

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

July 20, 2021

Venango Courthouse Annex Room 100 / Call-in Meeting

Present:

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

Staff:

Emily Lewis
Taylor Snyder - Excused

Guests:

Jason Ruggiero, VCRPC
Ashley Smith, VCRPC
Diona Brick, Fiscal
Kara O'Neil, The Derrick
Roger McCauley, Public
Dr. James Knarr, Public

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. 06/15/2021 Regular Meeting Minutes

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

III. Public Comment on Agenda Items

None. So moved.

IV. Special Purpose Matters

a. Ratification of Design Lab Schematic Design Proposal

- i. Emily presented the Design Lab schematic design proposal that has been previously voted approved via email.

- ✓ Motion to ratify the approval by Bonnie Summers; seconded by Bill Moon. So moved.

b. Memorandum of Understanding for Engage Program

- i. Emily requested renewal of the existing MOU for the Engage program agreement with Franklin Industrial and Commercial Development Authority (FICDA). She reminded the board that Engage! is a Pennsylvania Department of Community and Economic Development statewide business retention and expansion (BRE) program designed to regularly and proactively interact with targeted companies.

- ✓ Motion to approve the Memorandum of Understanding for Engage Program by Alan Schiller; seconded by Bonnie Summers. So moved.

c. Ratification of ABMECH contract

- i. The ABMECH contract is for asbestos chimney abatement at 100 Seneca Street for \$48,000.00 and is grant funded. After a preconstruction meeting, ABMECH informed the Authority staff they are planning to begin construction next week.

- ✓ Motion to ratify the ABMECH contract by Bill Moon; seconded by Alan Schiller. So moved.

V. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial report. Diona then presented the balance sheet for June and a list of invoices paid.

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

a. Audit Report

Diona presented the VCEDA financial statements and required supplementary information with a comparative report from 2019 to 2020 with an independent auditor's report. The auditor noted in their report, "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of December 31, 2020 and 2019, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America."

- ✓ Motion to accept the draft audit report by Chip Abramovich; seconded by Bill Moon. So moved.

b. Review of cash flow and pro forma

Diona reported a cash flow and pro forma for the 100 Seneca Street project showcasing when different funding sources were used for the development phases and operation projections for future use of the building.

VI. Ongoing Projects

a. 100 Seneca at Cornplanter Square

Emily informed the board she is meeting with the perspective first-floor tenant to walk through the space and discuss visions. She also noted that she submitted the building to Senator Casey's office for consideration for a congressional earmark project and has been chosen as one of his priority projects. Casey will submit his projects to the federal budget committee for next year.

i. Business Innovation Center

EDA is reviewing the fifth-floor buildout to go out for bidding.

ii. Chimney Abatement

This project is planned to begin early next week and is anticipated to last about 30 days with a contract of 60 days.

VII. Staff Report

- a. Emily informed the board that the Hudson Group resubmitted their application to the Pennsylvania Housing Finance Agency (PHFA) in March and PHFA plans to announce their awards in September of this year for the Cranberry Adult Living Development project.

VIII. Around the Table Report

Mike Dulaney noted they met with the COG to discuss the fiber broadband initiative. He also noted they are working on funding attached updates with 911 radio towers.

Jason informed the board that the Recycling Center opened on July 16th and is now open Tuesdays, Thursdays, and Fridays with Friday Household Hazardous Waste collections by ECS&R.

IX. Public Comment – General

Dr. James Knarr noted the level of sophistication of the board and staff.

X. Adjournment

- c. Motion to adjourn by Mike Dulaney; Seconded by Bill Moon at 11:10 AM.

Respectfully submitted,
Ashley Smith, VCRPC