

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

September 15, 2020

Courthouse Annex Room 100 and Call In – Go To Meeting

1174 Elk Street Franklin PA

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

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

Excused:

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. 8/18/20 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 2021 Budget Proposal
 - i. Emily presented the board with a proposed 2021 budget narrative. Emily noted that it is the draft budget that she will be presenting to the Commissioner at the budget hearing. Funds have remained level, and the Authority is not asking for an increase in funding from 2020 to 2021. The county budget request is not intended to serve as a comprehensive representation of the Cornplanter Square project. Chip Abramovic questioned that \$1000.00 for heating the 5th floor of the Cornplanter Square building with a turboheater might not be enough. Sam Breene requested that the line item to be \$2000.00. Emily will reflect that change in the budget request. Emily noted that RACP will be wrapping up this year.
 - ✓ Motion to accept the proposed budget by Rod Griffin; 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 list of invoices paid in August and noted that the report is on track through this year. There was discussion of invoices needing to be realigned on the spreadsheet and will be addressed and brought to the board for approval next month.

 - ✓ Motion to accept the financial report excluding invoices by Bonnie Summers; Seconded by Alan Schiller. All in favor. So moved.
 - a. 2019 Draft Audit Review: GASB requires that management compare and contrast last year to this year in writing. Diona mentioned that the financial statements have nothing

of huge note.

- ✓ Motion to accept the audit to be put into final form by Rod Griffin; Seconded by Mike Dulaney. 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 roofing membrane is completely on the roof. The remaining items to install are break metal and coping on the top of the parapet that surrounds the roof. Emily had the Authority attorney send letter number three via email for backup information on roofing gravel regarding potential litigation.

ii. Doors and Windows Update

Emily noted that Gurtner is working through remaining punch list items before closing out that contract. The Authority is keeping pay application seven, the final application, held back until those remaining item requirements are fulfilled.

VII. Staff Report

- a. Emily informed the board that she put out a request for proposals for design services for Cornplanter Square with a non-mandatory pre-bid walkthrough that eight firms attended. The bid opening is scheduled for September 22nd at 10:00 am. After staff reviews, the bids will be sent to the EDA grant manager for their review.
- b. Taylor has been organizing for the eAcademy program. The class met in person for the first time on Tuesday. Classes will meet in person on Tuesdays and meet online Monday, Wednesday, and Thursday. Taylor mentioned that she uses Google Classroom, which is similar or the same as what the students are using in their normal school setting. She is planning for guest speakers to meet in the Transit Building, and the group will be taking a fieldtrip to Whitehall Camp in Emlenton for team building activities. Taylor has also been working with Susan Williams from the Venango Chamber of Commerce on Venango Ready to educate students on work skills and is helping to create the curriculum.

VIII. Around the Table Report

Mike Dulaney mentioned that the commissioners are working through Covid Cares Act applications and awarding the money.

Chip Abramovic asked Emily for an update on the Cranberry Township property. Emily noted that Hudson Group was not awarded tax credits through PHFA. They are working to better improve their application to reapply.

IX. Public Comment – General

None.

X. Adjournment

- ✓ Motion to adjourn by Sam Breene; Seconded by Mike Dulaney at 11:46 AM. So moved.

Respectfully submitted,
Ashley Smith, VCRPC