

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

November 17, 2020

Courthouse Annex Room 100 and Call In – Go To Meeting

Present:

Sam Breene
Mike Dulaney
Alan Schiller
Chip Abramovic
Bonnie Summers (call-in)
Bill Moon
Rod Griffin (call-in)

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Ashley Smith, VCRPC

Diona Brick, Fiscal
Sarah Titley, The Derrick

Excused:

- I. Call to Order
Monthly board meeting called to order by Sam Breene at 10:02 A.M.
- II. Approval of Minutes
 - a. 10/20/20 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Bonnie Summers; seconded by Bill Moon. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Approval of Sexual Harassment Policy
 - i. Emily presented the board with a draft sexual harassment policy with procedures. The Authority is required to have a written policy for a grant. This policy follows the same procedures as the county.
 - ✓ Motion to approve the presented Sexual Harassment Policy by Rod Griffin; Seconded by Mike Dulaney. All in favor. So moved.
 - b. Approval of 2021 Authority Board Schedule
 - i. Emily presented the board with a proposed 2021 meeting schedule keeping with the same day in the month and times with the only exception for May to have the meeting on Monday due to election.
 - ✓ Motion to accept the 2021 Authority Board Schedule by Bill Moon; Seconded by Alan Schiller. All in favor. So moved.
 - c. Approval of Maternity Leave
 - i. Bonnie Summers discussed with the board that a policy had been agreed upon at the last meeting and being brought to this meeting for approval. Emily had requested 12 weeks leave with the use of 15 PTO days (three weeks carried over from the 2020 calendar year) in addition of three weeks of PTO allocated in the 2021 calendar year. The remaining six weeks of leave to be unpaid. The proposed leave follows county policy.
 - ✓ Motion to approve the discussed Maternity Leave by Bill Moon; Seconded by Alan

Schiller. All in favor. So moved.

d. Approval of Design Lab Contract

- i. Emily presented the architectural service agreement for Design Lab Architects. The agreement was drafted by the Authority solicitor. Emily noted item c and d under number one adding two additional tasks that were not part of the base contract. Emily mentioned that they felt the need to add the site survey for better quality site information and masonry study to investigate existing issues with the cornice of the building.

✓ Motion to approve the Architectural Service Agreement Contract by Bonnie Summers. Seconded by Mike Dulaney. All in favor. So moved.

e. Approval of Gurtner and Sons Change Order #002

- i. Emily presented the board with a change order for Gurtner and Sons. This is a credit to the contract for work that was not performed. Interior caulking was omitted due to lack of interior finished and will be installed in a future phase. The credit is for \$4,933.00.

✓ Motion to approve Change Order #002 for Gurtner and Sons by Bill Moon. Seconded by Alan Schiller. 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 October and list of invoices paid.

✓ Motion to accept the financial report including invoices by Bill Moon; Seconded by Alan Schiller. 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. The roof is on and the engineer Mike Miller walked through the building with Emily to review the punch list of general items that need addressed.

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. Emily informed the board that after discussion with the Commissioners, she plans on waiting until after further construction is complete before changing construction cores for the building.

iii. BIC Design Update

Emily presented the board with a concept draft of the business innovation center. She presented the original proposal by designLAB to compare the new proposed layout. Emily showed the board a new proposal that she finds the most appropriate for the space. The floor is being proposed with a variation of offices, meeting rooms, conference room, co-working space, and makerspace area that is flexible to change to meet the needs of the community.

VII. Staff Report

- a. Taylor updated the board on school district hybrid versus virtual programs that she is working on matching for the eAcademy program. She is creating the opportunity for speakers to attend the class virtually through Zoom. Taylor informed the board that she received a grant through PNC Charitable Trust for \$4,000. She is also

working with Susan Williams and Ashley Sheffer from the Venango Chamber of Commerce to collaborate on Venango Ready.

- b. Emily informed the board that the electric charging station on the rear of the Cornplanter Square Building is up and turned on. She submitted a charging station voucher to receive reimbursement from the state for the level 2 charging station. She noted to the board that there is no updated at this time on the Cranberry Adult Living Development.

VIII. Around the Table Report

Jason Ruggiero gave an update on the Multimodal Facility in Oil City being built and the Recycling Center in Franklin near the airport.

Bill Moon noted his appreciation for the 911 center call takers during the storm with power outages.

Rod Griffin and Sam Breene spoke about the Northwest UPMC good work being done to combat Covid-19 cases in our area.

IX. Public Comment – General

None.

X. Adjournment in Executive Session

- ✓ Motion to adjourn into executive session by Alan Schiller; Seconded by Mike Dulaney at 11:08 AM. So moved.

XI. Adjournment

- ✓ Motion to adjourn at 11:15 AM.

Respectfully submitted,
Ashley Smith, VCRPC