

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

December 17, 2019

Courthouse Annex Room 101

1174 Elk Street

Franklin, PA

Present:

Chip Abramovic
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

Excused:

Rod Griffin

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:04 A.M.
- II. Approval of Minutes
11/19/19 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Bonnie Summers; seconded by Alan Schiller. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Approval of KLA Roofing Contract Extension
 - i. Emily presented a KLA Construction Contract amendment #2 which extends the contract until May 31st, 2020. The contract extension is being requested to be able to apply the roofing materials in better weather conditions. Due to necessity for dryer temperatures for the roof application, the contract will need to be extended into 2020 for spring weather. This will not delay other construction within the Cornplanter Square building.
 - ✓ Motion to accept the KLA Roofing Contract Extension with the change to show the contract as “amendment #2” by Vince Witherup; Seconded by Alan Schiller.
 - b. Approval of Contract with Drayer Electrical Services, LLC
 - i. Emily presented a contract with Drayer Electrical Services, LLC for the wiring and installation of an electric charging station behind the bank building. The contract is for \$2,700. The Authority solicitor drafted the

contract. Emily mentioned that the charging unit that has been selected is a standard charging station.

- ✓ Motion to accept the Contract with Drayer Electrical Services, LLC by Bonnie Summers; Seconded by Alan Schiller.

c. Approval of Assignment of Contract for the Keystone Communities Program Grant

- i. Emily presented the assignment of contract agreement that transfers responsibility of the revolving loan fund from the county to the authority. That was the original intention when the grant was written. DCED drafted the contract, and it was approved at the commissioner board meeting, and is being presented to the VCEDA board for approval.

- ✓ Motion to approve the Assignment of Contract for the Keystone Communities Program Grant by Alan Schiller; Seconded by Chip Abramovic.

V. Financial Report

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

Diona then presented the list of invoices paid in November with no concerns.

- ✓ Motion to accept the financial report including invoices by Vince Witherup; Seconded by Alan Schiller.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily informed the board that Bank Note Records, a private entity that inquired about filming a music video in the bank vault, does not have their own insurance, the dollars to pay for filming, or a timeline of when this production would be proposed. The board recommended that a private entity within the building would need to have their own insurance to use the facility.

b. eAcademy

- i. Taylor Snyder informed the board that the eAcademy spent time the last month in Titusville for tours at the Great Eastern Cutlery, E&K Equipment, Titusville Dairy, The Ribbon Factory, The Mercantile, Acorn Acres, and Story Book Floors. She has been consistently preparing content for the eAcademy classroom and while updating the social media Facebook page. Taylor has scheduled presentations with eight schools to meet with students and teachers to give information about the program for the 2020-2021 school year. She mentioned that the 3D printer purchase is in process. Also, Taylor informed the board that she has been researching breweries with experience in event services for Cornplanter Square.

VII. Staff Report

- a. Emily worked with KLA Roofing and their subcontractor to fix issues with their certified payroll.
- b. Emily attended the monthly commissioner work session.
- c. Emily updated the Executive Pulse system for PREP and Engage programs.

VIII. Around the Table Report

- a. Vince noted that he is very pleased with where the Authority is today, and that he is starting to see success in Cornplanter Square.
- b. Bonnie informed the board that they need to formally approve Emily's final bonus by December 31st. Bonnie noted that Emily has met her contract objectives and identified goals.
- ✓ Motion to approve the contract final bonus by Bonnie Summers; seconded by Alan Schiller. No one opposed. So moved.
- c. Alan mentioned that they are working with the Oil City Planning Department on designating a redevelopment zone to target blighted properties in Oil City.
- d. Tim noted that he is very proud of how the Authority has grown and is thankful to everyone on the board for their time and service.

IX. Public Comment – General

- a. None.

X. Adjournment

- ✓ Motion to adjourn by Vince Witherup; Seconded by Bonnie Summers at 10:39 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC