

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

June 18, 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
Ken Faux, Imperial Construction
Jim Myer, The Derrick
Kara O'Neil, The Derrick
Rich Winkler, Solicitor

Excused:

Vince Witherup

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:01 A.M.
- II. Approval of Minutes
5/20/19 Regular Meeting Minutes
✓ Motion to approve the meeting minutes by Bill Moon; seconded by Rod Griffin. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Imperial Construction Services Project Update
 - i. Ken Faux informed the board that the first, second, and third floor have been cleaned out and demoed down to structure. The ceilings, electrical systems, and mechanical systems have been removed. Plumbing stacks are still existing at this time and will remain in place until demolition is completed to the top floor. General demolition is estimated to be finished at the end of August. Abatement of asbestos will begin after demolition is completed. The roofers will be on site early July. Ken mentioned that there is a steel plate chimney that has asbestos lining from the boiler to the roof level. He noted that the chimney will not need to be demolished and abated in this phase.
 - b. Approval to Bid Exterior Windows and Doors Package

- i. Emily informed the board that the exterior window and door bid package is almost ready to bid. This package is to replace the existing windows and doors on three sides of the building. Emily showed the board the project cash flow through the window and door phase.
- ✓ Motion to approve to put window and door bid package out for bid by Bonnie Summers; Seconded by Bill Moon.
- c. Authorize Formation of Non-Profit Entity
 - i. Emily presented the board with a briefing summary for the creation of a Non-Profit Entity. The Authority solicitor recommended this nonprofit board would be between 5-7 members. Those members would be members of the authority board, and the nonprofit would be managed by the staff of the authority. The nonprofit creation opens funding streams that the authority is currently not eligible. Emily requested the board give input in to the name of the nonprofit.
- ✓ Motion to approve the formation of nonprofit entity named Venango Innovation and Development Corporation by Bonnie Summers; Seconded by Bill Moon.

V. Financial Report

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

Diona then presented the list of invoices paid in May. She mentioned that the Cornplanter Square building's insurance is currently under the County and it is going to be pulled to the Authority's policy which makes the yearly budget over around \$800.

- d. Motion to accept the financial report as total including invoices by Rod Griffin; Seconded by Bill Moon.

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily informed the board that she attended a PA Downtown conference. At this conference, she attended a presentation regarding the Federal Historic Tax Credit Program and will continue to research that program. There is no funding request cap for the Federal Program. There is also a State Historic Tax Credit Program as well that is capped at \$500,000 funding request per DCED regional district and is a lottery system. Emily filed applications with the Federal Economic Development Administration, Application Regional POWER Grant, and RACP. The RACP application is still pending.

b. eAcademy

i. Application Update

Emily updated the board on the status of the eAcademy program in Venango County. She noted that she received, reviewed, and approved three applications from Titusville School District. Taylor Snyder and Emily have discussed strategies to attract more students during the summer. Taylor's full time start date is July 1st, 2019.

- c. Airport Land Use
 - i. Land Release Submission Pending
 - 1. Emily updated the board on L.R. Kimball's efforts to secure a land release from the FAA. Emily started assembling a steering committee for an air cargo feasibility study and will begin that study soon.

VII. Staff Report

- a. Emily met the UPMC senior manager for community relations at the PA Downtown conference. UPMC funds the Hermitage eAcademy program.
- b. Emily's graduation from the Venango Chamber of Commerce's Leadership Venango program was held May 22nd at the Oil City Transit building.
- c. Jason informed the board about the Planning Commission's momentum towards a County recycling center.

VIII. Around the Table Report

IX. Public Comment – General
No public comment.

- X. Adjournment to Executive Session Regarding Personnel Matter
- e. Motion to adjourn into executive session for personnel matter with no anticipation of votes by Bill Moon; Seconded by Bonnie Summers at 11:13 AM.

- XI. Adjournment
- ✓ Motion to adjourn by Rod Griffin; Seconded by Bill Moon at 11:37 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC