

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

January 15, 2019

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Rod Griffin
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

Excused:

John Stiller
Chip Abramovic

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:02 A.M.
- II. Approval of Minutes
12/18/18 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Bonnie Summers; seconded by Rod Griffin. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Board Vacancy
 - i. Emily received an email from John Stiller last week informing her that he unfortunately had to resign from the VCEDA since he is resigning from the Redevelopment Authority Board for personal reasons. John was representing the Redevelopment Authority on the VCEDA board. Per Bylaw Article IV. 4.4 “A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, shall be filled by a successor elected by the Board for the unexpired portion of the term.”
 - ✓ Motion to approve the resignation of John Stiller from the VCEDA board by Bill Moon; seconded by Rod Griffin.

- b. Election of Officers
 - i. Per the bylaws Article IV. 4.1 “At the first regular meeting of the Board and every year thereafter or until their successors are elected, the Board shall elect a Vice Chair, a Secretary, and a Treasurer from among its members.”
 - ii. Tim reminded the board that Article IV 4.5 in the bylaws states that “The Chair of the Authority shall be the Chair of the Board of the Venango County Commissioners...”
 - iii. Bonnie nominated Bill Moon for Vice Chair; Vince seconded.
 - iv. Tim nominated Bonnie for Secretary/Treasurer; Bill seconded.
- c. Approval of Expense Reimbursement Policy
 - i. Emily provided the board with the proposed travel and entertainment reimbursement policy. This is the same policy that was presented at the December 2018 meeting.
 - ✓ Motion to approve the policy as presented by Bill Moon; Seconded by Rod Griffin.
- d. Approval of Bonus Payment
 - i. Emily provided her certificate of completion issued by Penn State Harrisburg. She completed the 2018 Economic Development Course in Pennsylvania which consisted of over 25 hour in person training and is qualified for admission to the Economic Development Institute sponsored by the International Economic Development Council.
 - ✓ Motion to award the first half of the bonus by Bonnie Summers; Seconded by Bill Moon.
- e. Creation of a personnel committee
 - i. Tim mentioned that last month there was discussion about setting up a personnel committee without the involvement of the county commissioners. With a seven person board and three of those being county commissioners, four members remain. To keep the ability to split votes, the personnel committee will be created with three members.
 - ✓ Motion to create a three person personnel committee of Bonnie, Rod, and Bill by Vince Witherup; Seconded by Bill Moon.
- f. Approval of Engage Contract Extension
 - i. Emily provided a contract synopsis to request a five month extension for the *Engage!* service contract. The contract is between the Northwest Commission and VCEDA for \$5,715 of services.
 - ✓ Motion to approve the five month contract extension by Rod Griffin; Seconded by Bill Moon.
- g. Approval of contract between VCEDA and FICDA
 - i. Emily presented the board with a contract synopsis to formalize a verbal agreement between VCEDA and FIDCA to partner in providing *Engage!*

Services to businesses residing the City of Franklin. This agreement will be for half of the Engage! Contract of \$2,857.50. Emily informed the board that a formal contract is a requirement by The Northwest Commission.

- ✓ Motion to send the presented contract to FICDA for review by Bonnie Summers; Seconded by Bill Moon.

h. Approval to file RACP Application

- i. RACP applications have opened and are due January 31st. Emily requested approval to submit an application of \$2 million for Cornplanter Square on behalf of the Authority.

- ✓ Motion to allow staff to apply to RACP by Bill Moon; Seconded by Rod Griffin.

V. Authority Treasurers Report

a. Diona Brick, Venango County Fiscal Director, presented the financial statement.

- ✓ Motion to accept pages 1-6 of the financial statement as presented by Rod Griffin; Seconded by Bill Moon.
- ✓ Motion to approve the presented insurance prices for 2019 by Bill Moon; Seconded by Rod Griffin.
- ✓ Motion to approve the audit packet as presented by Rod Griffin; Seconded by Bill Moon.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily and Jason met with Ken Faux and the low bidders for a walk through of Cornplanter Square. Anticipated start date of demo and abatement on February 15th with roof sequencing to follow April 15th. Once construction begins, the roof completion timeline is approximately two weeks and demolition timeline is about six months.

b. eAcademy

- i. Emily advertised the Entrepreneurship Program Manager position online at Indeed.com and in The Derrick. She also forwarded the description to Hermitage's eAcademy, Hope Lineman and Deb Sobina of Clarion University, and the Ben Franklin Technology Center Erie Coworking center for review and to provide to interested candidates.

c. Airport Land Use

- i. KU Resources completed an environmental site assessment for the property adjacent to the airport. R.L. Kimball, the current airport engineer, will begin the FAA land release request.

VII. Staff Report

- a. Emily met with guidance counselors and superintendents to discuss the eAcademy program. She is facilitating a meeting for the superintendents to tour the Hermitage eAcademy.
- b. Emily has been assisting two companies to find properties. She has been working with Kathy Bailey of Oil City Main Street for information of viable properties.

VIII. Around the Table Report

- a. Bonnie Summers informed the board about a business expo coming to the Cranberry Mall on March 19th.
- b. Bill Moon noted that Oil City's "First Night" celebration was a success which included a light show that was projected on the back of the Cornplanter Square building. Bill mentioned how much he appreciates the county's investment into the city.
- c. Rod Griffin noted that the FICDA board and the City of Franklin council will have a joint board meeting at the end of the month to discuss business expansion.
- d. Vince Witherup added that FICDA and City of Franklin MOU is going well.

IX. Public Comment – General

- a. James Knarr complimented the board by mentioning that he feels the group has been generating respect in the broader community by presenting a level of sophistication and professionalism. He informed the board that he sees the group putting their best foot forward.

X. Adjournment into executive session for personnel matters

- ✓ Rod Griffin moved to enter into executive session at 11:09 AM to discuss personnel and negotiations. Bill Moon seconded the motion, which passed unanimously. The executive session ended at 11:50 AM.
- ✓ No action was taken during or after the executive session.

XI. Adjournment

- ✓ Motion to adjourn by Vince Witherup; Seconded by Bill Moon at 11:51 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC