

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

August 18, 2020

Courthouse Annex Room 100

Call-In Go To Meeting

1174 Elk Street Franklin, PA

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

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

Excused:

Chip Abramovic

- I. Call to Order
Monthly board meeting called to order by Sam Breene at 10:03 A.M.
 - ✓ Motion to amend the agenda to add litigation matter to topic of discussion in executive session by Bill Moon; Seconded by Bonnie Summers. So moved.
- II. Approval of Minutes
 - a. 7/21/20 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Bill Moon; seconded by Mike Dulaney. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Memorandum of Understanding for Engage Program
 - i. Emily presented the board with a routine MOU between FICDA and the Authority that has been updated to reflect the new Engage contract through the state from July 2020-June 2021 for business visits.
 - ✓ Motion to accept the MOU by Rod Griffin; Seconded by Bill Moon. All in favor. So moved.
 - b. Request for Proposals for Design Services
 - i. Emily informed the board that because of federal procurement regulations, the authority needs to competitively procure design services and architectural services for the third floor buildout and all utilities.
 - ✓ Motion to approve the request for proposal by Bill Moon; Seconded by Bonnie Summers. All in favor. So moved.
- V. Financial Report
Diona Brick, Venango County Fiscal Director, presented the financial report.

Diona then presented the list of invoices paid in July with no concerns and noted that the report is on track through this year. Emily mentioned that the electric charging station has been mounted but not powered up, yet. Diona noted that she received the draft of the audit for the Authority and will review it for accuracy and clerical errors to present next month.

- ✓ Motion to accept the financial report including invoices by Mike Dulaney; Seconded by Bill Moon. 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. Roofers are onsite and planning to finish placing the membrane within two weeks, and then they will apply the coping along the parapet, which will conclude the project. Emily noted that they are looking to address an issue with a small tree growing out of the exterior of the building. Emily mentioned to the board that she will be presenting a package to submit to the commissioners for procuring dehumidifier and fans with CARES Act money. It appears, at this time, that the temporary power available in the building will be sufficient for those fans.

ii. Doors and Windows Update

Emily noted that Gurtner is complete and did a punch list with the site engineer. There are a few small issues that the Authority is working to get resolved before paying out the final invoices.

iii. Design Concept and Tenant Discussion

Emily provided an update on tenant discussion with the prospective first floor tenant. Jointly, Emily and prospective tenants amicably came to the conclusion that it would be most appropriate that they focus on their existing business for the time being and that the Authority pursues other options for the first floor. Emily informed the board that she is thinking about submitting a request for proposal for the first floor to go out to the public to naturally find a fitting tenant and purpose for the first floor.

VII. Staff Report

- a. Taylor is communicating with school districts to design hybrid learning that prepares the classroom curriculum, similar to what each school district is currently planning. Taylor laid out the plan for three days online and one day in person at the National Transit Building until Thanksgiving break to reevaluate. There are five students from Rocky Grove and one from Titusville. Taylor is working with other school districts to get more involvement in the program. She updated flyers, videos, and other advertising information by using Canva and will post those on Facebook to market the program for this coming year.
- b. Emily informed the board that Hudson Group was not awarded their tax credits through PHFA, but have expressed that they are dedicated to continue and are going to contact PHFA to see what they need to do to get those credits.

VIII. Around the Table Report

Mike Dulaney mentioned that the commissioners are working through Covid Cares

Act applications and will award that money soon.

- IX. Public Comment – General
 - None.
- X. Adjournment into executive session
 - ✓ Motion to adjourn into executive session by Bill Moon; Seconded by Bonnie Summers at 11:06AM. So moved.
- XI. Adjournment out of executive session
 - ✓ Motion to adjourn by Mike Dulaney; Seconded by Bill Moon at 11:31 AM. So moved.
- XII. Adjournment
 - ✓ Motion to adjourn by Mike Dulaney; Seconded by Bill Moon at 11:31 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC