

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

February 19, 2019

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Chip Abramovic
Bill Moon
Tim Brooks
Vince Witherup
Bonnie Summers

Staff:

Emily Lewis

Guests:

Jason Ruggiero, VCRPC
Ashley Smith, VCRPC
Diona Brick, Fiscal
James Knarr, Resident
Deb Eckelberger, FICDA
Jim Meyer, The Derrick
Mary Ann Upton, DesignLabs
Ken Faux, Imperial Construction

Excused:

Rod Griffin

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:02 A.M.
- II. Approval of Minutes
1/15/19 Regular Meeting Minutes
Corrections: Bonnie’s title should note “Secretary/Treasurer” not “Secretary”
Note that no action was taken during or after the executive session.
✓ Motion to approve the meeting minutes as amended by Bonnie Summers;
seconded by Bill Moon. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. RACP ME# 300-1626 Cooperation Agreement
 - i. Emily presented a contract synopsis that details a cooperation agreement for the 2015 Redevelopment Assistance Capital Program (RACP) grant. This allows the authority to act as the sub-grantee of the grant.
 - ✓ Motion to approve the cooperation agreement by Vince Witherup; Seconded by Bill Moon.
 - b. PREP FY2018-FY2019 Contract
 - i. Emily presented a contract synopsis for the Partnership for Regional Economic Performance (PREP) program between the Northwest Commission

and the Economic Development Authority. This contract is for \$10,178 and the activities including business outreach. Emily will present the data to the board of what businesses are being met with regularly.

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

c. Memorandum of Understanding for Engage Program

- i. At the January board meeting, the board approved a draft contract between the Authority and FICDA. FICDA drafted a Memorandum of Understanding that defines the ENGAGE responsibilities for both the Authority and FICDA. The Authority solicitor has reviewed this MOU.

- ✓ Motion to approve the MOU as presented by Bill Moon; Seconded by Bonnie Summers.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial statement. Diona informed the board that going forward she will provide historical actual monthly reports comparable to the same month a year ago. The Planning Office time will be recorded by using the 2019 rate of cost allocation. This will be shown on the balance sheet as an In-Kind expense. Half of the employment contract addition amount that was approved in December will be shown in the February report.

- ✓ Motion to approve the financial report as total including invoices by Bill Moon; Seconded by Vince Witherup.

a. Environmental Assessment Study

Emily discussed a property in Franklin that a local company has shown interest in. She recommended an environmental site assessment. Emily reached out to the state who has a program to offset the study by 75% for entities like the Authority. The authority would be responsible for 25% of the cost. Emily will reach out to the City of Franklin about their willingness to contribute to the Phase 1 environmental study. She mentioned that the largest issue with this property is not knowing what the issues are.

- ✓ Motion to allow Emily to continue pursuing the willingness for the study by Bonnie Summers; Seconded by Vince Witherup.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily informed the board that demolition groundwork will begin this month. Demo will extend until about the end of July. The roof start date anticipation is May and to end in July. Both the demo and roof replacement have been completely funded. The doors and windows bid packet is planned to be sent out in April.
- ii. Jason discussed a state grant opportunity for electric charging stations. There is a standard charger charge point station that costs about \$3000 per plug for a total of \$6000. The installation costs could be around \$2000. The grants allows repayment up to \$5000 per plug. Ongoing maintenance would cost

\$500 per year for the network fees. The cost of the electricity can be recouped by the Authority by charging for the electricity used. The board requested that Jason continue to gather information.

b. eAcademy

- i. Emily reviewed applications and interviewed four qualified candidates. The tuition per student is \$1400 for this program. Emily, Jason, and Lisa Evans from Hermitage eAcademy will be going to the schools to discuss the program.

c. Airport Land Use

- i. KU Resources completed an environmental site assessment with no findings for the property adjacent to the airport. R.L. Kimball, the current airport engineer, will begin the FAA land release request. Emily met with Congressman Thompson to secure letters of support for the project.

VII. Staff Report

- a. Emily secured a letter of support from R Lee James for the Venango eAcademy.
- b. Emily has been assisting several companies looking for expansion opportunities.
- c. She met with Steve Carr and Aldo Jackson with the Northern Pennsylvania Regional College to discuss workforce and educational development in Venango County

VIII. Around the Table Report
No Report.

IX. Public Comment – General

- a. Deb Eckelberger informed the board of a Fiber Line workshop that will be held at FICDA on March 6th.
- b. Mary Ann Upton and Ken Faux informed the board of their positive feelings about the Cornplanter Square project.

X. Adjournment into executive session for personnel matters
None. So moved.

XI. Adjournment

- ✓ Motion to adjourn by Bonnie Summers; Seconded by Vince Witherup at 11:26 AM.
So moved.

Respectfully submitted,
Ashley Smith, VCRPC