

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

December 18, 2018

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Rod Griffin

Bill Moon

Tim Brooks

Vince Witherup

John Stiller

Bonnie Summers

Chip Abramovic

Staff: Emily Lewis

Guests:

Jason Ruggiero, VCRPC

Ashley Smith, VCRPC

Diona Brick, Fiscal

Roger McCauley, Resident

James Knarr, Resident

Excused:

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:02 A.M.
- II. Approval of Minutes
11/20/18 Regular Meeting Minutes
Motion to approve the meeting minutes by Bonnie Summers; seconded by Bill Moon. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. 2019 Board Meeting Schedule
 - i. The proposed 2019 meeting schedule mirrors the 2018 schedule with meetings taking place on the third Tuesday of each month at 10:00am in the court house annex room 100. The only changes are that in May the meeting will be on Monday and the October, November, and December meetings will take place in room 101 to keep the same building location.
Motion to accept the 2019 board meeting schedule as presented by Rod Griffin; seconded by Bill Moon. So moved.
 - b. Expense Reimbursement Policy
 - i. At the request of the board, the authority solicitor drafted a travel and entertainment expense policy for an event that the authority business would have out of town guests to entertain. Emily would need to get

express approval from the board chair or vice chair before the monthly meeting occurred for any expenses that would happen. This policy would allow the board chair and vice chair to determine if the entertainment is in line with the authority's mission as an allowable expense.

Tabled to review and comment suggestions at the January 2019 Meeting.

c. Contract with Imperial Construction Services, LLC

- i. Emily provided a contract synopsis to the board for project management professional services for Cornplanter Square. This includes the pre-construction phase reviewing bid documents, conducting contractor review meetings, and evaluating contractor phases. This could be used as part of the required matching funds under the RACP grant. Ken Faux was a part of the feasibility study and the contract would allow Emily the flexibility to monitor and direct Ken to utilize his expertise on the project.
- ii. Emily will discuss options of how regular reporting between her and Ken will be to present monthly to the board.

Rod motioned to accept the contract; Bonnie seconded. So moved.

d. Entrepreneurship Program Manager Position Approval

- i. Emily presented a job position memo briefing. The ideal candidate would have their teaching degree and certificate with more entrepreneurial skills. She plans on attending the scheduled superintendent meeting this month to discuss the program and job description. Emily met with Bridge Builders Community Foundation and wrote letters to potential donors to continue funding the program.

Bonnie motioned to approve the position as presented; Bill seconded. So moved.

V. Authority Treasurers Report

- a. Diona Brick presented a revised packet to the board mentioning that the authority is a component unit of the county. Diona took the authority board through the packet and proposed that she will be available to come to monthly meetings for any further questions about the treasurer report. Diona mentioned that when the Cornplanter project begins, there will be a separate report for that project.

Rod agreed to a standing motion that approved square footage rates and maximus county staff rates; Bill seconded. So moved.

Bonnie motioned to approve the treasurer's report; Bill seconded. So moved.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Project bid awards projected for the middle of January.

b. eAcademy

- i. Emily will be meeting with the superintendents next week. The new position is tied to the 2019 school year, which means the candidate needs to get trained by the Linden Point eAcademy and student recruitment for the next school year makes for a tight timeline.
- c. Airport Land Use
 - i. The Commissioners awarded contracts to KU Resources to perform an environmental sight assessment for the property adjacent to the airport along with R.L. Kimball, the current airport engineer, to begin the FAA land release request.

VII. Staff Report

- a. Emily took part in the four day IEDC conference.
Rod recommended a moving timeline every month with Cornplanter projections.

VIII. Public Comment – General

- a. James Knarr asked the board who determines the curriculum for the eAcademy. Emily explained that the Hermitage office has a predetermined guideline for the curriculum. Emily is working directly with her assigned grant manager to track compliance on the grant requirements.
- b. Rodger McCauley thanked the board and Diona for the acceptance of recommendations of everyone.

IX. Adjournment into executive session for personnel matters

Motion to adjourn into executive session at 10:58 AM by Vince; Seconded by Bill. Back into regular session at 11:36 AM.

X. Adjournment

Motion to adjourn by Rod Griffin; Seconded by Bill Moon at 11:37 AM. So moved.