has had several discussions with Ms. Canales; she will be scheduling a visit to Horsham to familiarize herself with the site sometime in the near future.

During the review of our grant application, OLDCC recommended that we re-compete the services provided by BRAC Special Counsel and document our Procurement Policy. Mr. Shinton noted that these actions were later on today's agenda.

Other updates from Mr. Shinton:

- In September 2024, the HLRA and the Navy formally signed the Term Sheet relating to the HLRA's Economic Development Conveyance application. The Term Sheet is a non-binding agreement which will be part of the EDC Memorandum of Agreement (MOA). The Navy and the HLRA have been trading draft versions of the MOA and will be working on finalizing the document.
- In late August 2024, the HLRA briefed Congressman Brian Fitzpatrick on the current status of the HLRA and the redevelopment of the former NAS-JRB Willow Grove. The HLRA will continue to work with the Congressman's staff on grant funding opportunities.
- The HLRA staff continues to work with our branding consultant, Elysium. Progress is being made on this effort and Mr. Shinton plans to update the Board at either the January or April 2025 meetings.
- The work on the topographical survey for the NAS-JRB Willow Grove base, as discussed in the July 2024 meeting, continues as well as the conceptual design work on future roadways.
- The HLRA staff continues to meet monthly with the Navy to discuss updates on the EDC and environmental issues at the base.
- In July 2024, our environmental consultant, Sanborn Head, advised that they could no longer provide consulting services due to a conflict with another client.

Ms. Furia 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 \$81,096.45 covering the period July 18, 2024 to October 16, 2024. All voted in favor, motion passed unanimously.

Under new business, Ms. Furia asked Mr. Shinton to provide information on the agenda items:

Mr. Shinton stated that during the OLDCC review of our most recent grant application, they suggested that we re-compete the procurement of our BRAC Legal Counsel. This was last done in 2014. We are requesting approval by the Board of a Request for Proposals from qualified firms for the services of a BRAC Legal Counsel. It was moved by Mr. Coombs, seconded by Mr. McCouch, to authorize the issuance of a RFP for BRAC Special Counsel. All voted in favor, motion passed unanimously.

As recommended by OLDCC review, the HLRA's Procurement Policy needs to be formalized. Past procurements had following all guidelines established by federal and Commonwealth of Pennsylvania rules and guidelines, but a formal policy had not be adopted. It was moved by Mr. McCouch, seconded by Mr. Coombs, to adopt HLRA Policy #8 for procurement. All voted in favor, motion passed unanimously.

Mr. Shinton noted that the new grant provided additional funding for the design of the conceptual roadways across the base as started by Michael Baker, International (MBI). It was moved by Mr. Coombs, seconded by Mr. McCouch, to approve engaging Michael Baker International for professional services to include the completion of conceptual roadway extension designs as identified in the 2024 MIRIA grant application with the fee for services no to exceed \$300,000. All voted in favor, motion passed unanimously.

There being no further business, Ms. Furia announced that the next Horsham Land Redevelopment Authority meeting would be on January 15, 2025 at 3:30 p.m. in the Horsham Township Municipal Building. There being no further business, the meeting was adjourned at 3:40 p.m.



William Gildea-Walker  
HLRA Secretary