

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

September 18, 2018

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Rod Griffin

Bill Moon

Tim Brooks

Vince Witherup

Chip Abramovic

Bonnie Summers

Staff: Emily Lewis

Guests:

Jason Ruggiero, VCRPC

Ashley Smith, VCRPC

Rich Winkler, Solicitor

Jim Meyer, News Herald

Excused:

John Stiller

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:01 A.M.
- II. Approval of Minutes
8/19/2018 Regular Meeting Minutes
Motion to approve the meeting minutes by Bill Moon; seconded by Vince Witherup. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Gibbons Business Solutions Media Quote
 - a. Emily met with Holly Gibbons to discuss social media for the authority. At this time the authority does not implement any social media presence. This would be a way to promote the incubator. Holly provided a quote for monthly tweeting with Twitter for \$175/month. She suggested creating a marketing strategy for our organization based off of other authorities. Emily noted that we could use the social media presence to spotlight local businesses, events, and programs. Holly Gibbons will be invited to October's monthly meeting.
 - b. USA Choice has equipment in Cornplanter Square that they pay a monthly fee for renting space. This could be used to offset paying the monthly social media fees.

Motion to engage with Gibbons Business Solutions for Twitter to spread content about the authority until we have visual content to put on Instagram by Bonnie Summers; Seconded by Rod Griffin. No opposed. So moved.

b. Cranmer Consultants Contract

- a. This contract was originally in the county's name and will be moved to the authority. There are elements in the contract that we would like to look at condensing the projects down to specific projects at a reduced rate since the scope has reduced. In the budget, the lobbying aspect of this contract has been taken out since that is more utilized by the county as a whole. Emily will go back to Bob and request a revised contract with a more specialized scope specifically raising funds for Cornplanter Square, the airport project, and also the Cranberry Mall.

c. Venango Leadership Program

- a. Emily was approached by the Venango Chamber of Commerce about the interest in their leadership program. There is a fee of \$950 for the full program with the possibility of a scholarship for half of that price. The cost would be taken out of the training budget. This program is held one Wednesday a month for nine months. Bonnie mentioned that she attended a leadership program similar to this and it was very beneficial to her understanding what is going on in the county and region. She requested that Emily report back to the board on how the program is going.

d. 2019 VCEDA Budget

- a. In the monthly packet, there were two budgets; one with the idea of an additional staff person and the other without the additional staff. Tim mentioned to the board that the commissioners are given proposed budgets, review the proposed budgets, and then they decide what is appropriate for the entity and for the county and what the county can do. Vince told the board that the authority has spent around \$90,000 out of the \$130,000 budgets in September which projects out at the end of the year to be within the budget. Emily informed the board that the only change to this year's proposed budget is that pension fees, payroll fees, staff/board member insurance fees, and workers compensation fees were not in the original budget. The fiscal director noticed those fees missing and reconciled the account, moving line items around to work out to the same bottom line budget amount.
- b. Tim brought up the question about how the authority should bill the county solicitor's time. He mentioned the idea of having a contract with Rich with an hourly fee for the authority. Emily informed the board that the line item for solicitor fees was not in the 2019 budget because that line has been presented to her in-kind services.

- c. Vince brought the board's attention that taxes for Cornplanter Square need added to the authority budget.

Motion to present the proposed budget to the County Commissioners without the addition of an additional staff member that adds taxes of Cornplanter Square, the finalized professional fees for Cranmer Consultants, Holly Gibbons social media fees, and adding the line item for the revenue of rental income from USA Choice by Bill Moon; Seconded by Rod Griffin. Opposed by Chip Abramovic. (5 Yes/1 No)

V. Authority Treasurers Report

- i. Nothing further to report after budget discussion.
- ii. Meal Reimbursement Discussion:
 - 1. Emily requested adopting the same reimbursement policy as County employees. Chip brought up the idea of creating our own policy comparable to other authorities with a defined section for entertaining over meals. Tim mentioned that we should gather our ideas to come back together at next month's meeting.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Insurance Update
- ii. Emily met with PHFA about this project along with the Down's building. Emily requested that Mulu put together a list of contacts for Pittsburgh Foundations. Emily is working with Deb Sobina and Trenton Moulin to come with her to meet with foundations.
- iii. Jason is working with MaryAnn on specific comments getting bid packets completed. Rod requested a timeline for phases of the project along with future grants timelines with ideas of how much we can project to get from those grants and what options are out there to go next. A timeline could help the board have a projected opening date. Jason mentioned that the bid packets will show a refined amount to be able to show a better timeline to see how far the RCAP will take us and show us when we will need to find new sources of income. Tim requested that MaryAnn meet the board.

b. Senior Housing Center – Cranberry Township

- i. Option Agreement Executed
 - 1. The option agreement between the Authority and the Hudson Group has been submitted and executed.

c. eAcademy

- i. Grant submission update
 - 1. Emily is working with the state to get \$150,000 of ARC area development funds. Working with the project manager through

questions about the ARC funding. This would pay for staff salary for a year and a half for the eAcademy Director. Emily is continuing looking for more funding.

VII. Staff Report

- i. Emily reached out to Voyten Electric for local business outreach.

VIII. Public Comment – General

IX. Adjournment

Motion to adjourn by Vince Witherup; Seconded by Bill Moon at 11:40 AM. So moved.