

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

March 19, 2019

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Rod Griffin
Bill Moon
Tim Brooks
Alan Schiller
Bonnie Summers

Excused:

Chip Abramovic
Vince Witherup

Staff:

Emily Lewis

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
James Knarr, Resident
Jim Meyer, The Derrick
Deb Eckelberger, FICDA
Roger McCauley, FICDA

I. Call to Order – Commissioner Brooks

Monthly board meeting called to order by Tim Brooks at 10:00 A.M.

Tim Brooks welcomed Alan Schiller to the board as a representative from the Oil City Redevelopment Authority. Board members and staff introduced themselves.

II. Approval of Minutes

2/19/19 Regular Meeting Minutes

Corrections: Bonnie's last name is spelled incorrectly under item IV.C

- ✓ Motion to approve the meeting minutes as amended by Bill Moon; seconded by Bonnie Summers. So moved.

III. Public Comment on Agenda Items

None. So moved.

IV. Special Purpose Matters

a. Mid-Atlantic Air Quality Testing Quote

- i. Emily presented a contract synopsis that details a quote from Mid-Atlantic Environmental for 3rd party air quality testing during the demolition and abatement work to be performed by Canfield Development. This quote is not to exceed \$12,878 and is budgeted as part of the RACP grant match.
- ✓ Motion to approve the quote with Mid-Atlantic as presented by Bill Moon; Seconded by Rod Griffin.

b. Multi-Vista Site Documentation Proposal

- i. Emily presented a contract synopsis that details a proposal from Multi-Vista for site documentation prior to the start of work at Cornplanter Square. This firm would document the condition of sidewalks, parking lots, etc. through the use of photos and videos in order to safeguard the Authority in the event the contractor damages the site during work. The proposal is for \$2,150 and is recommended for approval by the Construction Manager, Ken Faux.
- ✓ Motion to approve the Multi-Vista Site Documentation proposal upon review by the Authority solicitor by Rod Griffin; Seconded by Bill Moon.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial statement. Diona noted the line titled “Due to Other Governments” and explained that this represents the time spent by county staff assisting the Authority. This would include time spent by Fiscal, IT or Planning and as instructed is shown as a liability on the Authority’s balance sheet. Diona then presented the list of invoices paid in February.

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

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily detailed the Cornplanter Square project cash flow spreadsheet as presented to board members in their agenda binders. The cash flow was created by Emily and Diona and was sent to Roger McCauley for his input and suggestions as well. It details the sources of funds and the uses of those funds to each specific project that has been planned thus far for the Cornplanter Square project. Finally, there is a separate attachment that shows the proposed sources of funds and the proposed uses of those funds for the next phase of the project, which is the build-out of the brew pub and microbrewery on the first floor of the building. The board thanked Emily and Diona for the work that went into the document and also thanked Roger for his assistance. Diona pointed out that Emily and Jason already had all of the information contained in the document, she simply assisted in putting the information into a different format for the board.
- ii. Tim Brooks asked Emily to explain how the match for the first RACP grant was funding that was originally earmarked as match for the construction of the Multimodal Hub in Oil City. Rod Griffin clarified that this meant the match money had to be spent on a project in Oil City and Emily confirmed. Bonnie Summers asked where the original county match of \$1 million came from and Tim clarified that it was not tax dollars, but came from UPMC as a payment due from the lease at Sugar Valley Lodge.

b. eAcademy

- i. Emily updated the board on the status of the eAcademy program in Venango County. She detailed that she has selected a candidate for the Entrepreneurship Program Manager, which she will discuss in more depth

during Executive Session. She also detailed that she was able to facilitate a trip to the LindenPointe eAcademy for area superintendents that seemed to be very beneficial to the school districts understanding of the program.

c. Airport Land Use

- i. Emily updated the board on L.R. Kimball's efforts to secure a land release from the FAA. She stated that Kimball is still gathering the required documentation and that she has received support letters from both Congressman Thompson and FICDA regarding the project and is thankful for the support.

d. Cranberry Senior Housing Development

- i. Emily updated the board on the proposed senior housing project in Cranberry. At this point Hudson group is still pursuing the funding necessary to complete the project and the Authority is still holding the land as requested by the township.

VII. Staff Report

- a. Emily detailed additional items not mentioned previously in her staff report.
- b. Tim asked if the Multi-Vista proposal included cataloging the inside of the bank building. Emily responded that it would not but that Ken Faux has completed an inventory of the interior.
- c. Tim asked if everything was still on track for the eAcademy to host the first class in the fall of 2019. Emily responded affirmatively.

VIII. Around the Table Report

Bonnie detailed the Cranberry Business Expo that is scheduled for the Cranberry Mall and encouraged everyone to attend if possible. Bonnie also asked for suggestions from the board about possible solutions for the lack of investment at the Cranberry Mall from the current owners.

Bill asked if all the issues were able to be worked out between the demolition contractor and city regarding the placement of dumpsters on Sycamore Street. Emily responded affirmatively.

IX. Public Comment – General

- a. No public comment.

X. Adjournment into executive session for personnel matters

At this time Tim asked for a motion to adjourn to executive session for personnel matters, noting that no action would be taken in executive session but that it was likely a vote would be taken once the board adjourned from executive session.

- ✓ Motion to adjourn by Bonnie Summers; Seconded by Rod Griffin at 10:43AM. So moved. Back into regular session at 11:04 AM

XI. Vote on Personnel Matter

- ✓ Motion to approve the hiring of Taylor Snyder as the Entrepreneurship Program Manager initially on a part-time basis with an expectation of full-time employment around the second week of June.

XII. Adjournment

- ✓ Motion to adjourn by Bill Moon; Seconded by Rod Griffin at 11:26 AM. So moved.

Respectfully submitted,
Jason Ruggiero, VCRPC