

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

June 15, 2021

Venango Courthouse Annex Room 100 / Call-in Meeting

Present:

Sam Breene
Mike Dulaney
Bill Moon
Alan Schiller
Bonnie Summers

Staff:

Emily Lewis
Taylor Snyder

Guests:

Jason Ruggiero, VCRPC
Ashley Smith, VCRPC
Diona Brick, Fiscal
Kara O'Neil, The Derrick
Roger McCauley, Public
Josh Lavrinc, Grow Community Dev. Capital
Angelique Bamberg, Clio Consulting
Ron Mattocks, Bull Moose Marketing
Camilla Gomez, Bull Moose Marketing

Excused:

Chip Abramovic
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. 05/17/2021 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. Discussion with Clio Consulting
Angelique from Clio Consulting informed the board of the process to prepare and submit the three-part historic tax credit application to the National Park Service. She informed the board that Clio Consulting specializes in professional preservation services. Part one is to submit the application form and materials for certification of the building as a certified historic structure by PA SHPO and the National Park Service (NPS). Part 2 would be to document the existing building conditions to NPS standards with submissions of the application form with accompanying narratives and plans describing proposed rehabilitation according to the Secretary of Interior's Standards. Part 3 is to document the complete project to NPS standards and submit the application form, narrative, and photographs to PA SHPO for certification of the project for Federal Historic Tax Credits. Clio Consulting's proposal is for the preparation of the three-part application with the preparation of one amendment to the application if necessary while acting as a liaison with PA SHPO. The cost of this service is a fixed fee of \$6,500 with a payment schedule with the submission of each part of the application. To begin the application process cost would be \$2,000, which Diona proposed reallocating from the legal services budget line to move forward.
 - ✓ Motion to reallocate money from legal services budget line item to begin the process

with Clio Consulting to see if the project would qualify for the National Park Service application by Bonnie Summers; seconded by Alan Schiller. All in favor. So moved.

b. Discussion with Grow Community Development Capital, LLC

Emily informed the board that VCEDA does not have a federal tax burden, and cannot directly utilize federal historic tax credits. In order to derive a benefit from the program the Authority must find an end-user of these credits who will provide capital in exchange for credits. Grow Community Development Capital, LLC specializes in finding such end-users and structuring tax credit transactions.

The cost of this service is a non-refundable \$2,000 deposit to offset a portion of time and expenses incurred by the consultant to commence planning and other preliminary services. In addition to the non-refundable deposit, there is a fee equal to 1% of the amount of any Federal Historic Tax Credit transaction and 1% of the amount of any transaction from other sources such as New Markets Tax Credits. In each case, this fee is contingent and only due and payable upon the closing of such transaction.

c. Entrepreneurship Program Manager – Revised Job Description

Emily informed the board that beginning September 13th, the position will be part-time 40 hours per pay. Taylor will continue part-time administering the Venango eAcademy and Emily will take on responsibilities of PREP and Engage.

- ✓ Motion to approve the revised job description by Sam Breene; seconded by Bill Moon. All in favor. So moved.

V. Bull Moose Marketing

a. Contract Closeout

Bull Moose Marketing informed the board that they completed training and switched over the administration of the social media pages and website to the Authority.

VI. Financial Report

Diona Brick, Venango County Fiscal Director, presented the financial report. Diona then presented the balance sheet for May 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.

VII. Ongoing Projects

a. Cornplanter Square

i. Business Innovation Center

Emily noted the specs for the fifth-floor buildout by Design Lab Architects have been finalized with the plan to go out to bid in July. She mentioned that they have reviewed the schedule for the central HVAC system and the chimney abatement design. She has had conference calls with Design Lab Architects, the Commissioners, and Ken Faux regarding the design of the first floor and also had a conference call with prospective brewpub tenants discussing the tentative design and construction schedule of the first floor.

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. Taylor noted current interest in the program is from Cranberry, Forest, Maplewood, Rocky Grove, and Titusville. She has been working on the 2021-2022 school year curriculum and calendar for eAcademy

while keeping up to date the social media page marketing the program. Taylor wrote an article for Venango Works through the Venango Chamber of Commerce and is working on completing NAP tax credit program applications.

IX. Around the Table Report

Bill Moon noted that Oil City is working on paving streets and replacing multiple old water and sewer lines. He added that the sewage treatment plant project is wrapping up.

Jason informed the board that the Recycling Center public ribbon-cutting ceremony is scheduled for July 16th at 9:00am.

X. Public Comment – General

None.

XI. Adjournment

✓ Motion to adjourn by Bill Moon; Seconded by Mike Dulaney at 12:09 AM.

Respectfully submitted,
Ashley Smith, VCRPC