



117 Putnam Drive ♦ Eatonton, GA 31024 ♦ Tel: 706-485-1884
www.putnamdevelopmentauthority.com

Agenda

Tuesday, March 9, 2021 ♦ 4:30 PM

Putnam County Administration Building – Room 204

*This meeting is being held by conference call in accordance with the Georgia Open Meetings Law O.C.G.A. §50-14-1 (g) which provides for a virtual meeting under circumstances necessitated by emergency conditions.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/320336429>

You can also dial in using your phone.

United States: +1 (669) 224-3412

Access Code: 320-336-429

Opening

1. Call to Order

Minutes

2. Approval of Minutes
 - a. December 14, 2020 Regular Meeting
 - b. December 14, 2020 Executive Session
 - c. February 9, 2021 Called Meeting

Financials

3. Approval of Financials – February 2021

Reports

4. Economic Development Director's Report

Regular Business

5. Election of Officers
 - a. Chairman
 - b. Vice Chairman
 - c. Secretary/Treasurer
 - d. Assistant Secretary/Treasurer

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

Other Business

6. Other Business

Next Meeting Items

7. Next Meeting Items

Executive Session

8. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate
9. Reopen meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting
10. Action, if any, resulting from the Executive Session

Closing

11. Adjournment

The Putnam Development Authority reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the PDA members, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The authority can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

File Attachments for Item:

2. Approval of Minutes

- a. December 14, 2020 Regular Meeting
- b. December 14, 2020 Executive Session
- c. February 9, 2021 Called Meeting



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Minutes
Monday, December 14, 2020 ♦ 9:00 AM
Putnam County Administration Building – Room 204

The Putnam Development Authority met on Monday, December 14, 2020 at approximately 9:00 AM via video conference call.

PRESENT

- Chairman Walt Rocker III
- Member Patty Burns
- Member Mylle Mangum (left meeting at approximately 9:45 a.m.)
- Member John Wojtas

OTHERS PRESENT

- Attorney Kevin Brown
- Interim Economic Development Director Pat Topping
- County Clerk Lynn Butterworth
- Audrey Connely

Opening

1. Call to Order
 Chairman Rocker called the meeting to order at approximately 9:00 a.m.
 (Copy of agenda made a part of the minutes.)

Minutes

2. Approval of Minutes
 - a. November 9, 2020 Regular Meeting
 - b. November 9, 2020 Executive Session

Motion to approve the November 9, 2020 Regular Meeting and Executive Session minutes.

Motion made by Member Mangum, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas

Financials

3. Approval of Financials - November 2020

Member Burns reviewed the financial reports.

Motion to approve the November 2020 Financials

Motion made by Member Wojtas, Seconded by Member Mangum.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas

(Copy of financials made a part of the minutes.)

Reports

4. Interim Economic Development Director Report

Interim EDD Topping and Audrey Connely reported the following: (copy of reports made a part of the minutes.)

- Project Activity Statewide
 - Georgia is the #1 state for business for the 8th consecutive year by Site Selection Magazine
 - 119 new projects statewide
 - 11,833 new jobs
 - \$4.31B total investment
- Partners Contacted
- Business & Industry Company Contacts
- Project Status
 - Project Legacy – Active – Private developer looking at Historic Hotel Eatonton
 - Project Gum – Active – Existing manufacturing company looking to expand and add 45 jobs, investment TBD
 - Project Club – Manufacturing – still active, discussing an existing building, 200 jobs, \$20M investment
 - Project Anchor – Active – Private developer developing site for a lakefront hotel, 175 jobs, \$50M investment
 - Project Noodle – Active – New manufacturing facility looking for existing building, 40 jobs, investment TBD
 - Project Jacket – Existing company looking to expand and add 250 jobs, investment TBD
- Future iQ
- MGEA Metrics (MGEA Works website)
 - 1476 users since 8-11-2020
 - 4515 page views since 8-11-2020
 - 61% of users are between 18-34
 - 54% of users are male
- Website Visitor Sessions
- Website Visitor Stats
 - 412 sessions
 - 1494 pageviews
 - 87% new visitors
- Social Media
 - 623 Facebook Followers
 - 95 Linked-In Followers

- 308 Instagram Followers
- 39 Twitter Followers
- Virtual Meetings & Events Attended
- Upcoming Events

Regular Business

5. FY2020 and FY2021 Budget

Chairman Rocker requested to postpone this item until the January meeting.

6. Branding Campaign

Member Wojtas provided an update on the branding campaign which has been ongoing for the past year or so. The purpose is to look at who we are, what our strengths and weaknesses are, and work on short term and long term plans. EDD Topping reached out to Matt Forshee with Georgia Power for help with target industries and is working on plans for a meeting with key individuals including the city, the county, the school board, etc. He will work on an attendee list and time and date for meeting between now and the next PDA meeting. No action was taken.

7. PDA Board Members and Officers

Chairman Rocker reminded everyone that there is one PDA board member position that is open and needs to be filled as soon as possible. He also advised that new officers will need to be appointed at the January meeting. No action was taken.

8. Approval of 2021 PDA Meeting Schedule

Chairman Rocker mentioned that Mondays may not be the best day for our meetings and asked if a different day would work better. He will work with members on this between now and the next meeting. The January meeting will be a called meeting with date and time to be determined. No action was taken.

9. Rental Agreement between the Putnam Development Authority and State Properties
Commission on behalf of the Technical College System of Georgia

Motion to approve the Rental Agreement between the Putnam Development Authority and State Properties Commission on behalf of the Technical College System of Georgia with the understanding that without county support on repair costs, the Cancellation for Convenience clause may have to be entertained.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Wojtas

(Copy of agreement made a part of the minutes.)

Other Business

10. Other Business

None

Next Meeting Items

- 11. Next Meeting Items
- FY2020 and FY2021 Budget
- Branding Campaign
- 2021 PDA Meeting Schedule

Executive Session

- 12. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate

Motion to enter Executive Session for Litigation and Personnel.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Wojtas

Meeting closed at approximately 9:57 a.m.

- 13. Reopen Meeting and execute Affidavit concerning the subject matter of the closed portion of the meeting

Motion to reopen the meeting and execute the Affidavit concerning the subject matter of the closed portion of the meeting.

Motion made by Member Burns, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Burns, Member Wojtas

(Copy of affidavit made a part of the minutes.)

Meeting reopened at approximately 10:16 a.m.

- 14. Action, if any, resulting from Executive Session

Motion to approve payment to EDD Topping of his outstanding invoices in the amount of \$10,711.75.

Motion made by Member Wojtas, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Wojtas

Closing

- 15. Adjournment

Chairman Rocker adjourned the meeting at approximately 10:18 a.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman



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The draft minutes of the December 14, 2020 Executive Session are available for Board Member review in the Clerk's office.



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Minutes

Tuesday, February 9, 2021 ♦ 4:30 PM

Putnam County Administration Building – Room 204

The Putnam Development Authority met on Tuesday, February 9, 2021 at approximately 4:30 PM via video conference call.

PRESENT

Chairman Walt Rocker III
 Member Patty Burns
 Member Mylle Mangum
 Member John Wojtas

OTHERS PRESENT

Attorney Kevin Brown
 Interim Economic Development Director Pat Topping
 County Clerk Lynn Butterworth

Opening

1. Call to Order

Chairman Rocker called the meeting to order at approximately 4:41 p.m.
 (Copy of agenda made a part of the minutes.)

Financials

2. Approval of Financials

- a. December 2020 Financials
- b. January 2021 Financials

Motion to approve the December 2020 Financials and January 2021 Financials.

Motion made by Member Burns, Seconded by Member Mangum.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas

(Copy of financials made a part of the minutes.)

Draft Called Meeting Minutes	Page 1 of 2	
February 9, 2021		

Member Burns advised that a CD Maturity Notice was received and inquired if the board wanted to let the CD rollover. Attorney Brown recommended leaving it and rolling it over.

Motion to let CDs rollover until the board directs otherwise.

Motion made by Member Mangum, Seconded by Member Burns.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas

Regular Business

3. Bluestem Announcement

Interim EDD Topping shared the announcement with the board that Bluestem Brands, a business operating multiple national e-commerce retail brands, will expand their distribution center in Putnam County, more than doubling their presence in the state and delivering over 130 full-time jobs to Eatonton. He also advised that they had a job fair on January 23, 2021. No action was taken.

4. Approval of 2021 PDA Meeting Schedule

Motion to approve the proposed 2021 PDA Meeting Schedule.

Motion made by Member Wojtas, Seconded by Member Mangum.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas

(Copy of schedule made a part of the minutes.)

Closing

5. Adjournment

Chairman Rocker announced that officers would be elected at the next regular meeting. He also advised that the BOC approved the PDA's request to proceed with engineering and construction of the right turn lane on Dennis Station Road for Interfor.

Motion to adjourn the meeting.

Motion made by Member Mangum, Seconded by Member Wojtas.

Voting Yea: Chairman Rocker, Member Burns, Member Mangum, Member Wojtas

Meeting adjourned at approximately 4:55 p.m.

ATTEST:

Lynn Butterworth
County Clerk

Walt Rocker III
Chairman

Draft Called Meeting Minutes	Page 2 of 2	
February 9, 2021		

File Attachments for Item:

3. Approval of Financials – February 2021

Balance Sheet

As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
10001 · Checking-FMB	497,172.99
10050 · One Georgia Funds	50.00
10300 · Certificate of Deposit 42072	110,240.31
10600 · Certificate of Deposit-24251	82,667.01
Total Checking/Savings	690,130.31
Other Current Assets	
11700 · CIP	25,357.50
12007 · Prepaid Insurance	3,896.00
Total Other Current Assets	29,253.50
Total Current Assets	719,383.81
Fixed Assets	
11100 · 10 ac. N. Park	200,000.00
11200 · 5 ac. N. Park	100,000.00
11225 · Land	19,106.00
11250 · Building-Tech College	1,000,000.00
11300 · Tech. College Property	455,962.60
11350 · Rock Eagle Land Improvements	660,561.00
11355 · Rock Eagle Rech. Accum Deprecia	-62,386.40
11500 · 142 Ac. Indust Blvd	300,000.00
11600 · 130 Ac. RE Tech. Park	1,029,600.00
11751 · building-Old Hotel	123,536.00
Total Fixed Assets	3,826,379.20
TOTAL ASSETS	4,545,763.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
11360 · Accum Depr-Building	352,083.00
18050 · Accrued Payroll	667.00
Total Other Current Liabilities	352,750.00
Total Current Liabilities	352,750.00
Total Liabilities	352,750.00
Equity	
30000 · Opening Balance Equity	3,367,924.20
32000 · Unrestricted Net Assets	827,907.09
Net Income	-2,818.28
Total Equity	4,193,013.01
TOTAL LIABILITIES & EQUITY	4,545,763.01

Putnam Development Authority
Profit & Loss YTD Comparison
February 2021

	Feb 21	Oct '20 - Feb 21
Income		
45000 · Interest	257.27	277.89
46400 · Other Types of Income		
46410 · County Funding	6,668.00	33,324.00
Total 46400 · Other Types of Income	6,668.00	33,324.00
Total Income	6,925.27	33,601.89
Expense		
62800 · Facilities and Equipment		
62820 · Electricity	51.66	245.95
62840 · Insurance	366.00	366.00
Total 62800 · Facilities and Equipment	417.66	611.95
63000 · Professional Fees		
63001 · Pat-Professional Services	5,160.00	23,610.00
63002 · Audrey-Professional Services	322.50	3,907.50
63003 · Accounting/Audit	0.00	200.00
Total 63000 · Professional Fees	5,482.50	27,717.50
65100 · Other Types of Expenses		
65105 · General Insurance	0.00	2,029.00
65107 · Postage	22.00	22.00
65134 · Legal	3,750.00	3,750.00
65135 · Travel	153.70	607.47
65142 · Office and General Supplies	72.00	131.25
Total 65100 · Other Types of Expenses	3,997.70	6,539.72
65144 · Employee Expenses	0.00	1,551.00
Total Expense	9,897.86	36,420.17
Net Income	-2,972.59	-2,818.28

Putnam Development Authority
Profit & Loss Budget vs. Actual
October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
Income				
45000 · Interest	277.89			
46400 · Other Types of Income				
46410 · County Funding	33,324.00	80,000.00	-46,676.00	41.7%
Total 46400 · Other Types of Income	33,324.00	80,000.00	-46,676.00	41.7%
Total Income	33,601.89	80,000.00	-46,398.11	42.0%
Expense				
62800 · Facilities and Equipment				
62820 · Electricity	245.95	1,500.00	-1,254.05	16.4%
62840 · Insurance	366.00			
Total 62800 · Facilities and Equipment	611.95	1,500.00	-888.05	40.8%
63000 · Professional Fees				
63001 · Pat-Professional Services	23,610.00	52,800.00	-29,190.00	44.7%
63002 · Audrey-Professional Services	3,907.50	13,200.00	-9,292.50	29.6%
63003 · Accounting/Audit	200.00	6,100.00	-5,900.00	3.3%
Total 63000 · Professional Fees	27,717.50	72,100.00	-44,382.50	38.4%
65100 · Other Types of Expenses				
65101 · Computer Services	0.00	4,500.00	-4,500.00	0.0%
65102 · Building & Grounds	0.00	2,000.00	-2,000.00	0.0%
65103 · Equipment Services	0.00	500.00	-500.00	0.0%
65104 · Rental Expense	0.00	1,028.00	-1,028.00	0.0%
65105 · General Insurance	2,029.00	9,549.00	-7,520.00	21.2%
65106 · Telecommunications	0.00	1,500.00	-1,500.00	0.0%
65107 · Postage	22.00	250.00	-228.00	8.8%
65110 · Advertising Expenses	0.00	2,600.00	-2,600.00	0.0%
65117 · Small Equipment	0.00	500.00	-500.00	0.0%
65120 · Dues & Subscriptions	0.00	1,500.00	-1,500.00	0.0%
65125 · Marketing	0.00	1,500.00	-1,500.00	0.0%
65130 · Conferences	0.00	5,700.00	-5,700.00	0.0%
65134 · Legal	3,750.00	20,000.00	-16,250.00	18.8%
65135 · Travel	607.47	9,800.00	-9,192.53	6.2%
65137 · Education	0.00	3,000.00	-3,000.00	0.0%
65140 · Printing & Binding	0.00	1,500.00	-1,500.00	0.0%
65141 · Books & Periodicals	0.00	250.00	-250.00	0.0%
65142 · Office and General Supplies	131.25	600.00	-468.75	21.9%
Total 65100 · Other Types of Expenses	6,539.72	66,277.00	-59,737.28	9.9%
65144 · Employee Expenses				
65145 · Full Time Staff Salaries	0.00	36,440.00	-36,440.00	0.0%
65146 · Part Time Salaries	0.00	3,216.00	-3,216.00	0.0%
65147 · Insurance	0.00	4,368.00	-4,368.00	0.0%
65148 · SS	0.00	2,766.00	-2,766.00	0.0%
65149 · Retirement Contributions	0.00	1,543.00	-1,543.00	0.0%
65151 · Workers Comp	0.00	167.00	-167.00	0.0%
65144 · Employee Expenses - Other	1,551.00			
Total 65144 · Employee Expenses	1,551.00	48,500.00	-46,949.00	3.2%
Total Expense	36,420.17	188,377.00	-151,956.83	19.3%
Net Income	-2,818.28	-108,377.00	105,558.72	2.6%

File Attachments for Item:

4. Economic Development Director's Report

Putnam Development Authority



ideas. development.. growth...

Economic Development Report

MARCH 9, 2021





#1 STATE
FOR
BUSINESS!

FIRST HALF FY21



**NEW
JOBS
CREATED
IN EVERY
REGION**

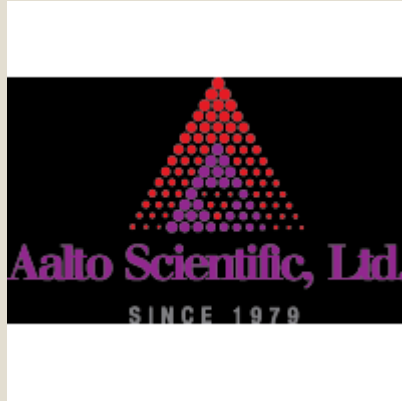
163
NEW PROJECTS
STATEWIDE

16,000
NEW JOBS

\$6B
TOTAL
INVESTMENTS



Business & Industry Company Contacts



****Mailing to Existing business and Industries about MGRC Revolving Loan Program****

Project Status

- **Project Legacy**
Active status - Private developer looking at Historic Hotel Eatonton. Prospect completing their due diligence. Investment and jobs to be determined.
- **Project Gum**
Active status – Existing manufacturing company looking to expand and add 45 jobs, investment to be determined. Looking at existing building or expanding current location.
- **Project Anchor**
Active status – Private developer developing site for a lakefront hotel. Has hired a hotel consultant to identify potential hotel operators. 175 jobs; \$50 Million investment

Project Status

- **Project Solar**
Active status – Private developer looking to develop mixed use project on approx. 100 acres. Met with Planning Department to discuss zoning. Developer has Civil Engineering company working on Master Plan.
- **Project Connect**
Active status – Company expanding to Putnam County. Current facility in Florida. The company is considering a building in Putnam. They will employ 70 professionals, clinical staff, and support team.
- **Project Lamp Shade**
Active status – project considering new construction in Putnam County.

Project Status

- **Project Hand Up**
Active status – Goodwill – Helms College in Middle GA and the CSRA has plans to make a \$6 million investment to build a multi-purpose center in the Lake Country.
- **Project Club Manufacturing project on hold. Prospect negotiating for existing building. 200 jobs; \$20 Million Investment.**
- **Project Noodle**
Project DROPPED



Bluestem will invest \$1 million and add 130 new full-time employees more than doubling their current employment in their expansion of their Eatonton distribution center located at 148 Industrial Boulevard. The company additionally plans to create nearly 200 seasonal and part-time positions.



Marketing Activities

1/23/21 – Bluestem Brands Job Fair – virtual job fair held at Central GA Technical College to support Bluestem announcement that they will hire 130 new FT employees as well as 200 part time and seasonal employees.

The PDA coordinated the promotion of the event with CGTC, GA DOL, GDEcD, Quick Start, Eatonton Putnam Chamber of Commerce and regional media.

CGTC and the Bluestem Team made special efforts to hold a virtual event that met all CDC Covid19 guidelines.

1/26/21 - Middle Georgia CEO Video Chat – CEO is a daily publication that focuses exclusively on business issues. Our subject for this Video Chat was the Bluestem Expansion announcement as well as other economic activity in Eatonton/Putnam County. Our last Video Chat had over 4,000 viewers in the first week.

Marketing Activities

2/25/21 – Lake Oconee Area Development Authority – Sam Young, Greene County DA – have been meeting with Young to discuss the 2 county development authority that has been in existence since at least 2012. The charter of the DA was “to develop, promote and expand...industry and trade within Greene and Putnam Counties.”

The next meeting is scheduled for May 3, 2021.

3/4/21 – Leadership Putnam Class of 2021 – Economic Development presentation – joined my Matt Poyner, MGEAWORKS Director, Topping will present an overview of the Economic Development process for the 19 members of the Leadership Putnam class.

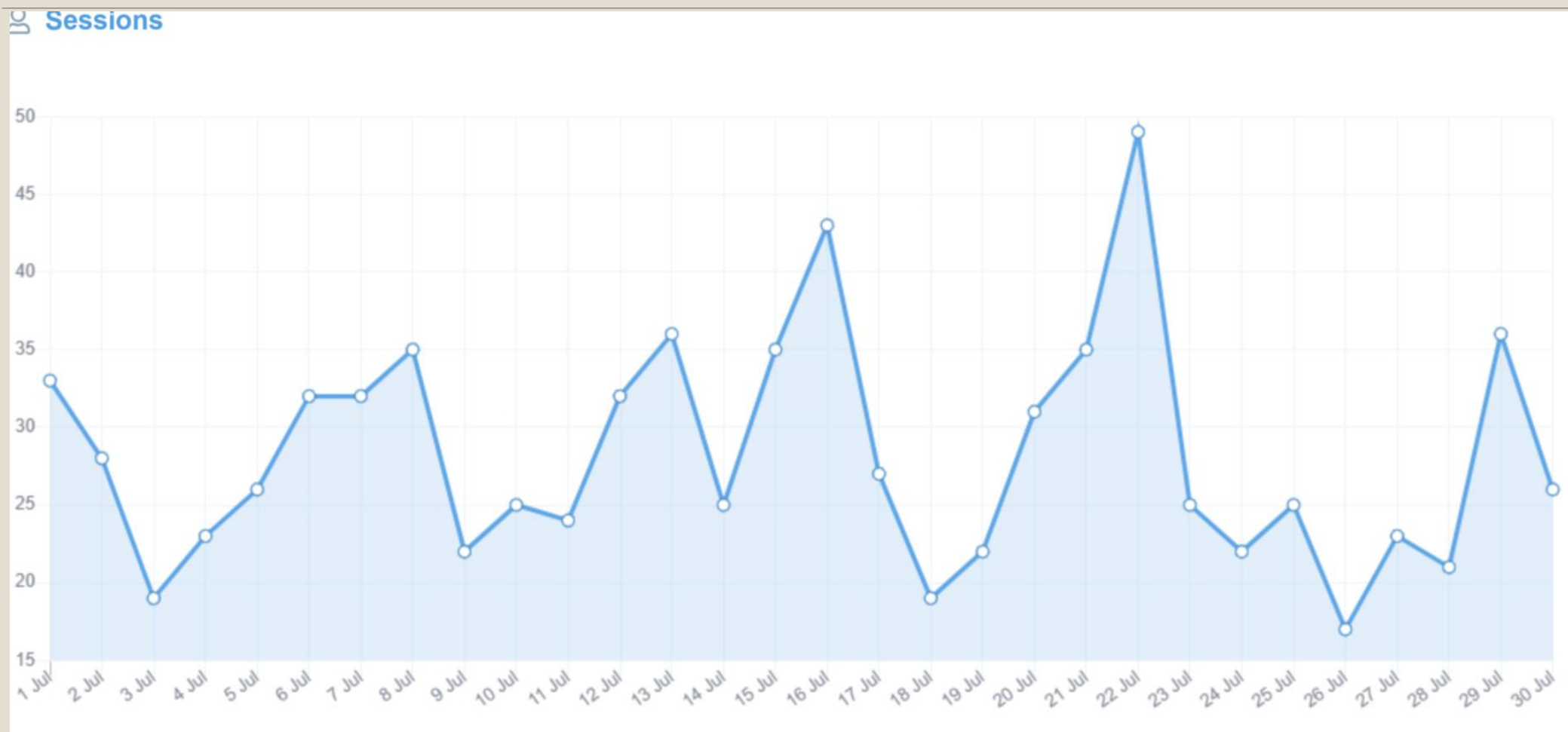
3/5/21 – Tri County EMC announcement about Broadband in middle GA. – Gov. Nathan Deal will be announcing the Broadband project for the 22,000 accounts in 8 counties served by Tri County EMC.

MGEA Metrics



- 2,142 users since August 11, 2020
- 7,237 page views since August 11, 2020
- 96.4% of users are from USA and 78.3% of those users reside in Georgia
- Mobile and desktop devices make up the majority of searches followed by a tablet.
 - Last reporting cycle tablets were second for searches.
- 61% of users are between the ages of 18 and 34.
- 54% of users are Males.

Website Visitor Sessions



Website Visitor Stats

Sessions

692

-1%

vs. Previous 59 Days

Pageviews

2,106

-12%

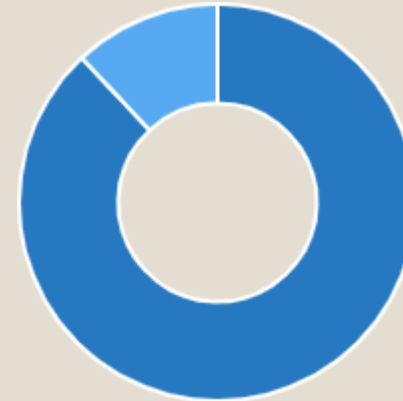
vs. Previous 59 Days

Avg. Session Duration

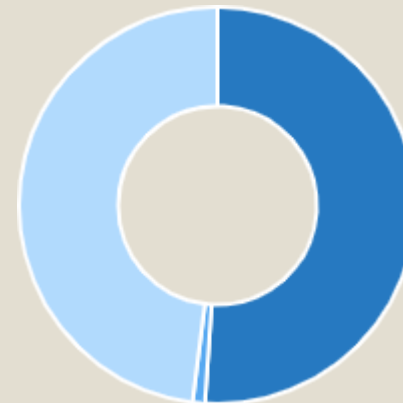
1m 4s

-17%

vs. Previous 59 Days



- New 88%
- Returning 12%



- Desktop 51%
- Tablet 1%
- Mobile 48%

Social Media



637 Facebook Followers



96 Linked-In Connections



334 Instagram Followers



40 Twitter Followers

Virtual Meetings & Events Attended

Virtual

12/11 and 2/12 – MGEA Works Board meeting

1/4/21 – GA Logistics Summit Planning Session, event scheduled for 3/23 in Macon

1/6/21 – GEDA Nominating Committee Meeting

1/8/21 – GEDA Monthly Meeting

1/20 and 2/17/21 – EPTAHP Board Meeting

In-person meetings

2/5 – Board of Commission meeting re: Interfor infrastructure improvements

- Putnam Fire Chief, Thomas McCain, meeting re: GRAD letter of capabilities
- Paul Van Haute, County Administrator, re: Interfor infrastructure improvement project.
- Gary Sanders, City Administrator, re: GRAD letters of support/capabilities from City, Natural Gas, City Police, Roads
- Lisa Jackson, Director Planning and Development re: GRAD letter of support, capabilities.
- Brice Doolittle, ESG re: GRAD letter of capabilities for water and sewer system.

Upcoming Events & Projects

3/10 – MGEA WORKS Board

3/23 – GA Logistics Summit, Macon

Rest of MARCH – GRAD! GRAD!

Periodic ZOOM meetings with Existing business and industries.

Signage in Industrial Parks

Messenger article

Strategy Plans

Questions?

Patrick J. Topping, CEcD

Interim Economic Development Director

ptopping@putnamdevelopmentauthority.com

(478) 320-9530

File Attachments for Item:

- 5. Election of Officers
 - a. Chairman
 - b. Vice Chairman
 - c. Secretary/Treasurer
 - d. Assistant Secretary/Treasurer

Section 1. Officers

At the first meeting of the Authority in January each year, the members of the Authority shall select a Chairman, a Vice-Chairman, a Secretary/Treasurer, and an Assistant Secretary/Treasurer. The Chairman and the Vice-Chairman must be members of the Development Authority; the Secretary/Treasurer and/or Assistant Secretary/Treasurer may also be members but are not so required to be members of the Development Authority, as the board may so choose upon each such annual election. All officers will serve a one (1) year term. No member shall serve more than three (3), one (1) year terms consecutively as the same officer, except the assistant secretary/treasurer, so long as he or she is not a member of the board. However, once a member have served the maximum-allowable term as on officer, and not so served in the same office for a minimum of one (1) year, such member shall be eligible to serve again in the same office if elected by the other members.

Section 2. Duties of Officers

Chairman: The Chairman shall preside at all meetings of the authority and shall discharge the duties ordinarily pertaining to that office. The Chairman shall sign all contracts on behalf of the authority and shall execute with the Secretary attesting contracts, deeds, and other instruments when authorized by a majority of the members. The Chairman shall vote only in the case of a tie.

Vice Chairman: The Vice Chairman shall act in the absence or disability of the Chairman and shall be fully empowered to perform all of the duties of the chairman when so acting.

Secretary/Treasurer: The Secretary/Treasurer shall be one in the same office holder. The Secretary/Treasurer shall be the custodian of the documents of the authority as well as being the custodian for their funds.

Assistant Secretary/Treasurer: The Assistant Secretary/Treasurer shall act in the absence or disability of the Secretary/Treasurer and shall be fully empowered to perform all of the duties of the Secretary Treasurer when so acting.