

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

March 17, 2020

Courthouse Annex Room 100

1174 Elk Street

Franklin, PA

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal

Excused:

- I. Call to Order –
Monthly board meeting called to order by Sam Breene at 10:01 A.M.
- II. Approval of Minutes
2/18/20 Regular Meeting Minutes
✓ Motion to approve the meeting minutes by Rod Griffin; seconded by Bill Moon.
So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Revolving Loan Fund Administration Agreement
 - i. Emily presented the RLF Administration Agreement that has been drafted by the Northwest Commission solicitor and approved by the Northwest Commission Board. It includes a requirement for the loan recipient to pledge the creation of 1 new full time job in return for the receipt of every \$50,000. There is no cost to the Authority for the NW Commission to administer the agreement.
 - ✓ Motion to approve the RLF Administration Agreement by Rod Griffin; Seconded by Bill Moon.
 - b. KLA Roofing Change Orders #5 & #6
 - i. Emily presented a pair of proposed change orders from KLA Roofing. Change Order #5 is for \$14,508 and is for parapet removal on the building penthouse. Change Order #6 is for \$14,206.53 and covers the replacement of tectum roof decking that has been damaged. Emily added that she has reviewed the costs with the construction manager, project architect and she

has been assured that the costs are reasonable and fair and that the work is necessary to be completed before the roof can be replaced.

- ✓ Motion to approve KLA Roofing Change Orders #5 & #6 by Rod Griffin; Seconded by Bill Moon.
- c. Gurtner & Sons Glazing Contractor, LLC. Change Order
 - i. Emily presented an update on the situation regarding cracking in the granite lintels on the large window openings at the bank building. The current proposal is being finalized by Pullman but we expect it to be around \$50,000. An alternate approach of reinforcing the lintels with steel channel was explored as well but found to be more expensive, at least \$70,000. With these realities in mind, Emily requested that the board authorize a change order to address the cracking up to \$50,000.
 - ii. Alan Schiller brought up the fact that only one quote was obtained for the carbon fiber work. Emily replied that at this point Pullman is the only carbon fiber contractor we know of within the area. Bill Moon asked that other contractors be explored so that we know we are receiving a fair price. Sam Breene then proposed that the Authority consider approving the change order for up to \$50,000 contingent upon the solicitation of quotes from other contractors.
- ✓ Motion to approve Gurtner & Sons Glazing Contractor, LLC by Bill Moon; Seconded by Rod Griffin.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial report. Diona then presented the list of invoices paid in February 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 Bill Moon; Seconded by Alan Schiller.

VI. Ongoing Projects

a. Cornplanter Square

i. Roof Replacement

Emily provided the board with the anticipated work schedule. KLA Roofing has completed the tie-in of roof drains and was scheduled to be on site to begin roof removal the following Monday dependent on the developing situation surrounding COVID-19.

ii. Doors and Windows

Emily updated the board with the anticipated work schedule. Gurtner has the bulk of the necessary material on site and is currently working around the lintel cracking issue as much as possible until a resolution is reached.

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 canceled field trips to various local businesses including Webco and Oakwood Heights. She had been making presentations at the various schools recruiting students for next year. So far she has not received applications back but she is aware that applications have been returned to the individual guidance offices within the schools. Valley Grove requested a second batch of application materials.

VIII. Around the Table Report

- a. None

IX. Public Comment – General

- a. None.

X. Adjournment

- ✓ Motion to adjourn by Alan Schiller; Seconded by Bill Moon at 10:48 AM. So moved.

Respectfully submitted,
Jason Ruggiero, VCRPC