

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

January 21, 2020

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

Chip Abramovic
Mike Dulaney
Sam Breene
Alan Schiller
Bonnie Summers
Rod Griffin

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Ashley Smith, VCRPC
Dr. James Knarr, Resident
Barrie Brancato, Cranberry Economic
Development Committee

Excused:

Bill Moon

- I. Call to Order – Commissioner Breene
Monthly board meeting called to order by Sam Breene at 10:07 A.M.
- II. Approval of Minutes
12/17/19 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Bonnie Summers; seconded by Alan Schiller. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Election of Officers
 - i. Emily informed the board that with the change in Commissioner board comes a change in the chair of the Authority board. Sam Breene, serving as the chair of the Commissioner board, is now serving as the chair of the Authority board. As is standard, at the beginning of each year the board is to elect the Vice Chair and Secretary Treasurer. The 2019 Vice Chair is Bill Moon and 2019 Secretary Treasurer is Bonnie Summer.
 - ✓ Motion to nominate Bill Moon to remain Vice Chair by Rod Griffin; Seconded by Bonnie Summers.
 - ✓ Motion to nominate Bonnie Summers to remain Secretary Treasurer by Sam Breene; Seconded by Rod Griffin.
 - b. Approval of Electric Charging Station Purchase
 - i. Emily presented the board agenda briefing memo for the approval of purchasing the electric charging station. The Authority was awarded a \$10,000 grant from the state to offset the cost of installation and acquisition

of a charging station. The Authority entered into a contact with Drayer Electrical Services in December for installation of the unit and have received a quote from EV Charge Solutions for a ChargePoint level 2 commercial charging station. The total quote is \$7,283. Emily recommended the 5 year protection plan which costs \$3,094 for a project total amount, including installation, of \$13,077. Diona, the county fiscal director, informed the board that the extra fees would be taken from the professional fees line item to cover the additional cost.

- ✓ Motion to accept the electric charging station purchase and begin research on a charging fee schedule by Rod Griffin; Seconded by Sam Breene.
- c. Resolution to file RACP Application
 - i. Emily presented the board with a proposed resolution for the filing of the application and business plan for the RACP phase 2 application. The funding was awarded for the brewery. A formality of the award is to pass a resolution to file the application.
 - ✓ Motion to approve the resolution to file RACP application by Alan Schiller; Seconded by Mike Dulaney.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial report. Diona then presented the list of invoices paid in December with no concerns. She informed the board that the county is still awaiting reimbursement for RACP, which is typical.

- ✓ Motion to accept the financial report including invoices by Bonnie Summers; Seconded by Alan Schiller.

VI. Ongoing Projects

a. Cornplanter Square

- i. Emily updated the board that the windows are being removed to see how the casings look as a study for the new window fabrication. Emily is meeting with the contractor for information on sequencing and will confirm the open windows to be covered and sealed. For budgetary reasons and focusing on necessary requirements, this phase will not involve punching out the back wall for windows. The project architect is reviewing shop drawings and will provide pictures to the board, the Oil Region Alliance, and Oil City Main Street for purposes of information sharing.

VII. Staff Report

- a. Taylor informed the board that she has scheduled meeting with eight schools to reach out to potential eAcademy students for the 2020-2021 school year. She has edited the eAcademy applications, created resource packets for the schools, planned student events and guest speakers, spoke with Andrew Mercer from Education Solutions regarding the academy 3-D printer, and also wrote the business review and forecast for 2020 that will be in The Derrick and The News Herald. Taylor has also been working with Hope Lineman from Venango

Campus – Clarion University about the ability for the eAcademy students to obtain college credits for taking the course.

- b. Emily separately met with potential brew pub partners and the Northwest Commission's Loan Program Manager, Rebecca Beach, to discuss the details of the revolving loan fund administration transfer. Emily also is preparing for the upcoming Airport Land Use steering committee meeting. She also met with Deb Eckelberger from FICDA about the Engage! program and targeted business outreach visits in 2020.

VIII. Around the Table Report

- a. Sam noted that the Oil Region Alliance had a meeting regarding updating online marketing information.
- b. Bonnie introduced Barrie Brancato from the Cranberry Economic Development Committee. Discussion at the CED Committee about becoming an Authority is on the table and Barrie wanted to see how the Authority meetings are run.
- c. Chip mentioned that there will be a town hall meeting for a Polk Center community update at the Salvation Army church building in Franklin.

IX. Public Comment – General

- a. Dr. James Knarr noted that he has been attending the monthly board meeting since the beginning and acknowledged Emily as a major contributor to the growth and noticeable potential of the Authority. He asked Emily if there has been any update on the Franklin Joy building. Emily informed Dr. Knarr that she is continuing to work with FICDA to redevelop the site.

X. Adjournment

- ✓ Motion to adjourn by Chip Abramovic; Seconded by Alan Schiller at 11:13 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC