

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

July 16, 2019

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Rod Griffin
Vince Witherup
Bill Moon
Tim Brooks
Alan Schiller
Bonnie Summers
Chip Abramovic

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC
Dr. Knarr, Resident

Excused:

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:01 A.M.
- II. Approval of Minutes
6/18/19 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes as amended by Bill Moon; seconded by Chip Abramovic. So moved.
 - ✓ Amendments: Note that there was no vote taken in executive session.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Memorandum of Understanding for Engage Program
 - i. Emily presented a proposed MOU for the Engage! Program between the Authority and FICDA. This MOU is a mirror image of the contract last Engage! cycle. This updated agreement expires June 2020.
 - ✓ Motion to approve the Memorandum of Understanding by Bonnie Summers; Seconded by Bill Moon.
 - b. KLA Roofing Change Order
 - i. Emily reminded the board that last month Ken Faux, Construction Manager, spoke of the need of masonry repairs and coping to the penthouse on top of Cornplanter Square. The masonry work is being added to KLA Roofing contract. The total of the change order is \$14,383.00.

- ✓ Motion to approve KLA Roofing change order by Vince Witherup; Seconded by Bill Moon.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial report.

Diona then presented the list of invoices paid in June.

She mentioned that the audit is in process. Diona is writing a management discussion and analysis of last year. Diona informed the board that the Authority Act requires that auditors present.

- c. Motion to accept the financial report as total including invoices by Bill Moon; Seconded by Bonnie Summers.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily presented Cornplater Square's cash flow. Change order number 2 is reflected in the roofing segment. Roofing is estimated to begin mid-August and to be completed the end of August.

b. eAcademy

- i. Taylor Snyder informed the board that there are currently three students enrolled in the eAcademy. The three students are all from Titusville School District. Taylor has reached out to other local public and private schools to enroll more students. She is working with Hope Lineman from Venango Campus to set up the classroom. Taylor mentioned that she is working on funding student laptops and trips to local businesses. She set up a Facebook page for the eAcademy and created a syllabus, calendar, and brochures for the Authority website. Emily mentioned that she plans on doing a press release to introduce Taylor and the program. She also mentioned interest in having a ribbon cutting ceremony for the classroom in August.

c. Cranberry Senior Housing Development

- i. Hudson has extended their option of sale under their current agreement by presenting a \$1000.00 check. The housing credits that Hudson applied for through PHFA was not awarded. They remain dedicated to the project and will apply for the second grant round.

VII. Staff Report

- a. Emily informed the board that she is working on an EDA grant request to build out the co-working space.
- b. Emily noted that she is working with consultants to begin the air cargo study for the County Airport.
- c. She reported that the Federal Opportunity Zone presentation was well attended.

VIII. Around the Table Report

- a. Vince Witherup informed the board about a PennDOT public hearing August 7th regarding junkyard property on SR 322 outside of Franklin towards Cranberry.

- b. Bill Moon mentioned that the City of Oil City has passed a Public Nuisance ordinance, and has met with building owners of the IOOF building in need of repairs.
- c. Bonnie Summers expressed that she hopes the Hudson Group project in Cranberry is kept in the forefront.
- d. Chip Abramovic spoke about the Federal Opportunity Zone meeting being a great presentation.

IX. Public Comment – General

- a. Dr. Knarr asked Emily if there has been a student recruiting goal for the school districts. Emily informed him that at the end of school in May and June she had talked to superintendents and students about the program.
- b. Dr. Knarr expressed how impressed he is with how the organization has matured and come along the past year.

X. Adjournment

- ✓ Motion to adjourn by Vince Witherup; Seconded by Bonnie Summers at 10:49 AM.
So moved.

Respectfully submitted,
Ashley Smith, VCRPC