

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

October 15, 2019

Courthouse Annex Room 101

1174 Elk Street

Franklin, PA

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC
Jill Foy, Northwest Commission
Rebecca Beach, Northwest Commission

Excused:

Rod Griffin

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:01 A.M.
- II. Approval of Minutes
09/17/19 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Bonnie Summers; seconded by Bill Moon. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Approval of Canfield Development CO #1
 - i. Emily presented a change order for Canfield Development in the amount of \$10,773.80. The change order is for piping that was concealed when the asbestos report was filed. Emily explained that there has been a small swap that is reflected on the cash flow. The ends of the vault of the first floor were to be removed, but since the layout of that floor is not finalized the removal of partitions around the stairs on the fifth floor will be done instead.
 - ✓ Motion to accept the Canfield Development CO #1 by Vince Witherup; Seconded by Bill Moon.
 - b. Discussion Regarding Transfer of Revolving Loan Administration to the Northwest Commission
 - i. Emily introduced Jill Foy and Rebecca Beach from the Northwest Commission. The NW Commission is working on a proposal. Once received, the proposal will be reviewed by the Authority solicitor and the

Authority board. The concept would be that the NW Commission loan review committee would give a recommendation to the Authority board. Jill explained that typically, the Northwest Commission has a \$450 application fee with a half a point commitment fee with a half a point at the end of each year for administration fees. Rebecca recommended that the board should start considering what to have done with the interest from the loan. Emily responded that she will get some clarity from DCED on what could be done. The Northwest Commission loan review committee is an eleven member committee consisting of eight bankers, one CPA, and two board members. The committee meets the second Tuesday of each month and then they would send their recommendation to the Authority board.

✓ No vote taken.

V. Financial Report

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

Diona then presented the list of invoices paid in September.

✓ Motion to accept the financial report including invoices by Bonnie Summers;
Seconded by Bill Moon.

VI. Ongoing Projects

a. Cornplanter Square Project

i. Emily noted floors five, four, three, and two have been cleared and abated.

The first floor is abated and some light demolition has begun. The basement is last to be completed. The project demo and abatement is estimated to wrap up at the end of October as targeted. The roof materials have been ordered, roof drains are cleared, and replacement of the membrane is dependent on the weather.

b. eAcademy

i. Taylor Snyder informed the board that she has been staying in close contact with schools involved. She keeps updates with those schools informing about field trips and attendance for all students. The students receive three credits for high school, and Taylor has been keeping track of all grades for those course credits. The Oil City HS ninth grade students are touring Venango Campus, and Taylor will have a presentation about the eAcademy. She has continued working on the curriculum, classroom documents, social media, and is planning new field trips and speakers. Taylor mentioned that the eAcademy is doing a Franklin Retail Association walking tour with Jess Carroll. She also noted that Nancy Cubbon has submitted a donation towards part of the tuition for the one Cranberry eAcademy student along with a donation towards a 3D printer for the eAcademy classroom.

VII. Staff Report

a. Emily noted that the Authority was awarded ARC Power funds. She mentioned that they have not heard from EDA which is match to the ARC funds.

b. Emily met with the state grant manager for RACP.

c. Taylor went to Pittsburgh for Demo day with the Hermitage eAcademy.

- d. Taylor attended the Franklin Retail Association meeting in preparation for the walking tour with eAcademy students.
- e. Taylor met with Representative Lee James for a tour of the eAcademy and to discuss the program.

VIII. Around the Table Report

- a. Alan expressed his sadness about the airport struggles, and he mentioned that the he is looking for alternative ideas getting people to and from Pittsburgh connecting Venango County to the city.
- b. Bonnie Summers thanked the Commissioners for supporting the idea of the county recycling center in Cranberry Township.

IX. Public Comment – General

- a. None.

X. Adjournment

- ✓ Motion to adjourn by Bill Moon; Seconded by Vince Witherup at 10:45 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC