

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

October 20, 2020

Franklin Chamber of Commerce and Call In – Go To Meeting

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

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

Excused:

Rod Griffin

- I. Call to Order
Monthly board meeting called to order by Sam Breene at 10:03 A.M.
- II. Approval of Minutes
 - a. 9/15/20 Regular Meeting Minutes
 - ✓ Motion to approve the meeting minutes by Mike Dulaney; seconded by Bonnie Summers. So moved.
- III. Public Comment on Agenda Items
None. So moved.
- IV. Special Purpose Matters
 - a. Approval of PHMC Covenant
 - i. Emily presented the board a briefing summary informing the board that the County of Venango received an \$80,000 grant from the Pennsylvania Historical and Museum Commission. Emily explained that the agreement is routine in nature, part of the grant contract was the agreement to execute a declaration of covenants that will be recorded with the existing deed. This covenant obligates the property owner to assume responsibility for the maintenance, preservation, and administration of the property in satisfactory manner for a demonstrable public benefit for a period of 15 years from the date of October 20, 2020.
 - ✓ Motion to approve the declaration of covenants by Bill Moon; Seconded by Alan Schiller. All in favor. So moved.
 - b. Design Lab Architects Contract Award
 - i. Emily informed the board that they received three bids for the design and associated services for build out of the third floor Business Innovation Center. The lowest qualified bidder was Design Lab Architects, who is the existing architect. The bid came in at \$243,400. Emily informed the board that Design Lab Architects included additional service tasks costs for masonry stabilization and restoration at \$19,500, LEED Scorecard and Feasibility Review at \$2,000, and Site Survey at \$3,000. The design build out contract will be paid through the EDA grant as an approved line item.
 - ✓ Motion to award design contract to Design Lab Architects by Bonnie Summers; Seconded by Bill Moon. All in favor. So moved.

- c. Approval of 2020-2021 PREP Contract
 - i. Emily presented the board with a contract synopsis for the administration of the Northwest PA PREP program for the fiscal year 2020-2021. The contract is routine in nature. The contract total is \$4,447 to be received by VCEDA for services provided meeting impact requirements established by the Authority.
 - ✓ Motion to approve the agreement by Mike Dulaney; Seconded by Bill Moon. 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 September and list of invoices paid for both August and September.
 - ✓ Motion to accept the financial report including invoices by Bonnie Summers; 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. The roof is on and Emily scheduled a final walkthrough to monitor progress. Emily spoke with the Oil City police chief about opening the parking lot behind Cornplanter Square. The charging station is installed, but not activated.
 - ii. Doors and Windows Update
 - Emily noted that she had reviewed certified payrolls, steel certifications and other grant compliance documents for KLA Roofing and Gurtner and Sons Contracting.
- VII. Staff Report
 - a. Emily informed the board that she presented at the 2021 county budget hearing for the authority budget. She also met with officials from USDA and HUD regarding the county opportunity zones.
 - b. Taylor has been organizing for the eAcademy program for both in-person and online classroom and is communicating with schools about Covid-19 plans. She updated the board that invoices have been sent out to each school district. Taylor has scheduled trips for students along with guest speakers through November. She is working on a grant updates for UPMC Charitable Giving, DCED (ARC Grant), and PNC Charitable Trust.
- VIII. Around the Table Report
 - Bill Moon spoke about the Days Inn in Oil City.
- IX. Public Comment – General
 - None.
- X. Adjournment in Executive Session
 - ✓ Motion to adjourn into executive session by Mike Dulaney; Seconded by Bill Moon at 10:55 AM. So moved.
- XI. Adjournment
 - ✓ Motion to adjourn at 11:20.

Respectfully submitted,
Ashley Smith, VCRPC