

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

November 20, 2018

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Rod Griffin

Bill Moon

Tim Brooks

Vince Witherup

John Stiller

Bonnie Summers

Staff: Emily Lewis

Guests:

Jason Ruggiero, VCRPC

Ashley Smith, VCRPC

Deb Eckelberger, FICDA

Roger McCauley, Resident

Excused:

Chip Abramovic

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:01 A.M.
- II. Approval of Minutes
10/16/18 Regular Meeting Minutes
Motion to approve the meeting minutes by Rod Griffin; seconded by Bill Moon.
So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Expense Reimbursement Policy
 - a. Tabled for December Meeting
 - b. Gibbons Business Solutions Marketing Plan
 - a. There is enough money in the budget to cover the quote that was in this month's agenda. Emily recommended that the board use Gibbons services. There is a separate quote for Instagram, but it was not recommended pursuing at this time. Bonnie asked that Holly Gibbons provide monthly reports to see effectiveness of services.
Bonnie motioned to approve payment for Gibbons services; Vince seconded. So moved.
 - c. Cranmer Consultants Contract
 - a. Tim mentioned that there was no money in the budget that is on public display for Cranmer Consultants. Vince added that it had nothing to do

with their performance but the tight budget. Emily mentioned that she understood budget restraints and will update the board when she finds it appropriate to reevaluate the need for a consultant.

V. Authority Treasurers Report

- i. Chip was excused. The report was in the packet. Emily is working on getting planning time allocated to the Authority to add in the report.

Bill motioned to accept the report; Bonnie seconded. So moved.

VI. Ongoing Projects

a. Cornplanter Square Project

i. Bid Submissions

1. The bid opening was held on November 16th in Room 103 at the Courthouse Annex building. There is potential of hiring an onsite consultant to hold the bidders accountable during the project.

ii. Possible Grant Funding

1. Emily presented a spreadsheet showing first phase of the project for construction along with anticipated funding timelines. She informed the board that if the lowest bidder checks out that demolition up to window replacement would be paid for. Emily noted that the focus is on the basement, the ground floor since they are the necessary aspects of getting the brew pub up and running. Now that physical work on the building will be starting, Emily plans on creating a document to view projections monthly.

b. eAcademy

i. ARC Grant Submission – Pending Determination

1. Emily was informed by ARC that the results will be chosen around the end of November. This is a program tied to schools and the school year. With the timeline of student recruitment and preparing for the 2019 school year start, Emily is pursuing other funding sources as well.

ii. USDA Grant

1. Emily has spoken with USDA about a Rural grant program to fund the eAcademy. Emily received a call from Edgemarc Energy Holdings who is interested in being a possible sponsor for the program. Emily is exploring all possible funding sources to pay for the teacher's salary and program costs.

c. Airport Land Use

i. Project Update

1. At a work session with the commissioners, Emily presented two quotes: One was for a FAA land release request and the second was for a phase one environmental study for county land near the airport. The commissioners approved funding for both requests. This is part of the 2008 Business in Our Sites program. Emily has

been compiling potential funding sources to offset the costs of laying infrastructure and roadway to access that property.

VII. Staff Report

- a. Emily has been assisting several local business in their expansion efforts.
- b. She made contact with the financial officer for the JM facility and passed it along to the business who is interested.
- c. Deb Eckleberger met with Emily about sharing responsibility of an Engage program 5 month extension.
- d. Emily met with Radius coworking founders about Cornplanter Square for suggestions and also visited their site in Erie.

VIII. Public Comment – General

- a. Roger McCauley recommended monthly statements on income, balances, and cash flow with generally accepted accounting principles and that once a year these are audited by an accounting firm. He encouraged the board that these financial statements should be in accordance with requirements from the Municipal Authorities Act to protect the board. Tim informed Roger that the county fiscal director has been maintaining those records since the creation of the board and that an external audit has been done as part of the county's, also. This information was presented at one time but the board suggested an easier to read budget. These statements are up to date daily. Bonnie requested that the actual documents of statements to be added to monthly agendas for review. Emily suggested that Diona, the fiscal director, attend the meetings to present budgetary information. Tim also mentioned that Diona can be contacted if anyone has questions.

IX. Adjournment

- a. Tim mentioned a work group should meet to discuss parameters for goals for Emily's contract for goals of next year and as suggested, the Commissioners not being part of that group.
- b. Appointment of officers will be done at the January meeting.
- c. A draft schedule for 2019 meetings will be presented in December to be approved.

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