

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

December 15, 2020

Call In – Go To Meeting

Present:

Sam Breene
Mike Dulaney
Chip Abramovic
Rod Griffin
Bonnie Summers
Bill Moon

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Ashley Smith, VCRPC
Diona Brick, Fiscal
Sarah Titley, The Derrick

Excused:

Alan Schiller
Bill Moon

- I. Call to Order
Monthly board meeting called to order by Sam Breene at 10:03 A.M.
- II. Approval of Minutes
 - a. 11/17/20 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Bonnie Summers; seconded by Mike Dulaney. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Approval of FY 2020-2021 Engage Contract
 - i. Emily presented the board a contract synopsis for the Engage! Program. It is the same contract with the Northwest Commission that has been executed that past few years. This year the Authority received \$3,000 for services provided to businesses and have committed to engage businesses partnered with FICDA with a 50% allocation agreement. The Northwest Commission informed Emily that DCED has received more in their budget for this program for the next contract.
 - ✓ Motion to approve the Engage! Contract for fiscal year 2020-2021 by Bonnie Summers; Seconded by Mike Dulaney. All in favor. So moved.
 - b. Approval of Bull Moose Marketing Proposal
 - i. Emily informed the board that the Authority solicited for proposals after conversation with DCED regarding the revolving loan fund dollars \$500,000 granted to the Authority and loaned out to businesses in the first floor of the bank building. As a result of the pandemic, the past partnership for the first floor brew pub fell through. The Authority solicited proposals for appropriate uses of the first floor space. Emily informed the board she is working with DCED about extending the date to expend the funds. In an effort to collect a robust selection of business ideas and to maintain transparency, a partnership contest/search is being proposed. To facilitate that contest a proposal was solicited from Bull Moose Marketing in Meadville. Total contract cost for services is \$12,540. To assist in covering the cost of this marketing campaign it is recommended that we utilize the

\$2,100 budgeted in the 2021 professional services line item earmarked for third party management of the VCEDA Twitter page. The County of Venango has pledged to cover the remaining cost.

- ✓ Motion to accept the Bull Moose marketing proposal and utilization of 2021 budgeted dollars by Rod Griffin; Seconded by Bonnie Summers. All in favor. So moved.

c. Approval of John Canning & Co. Assessment Proposal

- i. Emily presented a proposal from John Canning & Co. that she informed the board that it ties to the Bull Moose proposal and the first floor space with restoring the vaulted ceiling. Emily informed the board that the first step would be to have a preservation specialist assess the ceiling and prepare a budget for rehabilitation. Canning and Co provided a proposal for an assessment including scaffolding line item to determine the condition of the ceiling as it stands. The total cost would be \$9,500. To assist in covering the cost, Emily spoke with Diona and is able to utilize \$5,000 of remaining available funds in the VCEDA 2020 administration budget with the County of Venango agreeing to cover the remaining cost of the assessment.

- ✓ Motion to approve the John Canning & Co. assessment proposal and utilization of 2021 budgeted dollars by Bonnie Summers; Seconded by Mike Dulaney. All in favor. So moved.

V. Financial Report

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

Diona then presented the balance sheet for November and list of invoices paid.

- ✓ Motion to accept the financial report including invoices by Mike Dulaney; 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. Inspection of the roof application has been complete with no issues. Emily informed the board the warranty will be filled out and on file once received. Working through final punchlist items to release final payment.

ii. Doors and Windows Update

The engineer reviewed punch list items to be completed by Gurtner and Sons Contracting. There are still a few remaining items to be addressed and documentation on steel lintel compliance.

iii. BIC Design Update

Emily informed the board that she met via zoom with designLab to review numbers on cost for the design and buildout. Emily is doing research on the federal historic tax credit program to reduce funding gaps.

VII. Staff Report

- a. Taylor updated the board on her discussions with local school districts on their hybrid, in person, or virtual programs that she is working on matching for the eAcademy program. She is continuing to create the opportunity for speakers to attend the class virtually through Zoom. Taylor worked on the final ARC quarterly review for the eAcademy, researching for other funding streams, and uploaded new information about business for the PREP program.

VIII. Around the Table Report

Bonnie Summers asked Emily if there has been any update on Hudson Group. Emily

informed the board that the last correspondence was several months ago and hasn't heard anything since.

Mike Dulaney informed the board that the county has passed the budget with no tax increase. He also mentioned that they plan on continuing research and development of broadband internet.

Chip

IX. Public Comment – General
None.

X. Adjournment
✓ Motion to adjourn by Mike Dulaney; Seconded by Chip Abramovic
at 10:46 AM.

Respectfully submitted,
Ashley Smith, VCRPC