

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

September 17, 2019

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC
Dr. Knarr, Resident

Excused:

- I. Call to Order – Commissioner Brooks
Monthly board meeting called to order by Tim Brooks at 10:01 A.M.
- II. Approval of Minutes
8/20/19 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Bonnie Summers; seconded by Rod Griffin So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Approval of Engage! FY2019-FY2020 Contract
 - i. Emily presented a contract synopsis for Engage! fiscal year 2019-2020 contract. This contract with Northwest Commission is to provide engage services to businesses in the local area. The contract has a cap of \$13,000 with half of that going to FICDA per the MOU agreement. The Authority solicitor has reviewed the contract and has no issues.
 - ✓ Motion to approve the Engage! FY2019-FY2020 Contract by Vince Witherup; Seconded by Bill Moon.
 - b. Award of Doors and Windows Contract
 - i. Emily presented an agenda briefing memo detailing the bid submissions received for the Cornplanter Square doors and windows contract. Bids were opened publically September 10th, 2019. Three bids were received. The lowest bid was submitted by Gurtner and Sons, LLC amount of \$857,000 with an add alternate for operable windows amounting to \$47,000. Emily has spoken with County Commissioners about using \$23,000 of CDBG funds

towards doors and windows under historic preservation. She also has reached out to PNC Charitable Trust for additional funding options.

- ✓ Motion to approve the doors and windows bid contract contingent upon completion of solicitor review by Bonnie Summers; Seconded Bill Moon.

c. Approval of KLA Roofing Contract Amendment

- i. Emily presented the board with a memo for amendment to the KLA roofing contract. Because of the dispute over roof drain materials, KLA did not meet their construction end date of August 31st and requested to extend the end date to November 31st. This will capture the \$7,000 of additional cost with a change order.

- ✓ Motion to approve the KLA Roofing Contract Amendment extending the end date of contract to November 31st, 2019 by Bill Moon; Seconded by Alan Schiller.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial report. Diona then presented the list of invoices paid in August.

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

VI. Review of Draft Financial Statements

- a. Diona informed the board that there were no findings or major issues within the draft financial statements through December 31, 2018.

- ✓ Motion to accept the draft financial statement by Rod Griffin; Seconded by Alan Schiller.

VII. Ongoing Projects

a. Cornplanter Square Project

- i. Emily explained that the selective demolition has been completed and environmental abatement has begun on the fifth floor to move down to the basement. The roofers should be on site within the next few weeks for roof drain installation. The roof membrane replacement is anticipated to begin in October.

b. eAcademy

- i. Taylor Snyder informed the board that this month the eAcademy has begun with four students. The students are from Cranberry, Oil City, Titusville, and Rocky Grove. Taylor has met with administrators planning for next year looking forward to recruiting. She has invoiced the schools for this year's tuition, ordered the student laptops, and prepared the classroom at Clarion Venango Campus. Taylor mentioned that the first trip was to George Junior's ropes course for communication skills alongside of the Hermitage eAcademy. She informed the board of other field trips and speakers that are lined up for the students. Taylor also attended a federal finance grant workshop at PennDOT.

VIII. Staff Report

- a. Emily informed the board that she submitted an EDA grant and should hear back by the end of September.
- b. Emily attended a kickoff FAA air cargo feasibility study.
- c. Emily informed the board of an ARC grant funding program regarding substance abuse that targets treatment, post-treatment, and reemployment.
- d. Emily is working with Agracel looking at a Business in Our Sites funding possibility for the Joy building in Franklin.
- e. Emily informed that per the employment contract requirements she plans on registering for an online Master's degree with Penn State University beginning Summer 2020 for continuing education.

IX. Around the Table Report

- a. Chip Abramovic informed the board that he will be speaking in Pittsburgh on a panel regarding issues facing rural Pennsylvania.
- b. Bonnie Summers mentioned that Erik Johnson, Venango Planning Commission Recycling Coordinator, is attending the Cranberry Economic Development Committee meeting to answer questions about the proposed county recycling center.

X. Public Comment – General

- a. Dr. James Knarr noted that he has seen the constant maturing of the Authority meetings, both in board involvement and professional management. He asked for an explanation of who Agracel is and what they would be doing with the Joy building. Emily explained that they are a private industrial developer business and are interested in turning the Joy building into a multi-tenant facility.

XI. Adjournment

- ✓ Motion to adjourn by Vince Witherup; Seconded by Bill Moon at 10:50 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC