

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY
Meeting Minutes
November 16, 2021
Venango Courthouse Annex Room 100 / Call-in Meeting

Present:

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

Staff:

Emily Lewis
Taylor Mosher

Guests:

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

Excused:

- I. Call to Order
Monthly board meeting called to order by Sam Breene at 10:03 A.M.
- II. Approval of Minutes
 - a. 10/19/2021 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. FY 2021-2022 PREP Contract
 - i. Jason presented the board with the Northwest PREP 2021-2022 contract noting this is a renewal of the same contract from years past. The contract for services is \$10,920. Taylor mentioned that last year there were about 23 visits made with local businesses. This contract is from July 1, 2021 to the June 30th, 2022.
 - ✓ Motion to approve the 2021-2022 PREP Contract by Rod Griffin; Seconded by Bill Moon. All in favor. So moved.
 - b. Ratification of Ceiling Structural Assessment
 - i. Following a recommendation from John Canning & Co from March 2021, a structural integrity assessment of the decorative plaster ceiling in the main lobby of 100 Seneca Street has been proposed. Emily has solicited support from specialist, Barbar & Hoffman as well as supplemental consulting from John Canning & Co's team to complete the structural integrity assessment. B&H will observe the condition of the ceiling support system at existing ceiling openings. B&H and John Canning anticipate three 8-hour on-site observation days to provide a report of findings and recommendations. The services proposed are \$9,000 for Barbar & Hoffman and \$9,800 for John Canning & Co. Emily noted that funding

this assessment can come from the insurance claim from damage that was done to the ceiling.

- ✓ Motion to ratify the contract for ceiling assessment by Bonnie Summers; Seconded by Alan Schiller. All in favor. So moved.

c. Ratification of First Floor Architectural Services Contract

- i. Jason presented a contract with Design Lab taking the schematic design plans to construction documents needed for bidding for levels 1 & 2. This would include work for the building system (HVAC, Plumbing, Fire Protection, and other) as well as partitions, finishes, and lighting associated with providing “core & shell” ready for tenant fit-out.

- ✓ Motion to ratify the contract with Design Lab by Bill Moon; Seconded by Bonnie Summers. 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 October and a list of invoices paid. Diona noted that the charging station has been reimbursed.

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

b. Cash flow and pro forma

The board requested that Emily create a subcommittee for market profit/loss trends for rent and to create a strategic plan for 100 Seneca to help inform the cash flow.

- ✓ Motion to create a subcommittee for strategic plan and market cost analysis by Rod Griffin; Seconded by Bonnie Summers. All in favor. So moved.

VI. Ongoing Projects

a. 100 Seneca at Cornplanter Square

i. Business Innovation Center

Jason reported that bids for the 5th floor build-out and critical infrastructure package came in higher than expected. He noted that the plan is to restructure the bidding packages to go out to bid again on smaller portions of the project.

VII. Staff Report

- a. Taylor gave an update on the eAcademy. She has finalized Quarter 1 grading and sent it to school districts. Taylor submitted grant application forms with Bridge Builders, updated the eAcademy Facebook page, and has also been working with multiple different guest speakers for the class. Taylor has been working with Franklin Industries on the NAP program funding.

VIII. Around the Table Report

Jason Ruggiero noted that he is leaving full-time at the end of the year with hopes of continuing work with the county by contract. The board congratulated Jason on the work he has completed and hopes for success in his future ventures.

Mike Dulaney mentioned that the county has passed the next year’s budget with no tax increase. He also noted that ORA and the Northwest Commission are working together

with the county to raise funds to expand broadband.

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 for Oil City's East Side.

Bonnie Summers noted that Hudson Group did not get tax credits for their project in Cranberry Township. She mentioned that the township will continue to search for funding sources for the housing project.

IX. Public Comment – General

Dr. Knarr expressed his agreement with the importance of creating a strategic plan for 100 Seneca.

X. Adjournment

- ✓ Motion to adjourn by Bill Moon; Seconded by Bonnie Summers at 11:49 AM.

Respectfully submitted,
Ashley Smith, VCRPC