

**Military Installation Remediation and
Infrastructure Authority ("MIRIA")
Board Meeting Minutes
November 7, 2025**

In attendance:

BOARD:

Todd Stephens, Chair
W. William Whiteside, Vice Chair
Thomas Panzer, Secretary (absent)
Tara Conner-Hallston
Scott DeRosa (absent)
Gregory Nesbitt (by phone)
Anthony Spangler

STAFF:

Larry Burns, Executive Director
William Gildea-Walker, Deputy Director
Kelly Eberle, Esq., Solicitor

Mr. Stephens opened the meeting with a Pledge of Allegiance at 9:02 am in the Horsham Township Municipal Building at 1025 Horsham Road.

Mr. Stephens asked if there were any question or comments from the public. There were none.

Mr. Stephens asked for the will of the board regarding the October 3, 2025 meeting minutes. Mr. Burns noted that Mr. DeRosa by email pointed out that the minutes showed him absent when he was in attendance for that meeting. Mr. Burns confirmed that he looked at his meeting notes and that was correct, and that Mr. Nesbitt had been absent in addition to Mr. Panzer and he would make a change to properly reflect that. Mr. Whiteside motioned to approve the amended minutes to the October 3rd board meeting. Ms. Conner-Hallston seconded. All were in favor and the motion passed unanimously.

Mr. Stephens confirmed the next agenda item was for the Executive Directors report and invited Mr. Burns remarks. Mr. Burns noted the agenda item requiring the ratification of the October 27th list of checks, which confirms the conclusion of the acquisition of the Shelby Apartments at 124 Easton Road. On this last Tuesday, Gilmore Engineers were on site doing survey work, and yesterday, Criterion Labs was on site conducting a hazardous materials survey, which is required for any demolition project. Given the size of the property, it is expected that demo costs will exceed the \$22,400 number and will require MIRIA go out to bid for the demolition project. He thought Gilmore & Associates could write a scope and bid package and thought the bid could go out in the spring sometime. Mr. Burns noted he had coffee with a representative from Habitat for Humanity as the property has 3 fairly new refrigerators, a stove and 4 fairly new kitchens with refreshed cabinetry, new sinks and such, which he'd like to make sure are recycled and do not

end up in a landfill. On other matters, Mr. Burns confirmed next month's meeting on December 12th is the key meeting of the year, where we'll confirm the MIRP award from Harrisburg, and also award MIRIA grants to the various grant applicants. Mr. Burns showed concern that this cycle appeared that it would not be as fruitful as past cycles. Based on early information from our Compliance Consultant, which may push our award multiple down. We'll know better as we get closer to December 12th. Mr. Burns made note that the Shelby Apartment property is the sixth property acquired by MIRIA and that over the years, real estate acquisitions total about \$5.4 million, all for infrastructure improvement projects. There remain a couple others on MIRIA's prospective acquisition list, but that number has been whittled-down to just a handful. Mr. Burns concluded his remarks and asked if there were any questions. There were none.

Mr. Stephens confirmed next on the agenda was bills and communications and asked for the will of the board regarding the ratification of the October 27, 2025 list of checks. Mr. Spangler motioned to approve the October 27, 2025 list of checks in the total amount of \$1,149,473.96 for payment to Laurel Abstract Company to fund the unpaid balance of the \$1,260,000.00 purchase price of the Shelby Apartments property at 124 Easton Road, including other amounts that are normal and customary settlement costs. Mr. Whiteside seconded. All were in favor and the motion passed unanimously.

Mr. Stephens confirmed next on the agenda under bills and communications and asked for the will of the board regarding the approval of the November 7, 2025 list of checks. Mr. Whiteside motioned to approve the November 7, 2025 list of checks to be paid from the MIRIA Operating Account in the amount of \$663,241.02 to fund MIRIA operating expenses, MIRIA project costs and Eight (8) MIRIA grant disbursements to the HLRA, Horsham Township and Ambler Borough. Mr. Spangler seconded. All were in favor and the motion passed unanimously.

Mr. Stephens asked for the will of the board regarding the approval of the list of checks related to shuttle bus operations. Mr. Spangler motioned to approve the list of checks to be paid from the MIRIA Shuttle Bus Account in the amount of \$12,331.68 for payment for service for October, 2025. Mr. Whiteside seconded. All were in favor and the motion passed unanimously.

Mr. Stephens remarked that under additional business, there were two matters, and asked Mr. Burns to speak on them. Mr. Burns confirmed the first matter asked for the board's approval to engage Maillie LLP as our auditor for fiscal year 2025. Since MIRIA's beginnings, Maillie has been appointed and reappointed each year in the role of auditor. Maillie also serves as the auditor for the HLRA. For 2024 the audit fee was \$13,500.00 and their proposal for 2025 is at \$14,000. Mr. Burns noted that as he's spoken in the past, MIRIA's systems are fairly complex as a grant escrow account has been opened for each cycle and cycle funds are never comingled. Mr. Burns felt for a full audit engagement, that the fee was very fair and recommended the engagement. He also noted that we address the audit engagement every November, so that in December a budget for the following year may be reviewed and approved by the board. Ms. Conner-Hallston moved to

approve and engage the CPA firm of Maillie LLP as the auditor for MIRIA for fiscal year 2025 for a fee not to exceed \$14,000.00. Mr. Whiteside seconded. All were in favor and the motion passed unanimously.

Mr. Stephen moved on and requested Mr. Burns speak to the security protocols and records retention resolution. Mr. Burns confirmed in the last couple board meetings, he had commented that the Department of Revenue over the years required MIRIA staff and leadership to sign confidentiality agreements as in our efforts, our files did include confidential tax information of individuals and businesses. MIRIA's Compliance Consultant is also required to sign-off on a confidentiality agreement. In 2025, the Department of Revenue has required the various zones to tighten up protocols regarding confidential tax information, how it is handled, how we store it and how long it may be retained. Annually, our Compliance Consultant maintains a master list which has all individuals and businesses in the zone, which includes confidential tax information from each cycle. The master list has been a tool used and shared between our compliance consultant and MIRIA's executive director, and the board and other staff had no real need to see or review the list. In 2025, the Department of Revenue has required us to create our security protocols and records retention standards regarding confidential tax information and Resolution 2025-7 details them, and will afford our Compliance Consultant continued unfettered access to DOR files to validate the MIRP award components each cycle. The resolution is very specific and we did borrow from other zones in crafting the resolution. Mr. Stephens asked for the will of the board and Mr. Spangler moved to approve Resolution #2025 – 07 which sets forth security protocols and records retention standards regarding confidential tax information. Mr. Whiteside seconded. Mr. Burns confirmed that this was a roll call vote.

Mr. Nesbitt– Aye

Ms. Conner-Hallston - Aye

Mr. Spangler-Aye

Mr. Whiteside – Aye

Mr. Stephens-Aye

Motion passed unanimously.

Mr. Stephens asked if there was any additional business. There was none.

Mr. Stephens confirmed that the next meeting of the board would be on Friday, December 12, 2025 at 9:00 am here in the Horsham Township Building.

With no other business, Mr. Stephens adjourned the meeting at approximately 9:18 am.

/S/

Thomas Panzer, Secretary