

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

April 21, 2020

Call-In Meeting

Present:

Sam Breene
Mike Dulaney
Alan Schiller
Bill Moon
Bonnie Summers
Rod Griffin

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC

Excused:

Chip Abramovic

- I. Call to Order – Commissioner Breene
Monthly board meeting called to order by Sam Breene at 10:07 A.M.
- II. Approval of Minutes
 - a. 3/17/20 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
None. So moved.
- V. Financial Report
Diona Brick, Venango County Fiscal Director, presented the financial report.
Diona then presented the list of invoices paid in March with no concerns.
 - ✓ Motion to accept the financial report including invoices by Bill Moon; Seconded by Bonnie Summers. All in favor. So moved.
- VI. Ongoing Projects
 - a. Cornplanter Square
 - i. Roof Replacement Update
Emily provided the board with an update for the roof replacement. Under the Governor's order to shut down due to COVID-19, construction projects have been suspended. The roof replacement was put on hold. Emily reached out to KLA roofing to see what their staff capacity would be to finish the job under an emergency repair since the building is being exposed to water damage with leaking in the existing roof. KLA Roofing noted that if the Authority were to provide a letter with the permission for emergency repairs to continue that they could be on site on April 27th to finish the roof drains and begin sequencing the roof replacement in May. Emily mentioned that the Authority would need to talk to the County to get authorization as the fiscal agent to confirm their comfort to release the work before KLA Roofing would begin the replacement.

- ✓ Motion to move forward with the roof replacement project at Cornplanter Square if approved by County Commissioners and Fiscal Department by Bill Moon; Seconded by Bonnie Summers.

ii. Doors and Windows

Emily updated the board that the County Commissioners expressed concerns about the way Gurtner left the site with a portion of windows not covered by plastic. After a few weeks of discussion with Gurtner and Commissioners, they came to the conclusion that Gurtner would put glass in the windows where it can be done and has been completed. The openings with plastic are the ones discussed last month with cracking that needs to be addressed. Emily has been searching for more quotes for carbon fiber application to address the cracks in the final windows.

Emily noted the implications of the budget of the unanticipated cost pushing the budget over. Emily and Jason contemplated applying to PNC Charitable Trust funds, but the funding has a stipulation that you cannot apply with the same 501.C.3 within twelve months. The last application was submitted with Bridge Builder Foundation. Diona mentioned that there is a possibility that the County or Authority could apply without a non-profit group. Emily is going to reach out their grant manager to explore any options to apply for funding.

VII. Staff Report

- a. Taylor has transitioned eAcademy instruction completely online in the wake of the COVID-19 situation and has been recording videos and guides for students while utilizing Google Classroom to keep instruction on track. She has also been reaching out to schools for participants for next year. She received an extension for the ARC Grant from June to September. Taylor has been researching different grant funding sources and community support with local businesses. She had a meeting with Lisa from Hermitage eAcademy to discuss the remainder of the year online. On May 15th, the students will present their projects online for Demo Day. Taylor is working on creating a way to showcase the Demo Day publically.
- b. Emily mentioned that she had a conference call with ARC/ EDA grant administrator to confirm grant compliance regulations and requirements from EDA for both the \$1.5 million awarded from ARC and the \$1.5 million awarded from EDA. Emily has been attending weekly conference calls with local leaders and economic development partners to discuss the current economic climate, business assistance and available programs to businesses. She has been reaching out to businesses to be a resource through the Small Business Administration's (SBA) Economic Injury Disaster Loan and other programs established by the CARES Act. Emily also discussed with Hope Lineman, Venango Campus Director, about establishing a Registered Apprenticeship Program targeting youth ages 15-24.

VIII. Around the Table Report

Mike Dulaney noted that in response to COVID-19, the County has gone to a rotating shift for essential workers after limiting public access. The County offered voluntary furlough that about 10% of staff did take. Also, extended county tax deadlines. Sam Breene also mentioned that the county has created a work-from-home policy and

work is still running smoothly.

Rod Griffin noted that at SFPC they are working on keeping on track with any new regulations from the Governor's office and the CDC to focus on safety.

IX. Public Comment – General

None.

X. Adjournment

- ✓ Motion to adjourn by Bonnie Summers; Seconded by Bill Moon at 10:58AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC