

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

November 19, 2019

Courthouse Annex Room 101

1174 Elk Street

Franklin, PA

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC
James Knarr, Resident

Excused:

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:04 A.M.
- II. Approval of Minutes
10/15/19 Regular Meeting Minutes
✓ Motion to approve the meeting minutes by Alan Schiller; seconded by Bonnie Summers. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Approval of Canfield Development CO #2
 - i. Emily presented a change order for Canfield Development in the amount of \$6,094.51. The anticipated change order is for additional items found containing asbestos that will need to be abated and other items that will need to be removed that were not part of the original demolition plan. The change order was reviewed by both the architect and construction manager and both have found the prices in line with what is to be expected. Emily presented a cash flow of the project documenting where the change order would fall in the overall budget.
 - ✓ Motion to accept the Canfield Development CO #2 by Rod Griffin; Seconded by Vince Witherup.
 - b. Approval of KLA Roofing CO #3
 - i. Emily presented a change order for KLA Roofing in the amount of \$7,000. This change order is made to adjust the price for a partial allowance for the

cost of cast iron pipe for above ground stormwater pipe included within the work. No further adjustment shall be made for the use of cast iron pipe.

- ✓ Motion to accept the KLA Roofing CO #3 by Bonnie Summers; Seconded by Alan Schiller.
- c. Approval of PREP FY 2019-2020 Contract
 - i. Emily presented the Northwest Commission fiscal year 2019-2020 contract. The contract is for \$10,178 to be received by VCEDA for business outreach services to be provided. Emily provided a list of metrics that VCEDA has to hit by the end of the contract period that gets recorded in the programs executive pulse system.
- ✓ Motion to accept the PREP FY 2019-2020 Contract by Rod Griffin; Seconded by Vince Witherup.
- d. Approval of 2020 Board Meeting Schedule
 - i. Emily provided a proposed 2020 board meeting schedule. Meetings are proposed to remain on the third Tuesday of each month at 10:00am. The meetings will remain at the Courthouse Annex Room 100 with the exception of April and October. Room 100 was not available for the months of April and October. Those two months are proposed to be held at the Franklin Area Chamber of Commerce conference room.
- ✓ Motion to accept the 2020 Board Meeting Schedule 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 October.

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

VI. Ongoing Projects

a. Cornplanter Square Project

- i. Emily showed the board a proposed pricing schedule for the third floor coworking space. Rates were assembled based on rates of Erie and Meadville coworking spaces and then tweaked for Venango County demographic. This pricing schedule will be the basis of the coworking space business plan.
- ii. Emily informed the board that a private entity contacted her regarding using the bank vault for the creation of a music video. Emily informed the board that the entity would be required to have their own insurance. Emily will get more information regarding the time requested for the video and will determine what cost to rent the space would be sufficient.

b. eAcademy

- i. Taylor Snyder informed the board that she has redesigned a personalized eAcademy brochure. She noted that the eAcademy received a grant from the Samuel Justus Charitable Trust Committee along with a donation from Nancy Cubbons. Taylor presented paperwork for a 3-D printer that they are

planning on purchasing for the eAcademy classroom. She gave a review of past speakers and trips for the classroom and informed the board of scheduled guest speakers and trips that the eAcademy class will be attending within the next month.

VII. Staff Report

- a. Emily Attended an Oil City Council meeting to formally request their consideration of transferring ownership of the parking lot behind the building to the authority. City Council was unable to formally approve transfer of ownership at this time as they are in the process of dissolving the Oil City Parking Authority. Once the parking authority has been dissolved council will have the ability to transfer ownership to the authority.
 - i. VCEDA will likely delay installation of the electric charging station until ownership of the parking lot has been transferred.
- b. Emily attended a 2-day ARC POWER grantee conference for best management practices and compliance policies for the grant
 - i. VCEDA was one of 9 organizations in the Commonwealth of Pennsylvania to receive an ARC POWER award and received the second largest grant award amount.
- c. Emily met with the County Commissioners and County Planning regarding possible sites for the county recycling center

VIII. Around the Table Report

- a. Bill Moon mentioned that the Oil City Council will have the resolution of the parking lot on their meeting agenda.

IX. Public Comment – General

- a. James Knarr asked Emily what her plan is for the VCEDA to eventually become a self-sustainable entity. Emily responded that it is always on her mind to become and group that does not rely on grant funding.

X. Adjournment into Executive Session Regarding Discussion of Prospective Lease for Cornplanter Square

- a. Into executive session at 11:03 AM. No votes were taken. Motion to come out of executive session at 11:45 am by Vince Witherup; Seconded by Bonnie Summers.

XI. Adjournment

- ✓ Motion to adjourn by Bill Moon; Seconded by Rod Griffin at 11:46 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC