

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY
Meeting Minutes - Amended
April 16, 2019
Courthouse Annex Room 100
1174 Elk Street
Franklin, PA

Present:

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

Staff:

Emily Lewis

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC
James Knarr, Resident

Excused:

Vince Witherup

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:00 A.M.
- II. Approval of Minutes
3/19/19 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. Approval of KLA Roofing Change Order
 - i. Emily presented a proposal of change order for KLA Roofing contract. The change order is in the amount of \$17,807.45 to be reduced from the contract. This is from the removal of field vector map grid and in-house custom fabrication for fascia trim and roof edge roofing materials. Specifications and samples will be reviewed by Mary Ann Upton.
 - ✓ Motion to approve the change order to KLA Roofing as presented by Bonnie Summers; Seconded by Bill Moon.
 - b. *Engage!* Aftercare Funds Contract
 - i. Emily presented a contract synopsis describing the contract for aftercare funds for the Engage program. The authority has been implementing the program in partnership with FICDA, and the authority has been awarded \$3,000 in aftercare funds that is to be utilized towards businesses that have been engaged through the program with a specific focus on workforce. The

businesses that are targeted are under fifty employees and are pre-approved by the Northwest Commission.

- ✓ Motion to approve the agreement by Bill Moon; Seconded by Bonnie Summers.

c. ARC Grant Administration Agreement

- i. Emily proposed a standard grant administration agreement between VCEDA and the County of Venango for the administration of the ARC eAcademy funds. When applied for, VCEDA's System of Award Management number was still pending approval. The County of Venango used their SAM number and this grant agreement is to reflect that for internal auditing purposed. The solicitor, Rich Winkler, has drafted the agreement.

- ✓ Motion to approve the grant agreement by Bill Moon; Seconded by Bonnie Summers.

d. Imperial Construction Services Contract Extension

- i. Emily provided the board a proposal for contract extension to Imperial Construction Services until September 1, 2019. This would be for project management for Cornplanter Square the construction phase. The contract total is \$60,743.00 and up to 600 hours of consultant services. The board recommended proposing setting an hourly rate after June 30th.

- ✓ Motion to table approval until more information on possible future rates by Bill Moon; Seconded by Rod Griffin.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial statement. Diona then presented the list of invoices paid in March.

- ✓ Motion to accept the financial report as total including invoices by Rod Griffin; Seconded by Allen Schiller.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily detailed the Cornplanter Square project cash flow spreadsheet as presented to board members in their agenda binders. Demo contractors were on site April 8th, found and pumped out water in the basement, and are back to work. Nothing structural to the facility was damaged. Emily noted that Hilary from the Planning Commission has continued working on a state grant opportunity for electric charging stations. She has met with several electricians and suppliers and the cost looks like it will be \$5,000 over what the state grant will cover. Emily asked the board if they would like her to proceed. The board requested information showing the statewide needs assessment in Pennsylvania. The grant deadline is being extended to a first come first served basis.

- ✓ Motion to approve Hilary proceeding with the grant by Bonnie Summers; Seconded by Bill Moon.

b. eAcademy

- i. Emily updated the board on the status of the eAcademy program in Venango County. Emily, Lisa Evans, and Gary Gulla from Hermitage visited the school districts for recruitment. She noted that all of the students met with seemed receptive of the program.

bi. Approval of Walmart Community Giving Grant Submission

1. Emily has targeted a Walmart Community Giving grant that requires an authorization letter to apply for the grant. She requested approval necessary to do apply.
- ✓ Motion to approve submitting the grant by Bill Moon; seconded by Allen Schiller.

c. Airport Land Use

- i. Emily updated the board on L.R. Kimball's efforts to secure a land release from the FAA. She stated that Kimball is still gathering the required documentation and that she has received support letters from both Congressman Thompson and FICDA regarding the project and is thankful for the support.

VII. Staff Report

- a. Emily submitted an ARC Power grant application for \$1.5 Million and will continue to look for addition funds for match.
- b. Emily mentioned that Taylor will start part time after her clearances go through and then full time in June.

VIII. Around the Table Report

- a. No Reports.

IX. Public Comment – General

- a. No public comment.

X. Adjournment into executive session for personnel matters

At this time Tim asked for a motion to adjourn to executive session for personnel matters, noting that no action would be taken in executive session but that it was likely a vote would be taken once the board adjourned from executive session.

- ✓ Motion to adjourn by Rod Griffin; Seconded by Bill Moon at 10:35AM. So moved.
Back into regular session at 10:39 AM
- ✓ Vote to approve amendment to the employment contract by Bonnie Summers; seconded by Bill Moon.

XI. Adjournment

- ✓ Motion to adjourn by Rod Griffin; Seconded by Bonnie Summers at 10:40 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC