

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

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Meeting Minutes
January 23, 2018
Courthouse Annex Room 100
1174 Elk Street
Franklin, PA

- I. Call to Order – Commissioner Brooks
i. Monthly board meeting called to order by Tim Brooks at 9:02 A.M.

II. Roll Call – Ashley Smith

Present:

Bonnie Summers
Bill Moon
John Stiller
Rod Griffin
Tim Brooks
Chip Abramovic
Vince Witherup

Excused:

Guests:

Jason Ruggiero, VCRPC
Ashley Smith, VCRPC

Staff: Emily Lewis

Absent:

None

A majority was present for the meeting. The attendance of 7 board members (of the 7 current appointees) was accounted for by Ashley Smith.

III. Public Comment on Agenda Items

- i. Tim thanked everyone for taking part in this group. He mentioned that working together, this group has the potential to achieve and succeed plenty.
a. Tim commented on Chip's idea of creating an advisory council that would bring input to the table.

IV. Special Purpose Matters

- a. Adoption of Bylaws

- i. Emily informed the board that the Land Bank by laws were used as a template to draft the authority by laws.
 - a) Tim requested that the board will review the bylaws to vote to adopt them at February's meeting.
 - b. Election of Officers
 - i. Board will elect officers at February's meeting
 - ii. Emily stated that she is at the disposal of the board for any meetings to speak for the VCEDA.
 - c. Approval of Board Meeting Schedule
 - i. Tim brought the board's attention to the 2018 proposed meeting schedule. The May meeting is scheduled for the Wednesday after the third Tuesday in order to avoid conflicting with Election Day (third Tuesday) and the Commissioner Board meeting (second Tuesday). Meetings will continue to be held at Annex building.
 - a) Rod Griffin made a motion to adopt the proposed schedule and publish it in the newspaper as presented. Seconded by Bonnie Summers.
 - d. Ratification of Bank Account & Designation of Signatories
 - i. A vote will be held at February's meeting.
 - e. Authority Budget Review
 - i. Tim informed the board that the health coverage for the employees of the Authority will have the same coverage as the county.
 - ii. Bonnie asked if the budget is specifically the administration costs or if it encompassed anything else.
 - a) Emily answered: The budget is only for administration costs.
 - iii. Rod asked is there is enough money in the budget for advertising and marketing.
 - a) Vince: Budgeting for advertising is not included in this budget, but we are looking into the ability to piggy back with other groups.
 - iv. John brought up the idea of Facebook advertising.
 - f. Mission, Vision, and Logo Review
 - i. Emily informed the board that the domain name and logo for the authority have been selected.
 - ii. Emily referenced the agenda showing the board the proposed options for the mission, vision, and priorities of the authority.
 - a) Tim requested that the board please review the options to discuss and vote to adopt on at the February meeting.
- V. Ongoing Projects
- a. Cornplanter Square Project
 - i. The Mellon Bank bought by the county for \$95,000 to rehabilitate it for a brew pub on the bottom floor, a banquet hall on the second floor, and incubation space on the remaining three floors.
 - ii. Emily and Jason have a meeting with Design Lab Architects on Friday to talk about price quotes to rehab the building to be LEED certified.

- iii. This project has funding from the RACP Grant and the DCED Keystone Grant to Loan programs.
 - a) Emily spoke about the idea of creating a revolving loan fund board.
 - iv. Tim mentioned that the idea is not just to open a brew pub in Oil City. The idea is to create a long term investment source to help business development in Venango County. The base of the project is the innovation center upstairs that is connected to the fiber optics line and the brew pub is the by-product.
 - v. Chip mentioned to the board that when you hear people speaking about the county handing out grant money to please correct them and inform them that this is a loan that businesses can use.
 - b. PREP & ENGAGE
 - i. PREP - \$10,000 state monies
 - ii. ENGAGE - \$15,000 state monies
 - c. Fiber Optic Network Development
 - i. Fiber Optic Rescope from Chub/Morrison Run
 - a) Emily informed the board that the Chub and Morrison Run project is for flood mitigation in Sandycreek Township, but FEMA is no longer allowing the two municipalities to create the required basins.
 - b) Emily mentioned that the intent of the fiber optic network expansion is to create a redundant loop to the point of presence.
 - c) Emily informed the board that she has been researching the fiber network's businesses to market directly to them.
 - d. Tim motioned to ratify the appointment of Emily as Executive Director of the Authority.
 - i. Bonnie Summers made a motion. Seconded by Bill Moon. So moved.
- VI. Public Comment – General
 - i. Tim spoke about the Be Here initiative started by the Venango Chamber and is the concept of sending questionnaires to alumni asking why they left, what would they want to see in Venango County to bring them back, what job types they are looking for, along with what salaries they expect with those jobs.
 - a) Tim talked briefly about how the county human services has a Truancy Program that works directly with children that can be better utilized.
- VII. Adjournment
 - i. A motion to adjourn at 10:31 AM was made by Vince Witherup; seconded by Bill Moon. So moved.

Respectfully submitted,
 Ashley Smith
 1/24/18