

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

April 17, 2018

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Bonnie Summers

Bill Moon

Tim Brooks

Vince Witherup

John Stiller

Rod Griffin

Staff: Emily Lewis

Guests:

Jason Ruggiero, VCRPC

Ashley Smith, VCRPC

Rich Winkler, Solicitor

Peter Winkler, Guest

Excused:

Chip Abramovic

I. Call to Order – Commissioner Brooks

- a. Monthly board meeting called to order by Tim Brooks at 10:04 A.M.

II. Approval of Minutes

- a. 2/20/2018 Regular Meeting Minutes
- b. Motion to approve the meeting minutes by Bill Moon; seconded by Bonnie Summers. So moved.

III. Public Comment on Agenda Items

- a. None.

IV. Special Purpose Matters

- a. Finalizing Exhibit A - Emily Lewis Employment Contract
 - i. Section 4: Bonus for second year of employment 2019
 - 1. Stipulation that mutual agreed goals are set for employees to achieve appropriate training and experience in economic development; including but not limited to certifications or designations. Emily has spoken with economic development authorities in adjacent counties about the different education/certification opportunities that are available and was instructed not to focus intention on the certification because there might be other better options to where she could be spending her time. Emily spoke about two different proposals for the board. One

being a list of five goals that are more work performance based and less education based. The second proposal was more true to the education based path with starting the Penn State University's online Community and Economic Development master's program. Vince requested that Emily have the goal to complete one class a semester. Vince spoke about how going after the PEDDA certification might be redundant since both ORA and the Northwest Commission have the certification and obtaining it would be duplicative. Tim requested that Emily explore the available programs for certifications versus the master degree. Tim asked Rich to amend the portion in Emily's contract to incorporate performance goals into exhibit A.

ii. Section 9: Initial Duties

1. Proposed Exhibit A: Job description, duties, and qualifications. The authority will vote at the next meeting on any changes or suggestions to Exhibit A.

V. Ongoing Projects

a. Cornplanter Square Project

i. Bid Package Preparation

1. Jason has a conference call with Mary Ann scheduled about prepping the bid package for the roof, demolition, and abatement. Erik Johnson in the planning commission is amending a contract for CDBG through HUD that is currently \$95,000 reserved for architectural barrier removal to reach ADA compliance. This can be used for funding the roof project by the economic development agency. Emily reached out to U.S. Green Building Council for resources on L.E.E.D Certification.

b. eAcademy

i. Staff Update

1. Emily spoke with the DCED ARC Manager about using this project to apply for POWER federal funding opportunities. POWER funding could possibly also staff projects involved with Cornplanter Square. Emily is working with Gary Gulla from Hermitage gathering information about their applications to ARC for the original eAcademy development.

c. Senior Housing Center – Cranberry Township

i. Staff Update

1. The 3.82 acre subdivision plan has been approved and recorded. Hudson Group's council has been working with Rich Winkler, Authority Solicitor, about the option of sale agreement draft. Rich also drafted a Cooperation Agreement between the Township and the Authority and has been forwarded to the Township for review.

- d. Fuchs Property Update
 - 1. Hudson Group is willing to meet with the mayor of Emlenton to talk about the perception of adult housing. The main idea is to create an above 55 age group adult housing, not a nursing home. Kelly created renderings of adult housing with options that can be incorporated into this property.
- VI. Staff Report
 - a. Engage: The Authority applied for and received \$13,715.00 in funding for business retention and expansion. This application was organized through the Northwest Commission.
- VII. Public Comment – General
 - a. None.
- VIII. Adjournment
 - a. Motioned by Vince; Seconded by Bill @ 11:09 AM