

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

August 20, 2019

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC
Dr. Knarr, 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
7/16/19 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 Non-Profit Articles of Incorporation
 - i. Emily presented a briefing memo, detailing the nonprofit articles of incorporation. At the June board meeting, the board authorized the creation of these articles. The Authority solicitor has prepared the articles for filing to create the entity.
 - ✓ Motion to approve the Non-Profit Articles of Incorporation by Bonnie Summers;
Seconded by Bill Moon.
 - b. Redevelopment Assistance Capital Program Grant Acceptance
 - i. Emily presented a letter from the Commonwealth of Pennsylvania authorizing the release of \$1,000,000 in Redevelopment Assistance Capital Program (RACP) for the use of Phase Two of the Cornplanter Square building. This money will be used for the build out of the first floor. Emily informed the board that as part of the process, a letter must be sent to the Commonwealth within 30 days of receipt accepting.

- ✓ Motion to formally accept the RACP release by Rod Griffin; Seconded Vince Witherup.
- c. Approval to Submit Electric Charging Station Grant
 - i. Emily informed the board that Hilary Buchanan, Deputy Director of Planning, has been preparing the grant. It is understood that on average there will be a \$5,000 contribution for the grant applicant for installation costs. Emily mentioned that there has been some internal discussion deciding whether the Authority or the County Planning Commission would be the grant applicant.
- ✓ Motion to submit the grant application due by December in the Authority's name by Vince Witherup; Seconded by Bill Moon.
- d. Approval of 2020 Budget Proposal
 - i. Emily proposed 2020 Authority budget with an accompanying budget narrative highlighting notable changes. Vince Witherup recommended formalizing an agreement with USA Choice for rental charges within Cornplanter Square.
- ✓ Motion to approve 2020 Budget Proposal and submit the proposal request to County Commissioners by Bill Moon; Seconded by Alan Schiller.

V. Financial Report

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

Diona then presented the list of invoices paid in July.

She mentioned that the eAcademy space within Venango Campus Clarion University is shown as an in-kind contribution.

- ✓ Motion to accept the financial report as total including invoices by Vince Witherup; Seconded by Bonnie Summers.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily explained that the KLA roofing contract that was anticipated to begin the beginning of August did not happen because of a dispute regarding drain piping material. She presented an excerpt from the specifications document from the roofing package bid about piped systems. KLA Roofing bid on the project under the assumption that they would be able to install PVC piping throughout the building. The requested material above ground for the full project is cast iron piping. During the bid process, there was no request for information by KLA Roofing. They are proposing to go to arbitration to settle the issue. The Authority solicitor feels that it is clear in the specifications that the Authority was requesting cast iron and that going to arbitration would not be appropriate. Rich Winkler is working with Emily to come to a solution. Emily informed the board that there is no action needed, but she wanted to give the board an update on the roofing situation.

b. eAcademy

- i. Taylor Snyder informed the board that she is continuing to reach out to guidance counselors, principals, and superintendents of local school districts

searching for more participants. She mentioned that there was support from administration from Tidioute Charter, Christian Life Academy, and Venango Catholic. Taylor is working on making more connections with teachers and administration of schools to grow next year's program. Participants from Titusville and a prospective student from Cranberry were in attendance at the Ribbon Cutting event. Taylor has been researching potential grant opportunities for future funding.

VII. Staff Report

- a. Emily informed the board that Scott Dunkelburger from the state informed her about funding sources for Cornplanter Square and the Joy building. He and Emily discussed a Business in Our Sites grant/loan that could fit the Joy building if it were to be taken over as a multi-tenant facility.
- b. Emily coordinated business tours for Brian Slawin with Ben Franklin Technology Partners with businesses who would benefit from their programs and investments
- c. Taylor mentioned that she attended the I-CAP meeting on August 6th and presented the eAcademy.

VIII. Around the Table Report

- a. Alan Schiller informed the board the Oil City Redevelopment Authority is exploring the idea of creating redevelopment zones within city limits.
- b. Bill Moon mentioned that the City of Oil City Bridgefest went well even with the storms. The City of Oil City is in search of a Code Officer. The city is looking at purchasing a street sweeper. They received a PNC Grant to update playground equipment at Mitchell Avenue.

IX. Public Comment – General
None.

X. Adjournment to Executive Session Regarding Personnel and Discussion of Prospective Lease for Cornplanter Square

- ✓ Motion to adjourn into executive session by Rod Griffin; Seconded by Bill Moon at 10:52 AM.
- ✓ Motion to return into regular meeting by Vince Witherup; Seconded by Bill Moon at 10:52 AM. So moved. No votes were taken during executive session.

XI. Vote on Personnel Matter

- a. Employment Agreement
- ✓ Motion to approve the employment agreement by Bonnie Summers; Seconded by Bill Moon.

XII. Adjournment

- ✓ Motion to adjourn by Vince Witherup; Seconded by Rod Griffin at 11:21 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC