

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

**Meeting Minutes**

**January 19, 2021**

**Call In – Go To Meeting**

**Present:**

Sam Breene  
Mike Dulaney  
Chip Abramovic  
Alan Schiller  
Bonnie Summers

**Staff:**

Taylor Snyder

**Guests:**

Jason Ruggiero, VCRPC  
Ashley Smith, VCRPC  
Diona Brick, Fiscal  
Ronald Mattocks, Bull Moose Marketing  
Kamila Gomez, Bull Moose Marketing

**Excused:**

Rod Griffin  
Bill Moon

- I. Call to Order  
Monthly board meeting called to order by Sam Breene at 10:02 A.M.
- II. Approval of Minutes
  - a. 12/15/20 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. Election of Officers
    - i. Sam Breene mentioned that it would be better to table the election of officers this month to have more board members present.
  - ✓ Motion to table the election of officers by Alan Schiller; Seconded by Bonnie Summers. All in favor. So moved.
  - b. Approval of Hudson Group Extension
    - i. Taylor informed the board that Hudson Group requested a one year extension for the Authority to hold the property in Cranberry until they receive more funding.
  - ✓ Motion to approve the extension for Hudson Group by Bonnie Summers; Seconded by Chip Abramovic. All in favor. So moved.
  - c. Approval of ICS Contract
    - i. Taylor informed the board that Emily emailed the contract for approval to continue professional services with Imperial Construction Services. This contract is specifically for consultant services of preconstruction and construction phases for the 5<sup>th</sup> floor fitout. This proposal will extend services through October 2021 and is based on actual hours and expenses incurred.
  - ✓ Motion to approve the ICS Contract by Bonnie Summers; Seconded by Mike Dulaney. 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 December and list of invoices paid.

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

### a. Insurance

Diona informed the board that she received a renewal quote for insurance for the Authority. For the directors and officers liability including the policy form, Barr's Insurance did not take this out for market because of the newness of the entity.

Current premium is \$1066 and an increase to \$1174 annually due to an increase to Barr's general rate increase. General liability, employee benefits, and cyber liability, current at \$1523 increase to \$1600. The increase is resulted by insurance price tables. Workers comp has decreased from \$556 to \$517.

- ✓ Motion to approve insurance pending review of better rates by Bonnie Summers; Seconded by Alan Schiller. All in favor. So moved.

## VI. Ongoing Projects

### a. Cornplanter Square

#### i. Design Lab

Jason informed the board that design work on the fifth floor buildout and cost estimating is continuing with weekly design meetings. Jason reached out to the EDA grant manager who mentioned that there is no way to truly know the cost of the project until it is put out to bid. Target for fifth floor buildout bid date is early April.

#### ii. Historic Tax Credits: Clio Consulting

Jason informed the board that there might be a funding gap when going out to bid for the build out. Jason and Emily had previously had multiple phone calls regarding the historic tax credits. Clio Consulting was recommended by ORA and has proposed creating the national park services paperwork for the tax credit for around \$6500. This work would be to obtain the tax credits only. The Authority would then need to engage another firm to help sell the credits and realign those funds. Jason is working on getting quotes from firms that would do that work. He also had discussed with the EDA grant manager that he should check with the EDA legal counsel to confirm those funding sources are eligible for this project.

#### iii. Bull Moose Marketing

Bull Moose Marketing presented a summary document including their goal to create awareness with a targeted audience to find a qualified, long-term tenant for Cornplanter Square. Presenter, Ron Mattocks, informed the board that the overall approach would primarily be through digital channels (i.e. social media) to reach the largest possible audience and they will also establish an evergreen online presence for future initiatives. The digital infrastructure is being put in place and projection to complete the digital channel phase in February. Kamila Gomez informed the board on items that have been completed laying the foundation and creating the infrastructure to be ready for the execution phase. Kamila presented a logo to the board that will be used on the website and social media pages.

iv. Vaulted Ceiling

Jason engaged John Canning Preservation who has been in contact with Ken from ICS. Jason informed the board they are working forward to find a lift that can be used to work on the vaulted ceiling.

v. KLA Roofing

KLA Roofing was on site and addressed the leaking elbows. Jason informed the board that they are working on fixing the cornice piece that is creating some leaking to the sidewalk. The Authority is waiting on steel certifications and grant compliance items.

vi. Gurtner & Son Glazing Update

They were on site after Christmas and fixed issues with the front door. The Authority is waiting on steel certifications for the window lintels.

vii. Temporary Heating & Dehumidification

Fans and dehumidifiers are in and currently running.

b. Fiber Build Out

Jason is meeting with the Commissioners for a meeting with the fiber consultant bringing fiber internet services to the entire northside of Oil City.

VII. 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. Taylor submitted the final ARC quarterly report for review. She also completed the eAcademy Business Review and Forecast report for The Derrick. Taylor has been uploading business information into the Executive Pulse for PREP. She also completed the PREP and Engage! Narrative report.

VIII. Around the Table Report

Mike Dulaney mentioned that he has been talking with the state and UPMC hospital about Venango County vaccines.

IX. Public Comment – General

None.

X. Adjournment

- ✓ Motion to adjourn by Bonnie Summers; Seconded by Mike Dulaney at 11:24 AM.

Respectfully submitted,  
Ashley Smith, VCRPC