

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

December 21, 2021

Venango Courthouse Annex Room 100 / Call-in Meeting

Present:

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

Staff:

Emily Lewis
Taylor Mosher

Guests:

Jason Ruggiero, VCRPC
Diona Brick, Fiscal
Kara O'Neil, The Derrick
Ashley Smith, VCRPC

Excused:

Rod Griffin

I. Call to Order

Monthly board meeting called to order by Sam Breene at 10:01 A.M.

II. Approval of Minutes

a. 11/16/2021 Regular Meeting Minutes

- ✓ Motion to approve the meeting minutes by Mike Dulaney; seconded by Bill Moon.
So moved.

III. Public Comment on Agenda Items

None. So moved.

IV. Special Purpose Matters

a. Ratification of November Agenda

- i. Emily noted to keep agendas in order with the sunshine act, she requested the board ratify the November agenda.

- ✓ Motion to ratify the November agenda by Bonnie Summers; Seconded by Bill Moon. All in favor. So moved.

b. Approval of 2022 Board Meeting Schedule

- i. The proposed 2022 board meeting schedule showed the meeting will remain at the Courthouse Annex Room 100 on the third Tuesday of every month with two exceptions. Due to the election, the May meeting will be held on the third Monday of the month and will be held at the Franklin Area Chamber of Commerce. And due to room scheduling conflicts, the February meeting will be held at 737 Elk Street, Franklin. Sam Breene noted that the Commissioners have a meeting at human servicers prior to the VCEDA meeting that they often have to leave early in order to accommodate this meeting. He previously asked Emily if possible to move the meeting time back to 10:30am instead of the current 10:00am time to give the Commissioners enough time to fully attend both meeting.

- ✓ Motion to approve the 2022 board meeting schedule by Bonnie Summers; Seconded by Bill Moon. All in favor. So moved.

- c. Ratification of Design Lab Contract
 - i. Emily noted that the Design Lab Contract was voted on via email and needs formally ratified in the meeting.
 - ✓ Motion to ratify the contract with Design Lab by Bill Moon; Seconded by Alan Schiller. All in favor. So moved.
- d. Acceptance of RACP Northside Urban Renewal Initiative – Phase 3 Award
 - i. Emily notified the board that Governor Wolf authorized the release of \$1,000,000 in Redevelopment Assistance Capital Program (RACP) funding for the Oil City Northside Urban Renewal Initiative – Phase 3. To receive the award, Emily has to formally accept in writing.
 - ✓ Motion to send formal acceptance of RACP Phase 3 Award by Bonnie Summers; Seconded by Bill Moon. All in favor. So moved.

V. Financial Report

- a. Diona Brick, Venango County Fiscal Director, presented the financial report. Diona then presented the balance sheet through November and a list of invoices paid.
 - ✓ Motion to accept the financial report including invoices by Bill Moon; Seconded by Mike Dulaney. All in favor. So moved.
- b. Cash flow and pro forma

Diona and Emily presented a construction cost analysis showcasing the year construction is planned, if completed or not, the cost or estimated cost of the construction items, source of funding received and projected shortfalls to plan for future funding streams.

VI. Ongoing Projects

- a. 100 Seneca at Cornplanter Square
 - i. Funding Timeline

Emily presented to the board a list of current various grants that she is aware of and planning on applying for with timelines of when the applications open and close, anticipated award announcement dates, the sources of funding, requested amounts, and notes of how each grant funding would be used if awarded.
 - ii. Construction Timeline

Emily noted that since the bids for the 5th floor build-out and critical infrastructure package came in higher than expected, the plan is to restructure the bidding packages to go out to bid again on smaller portions of the project. She presented a construction timeline of different bidding packages and when the construction build-out could happen if bids and funding come in as planned.

VII. Staff Report

- a. Taylor gave an update on the eAcademy. She has updated the eAcademy Facebook page and has also been working with multiple different guest speakers for the class. She noted that the class attended trips to both the City of Oil City and City of Franklin downtown main streets. She also mentioned that she is planning on taking the class to Clarion. Taylor has updated data in the

PREP/ENGAGE system. She has also attended an education committee meeting with the Venango Chamber of Commerce.

- b. Emily mentioned that at the November meeting, the board voted to create a subcommittee. She reached out to various people who have agreed to be on the subcommittee and is hoping to have the first meeting in January. Members of the board discussed the subcommittee's purpose is to create a strategic plan/outline for 100 Seneca. Emily mentioned that the subcommittee has been filled with business owners, bankers, real estate agents to help vet numbers for lease pricing.

Emily also noted that she spoke with the Hudson Group. They were not awarded PHFA funding for the Cranberry adult living development and they are not planning on applying again. She reached out to Cranberry Township to talk about the agreement for the property.

VIII. Around the Table Report

Jason Ruggiero noted the County Recycling Center was contracting with ECS&R who has shut its doors. The Planning Commission is working on finding another business to contract with to provide household hazardous waste and electronics recycling services. He also mentioned that this is his last month working for the County Planning Commission, and he sent a contract to Diona to provide grant writing/administration services through his new business Spark Community Capital. Jason expressed his excitement to work with the county in this new capacity.

Bill Moon noted that paving season in Oil City has been completed, and the City of Oil City has also had its budget hearings with no tax increase planned. Oil City's 1st Night event is scheduled to celebrate the new year.

Alan Schiller brought up the Oil City blight report and welcomed the board to the Redevelopment meeting to develop a strategic plan to find the role of the Redevelopment Authority for Oil City's East Side.

Bonnie Summers mentioned to the board that Cranberry Mall is going to be hosting an outdoor expo this coming year.

Sam Breene expressed his thanks to Jason for his work on 100 Seneca, the Multimodal Facility, and many other projects that he has worked on over the past years of his service in the county.

IX. Public Comment – General

None.

X. Adjournment

- ✓ Motion to adjourn by Bill Moon; Seconded by Bonnie Summers at 11:08 AM.

Respectfully submitted,
Ashley Smith, VCRPC