

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

May 20, 2019

Courthouse Annex Room 103

1174 Elk Street

Franklin, PA

Present:

Rod Griffin
Bill Moon
Tim Brooks
Alan Schiller
Vince Witherup
Chip Abramovic

Staff:

Emily Lewis

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC
Sabrina Backer, County Chief Clerk

Excused:

Bonnie Summers

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:01 A.M.
- II. Approval of Minutes
4/16/19 Regular Meeting Minutes
 - ✓ Changes:
 - 1) There was no amendment, so redacted “as amended”.
 - 2) Added a note in Ongoing Project for Cornplanter Square project detailing that the grant the Planning Commission is working on is for electronic charging stations.
 - 3) After adjournment into exec session there was a vote, added “Vote to approve amendment to the employment contract by Bonnie Summers; seconded Bill Moon.”
 - 4) Corrected spelling of “Alan” throughout the meeting minutes.
 - ✓ Motion to approve the meeting minutes as amended 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 Contract Extension (Revised)
 - i. Emily presented the board a revised contract extension to Imperial Construction Services. This was brought to the board at last month’s meeting, and there was a request to change the proposal extending services through September 1, 2019. This would be for project

management for Cornplanter Square construction phase. The contract total is \$60,743.00 and up to 600 hours of consultant services. There was no change to the cost of the revised contract.

- ✓ Motion to approve the contract extension as revised by Vince Witherup; Seconded by Bill Moon.
- b. Creation of an eAcademy Advisory Committee
 - i. Emily presented the board with a briefing summary for the creation of an eAcademy Advisory committee. The Hermitage academy created a model for an advisory committee to offer guidance on curriculum development and student application review. The committee would be comprised of representatives from each school district participating in the program as well as local industry representative. This group would meet once every other month to guide the program. Emily has created a rough draft list of representatives in mind.
- ✓ Motion to approve the formation of the advisory committee by Rod Griffin; Seconded by Bill Moon.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial statement. Diona then presented the list of invoices paid in April. She mentioned that insurance is a one-time payment which shows as 100% paid.

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

VI. Ongoing Projects

a. Cornplanter Square Project

i. Discussion on Creation of a Non-Profit

Emily informed the board that ownership of the building will have to be transferred to a nonprofit organization. New market tax credit eligibility is contingent upon ownership of that building not being by a government entity or a quasi-government entity, but rather a non-profit or for profit. Also, with the way RACP dollars are funded through the state, as a municipal entity we are unable to make any revenue from that. Emily informed the board that she wouldn't want to transfer the property at this moment, but to create the non-profit so that it is ready.

- ✓ Tabled the discussion of creating a non-profit organization to have time to research models done by similar structures as the authority.

b. eAcademy

i. Entrepreneurship Program Manager Start Date July 1, 2019

Emily updated the board on the status of the eAcademy program in Venango County. She noted that the manager for the program will begin full time status on July 1st. Emily mentioned that they are working on obtaining applicants for 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.

VII. Staff Report

- a. Emily met with County Commissioners and Planning staff to discuss the county recycling center with potential co-location opportunities with light manufacturers.
- b. Emily and Jason have been having conversations with representatives of both cities about the local opportunity zones.
- c. Emily's graduation from the Venango Chamber of Commerce's Leadership Venango program is being held May 22nd at the Oil City Transit building.
- d. Emily noted that she will be on vacation from June 17th-21st.

VIII. Around the Table Report

- a. Alan mentioned that the Redevelopment Authority has identified areas that they are interested in being involved with, and they are working with the City of Oil City on establishing new redevelopment zones.
- b. Bill mentioned that the City of Oil City has condemned the IOOF building. The solicitor is writing up a nuisance ordinance. This will be a city wide ordinance to combat blight. The parking authority is going to be dissolved and lots that were owned by the authority will be transferred to the City of Oil City. Bill also noted that the Lyric Theater's work is proceeding.

IX. Public Comment – General

No public comment.

Tim Brooks introduced the new County Chief Clerk, Sabrina Backer, to the board.

X. Adjournment

✓ Motion to adjourn by Rod Griffin; Seconded by Bill Moon at 10:48 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC