

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

April 20, 2021

Venango Courthouse Annex Room 100

Present:

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

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Ashley Smith, VCRPC
Diona Brick, Fiscal
Kara O'Neil, The Derrick
Camila Gomez Bull Moose Marketing
Ron Mattocks, Bull Moose Marketing
David Riccio, John Canning and Associates

Excused:

- I. Call to Order
Monthly board meeting called to order by Sam Breene at 10:06 A.M.
- II. Approval of Minutes
 - a. 03/16/2021 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. John Canning Ceiling Assessment Findings
Dave presented key findings in the ceiling assessment report to the board. The purpose of the assessment was to determine the full extent of damage to the ceiling. He noted that the paint on the ceiling is not original and has been painted over. He mentioned that the ceiling can be replicated, and expressed his concern with the moisture in the envelope of the building. He recommended methods of moisture extraction.
 - b. Approval of Credit – Gurtner and Sons Contract
Emily presented the board a proposal for a credit for labor that wasn't received by opting out of the installation of actuators on the current contract. The actuator material is in the building and installation will be done in a separate phase.
 - ✓ Motion to approve Gutner and Sons contract credit by Bill Moon; seconded by Bonnie Summers. All in favor. So moved.
 - c. Allegheny Global Environmental, Inc. Contract
Emily presented the board with a proposed service contract for asbestos abatement. She noted that the Authority is looking at contracting with them to prepare bid documents

related to the asbestos in the chimneystack since the plan is to run utilities through the stack.

- ✓ Motion to accept the Allegheny Global Environmental contract by Bill Moon; Seconded by Alan Schiller. All in favor. So moved.

V. Bull Moose Marketing

a. Progress Update

Bull Moose Marketing informed the board that the website and social media pages have been launched and are running. They plan on doing some drone footage in and around the building to incorporate it into the website. Signs have been added to the building for foot traffic attention. Bull Moose Marketing is working on a press release for western PA and eastern OH news outlets targeting outreach. They noted they are creating a transition and training plan for continuing marketing efforts. Ron suggested an idea to raise awareness and funding the ceiling repair as a Save the Ceiling community effort putting donor names somewhere on the website or in the building. He mentioned maybe adding donor names in the safety deposit boxes.

VI. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial report. She noted that ARC monies have not yet been received. Diona then presented the balance sheet for March and a list of invoices paid.

- ✓ Motion to accept the financial report including invoices by Chip Abramovic; Seconded by Bonnie Summers. All in favor. So moved.

VII. Ongoing Projects

a. Cornplanter Square

i. Business Innovation Center

Emily noted that the 5th floor buildout design bid documents have been sent to the EDA grant manager for review. The review can take around four weeks then can go out to bid

ii. KLA Roofing

The Authority has closed out the contract.

iii. Gurtner and Sons Contract

The contractor is working on a final grant compliance item to close that contract.

VIII. Staff Report

- a. Taylor updated the board on her discussions with local school districts on their hybrid, in-person, or virtual programs that she is working on matching for the eAcademy program. She mentioned that she has received interest from Titusville, Rocky Grove, Cranberry, and Maplewood. The current students have created an advertisement video for the program, which has been shared on the eAcademy Facebook page. Taylor presented to Cranberry high school via zoom. She mentioned that the online option has caught some interest from Vo-tech students. She mentioned the group volunteered with Community Services and is continuing to do tours through different businesses in Venango County. Taylor noted that she is working on obtaining funding for the eAcademy scholarship opportunities. She completed the quarterly reviews for PREP and ENGAGE reimbursement.

IX. Around the Table Report

Jason Ruggiero noted that the multimodal facility project is almost complete and that

CATA is getting ready to move to Oil City.

Bill Moon thanked the commissioners for speaking at the Oil City 150th celebration.

X. Public Comment – General
None.

XI. Adjournment
✓ Motion to adjourn by Bill Moon; Seconded by Alan Schiller at 11:14 AM.

Respectfully submitted,
Ashley Smith, VCRPC