

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

September 21, 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

Guests:

Jason Ruggiero, VCRPC
Ashley Smith, VCRPC
Diona Brick, Fiscal
Kara O'Neil, The Derrick
Roger McCauley, 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. 8/17/2021 Regular Meeting Minutes

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

III. Public Comment on Agenda Items

None. So moved.

IV. Special Purpose Matters

a. Approval of County Cooperation Agreement

- i. Emily presented a draft cooperation agreement between the County and the Authority. This was a recommendation that came out of the 2020 audit that lays out the relationship between the two entities. The agreement was drafted by solicitor, Rich Winkler. Diona noted that data security is not within this agreement because Authority work is saved on the County network.

- ✓ Motion to approve the County Cooperation Agreement by Bill Moon; seconded by Bonnie Summers. So moved.

b. Approval of Draft 2022 Budget

- i. Emily informed the board that the proposed administration budget for 2022 has remained level as it has for the past two years. She noted some line items within the budget that show change.

-Salary and Benefits: The Entrepreneurship Program Manager position has transitioned to part-time, the salary line item is budgeted with a 50% reduction to reflect this change. The workers compensation line item has been reduced by \$1,000 to more accurately reflect cost. Insurance – Public Officials: This line item

has been eliminated as the line item general liability accounts for directors and officers insurance.

-Minor Equipment: This line item has been added with a funding level of \$2,000 for miscellaneous expenses that may be incurred from time to time related to the Oil City National Bank building. Monies from the following line items were reduced to support this line item: Lodging, Training, and Staff Travel.

-Professional Fees: This line item has been increased \$3,218 to account for professional fees incurred for the yearly audit. The following line items were reduced to support this line item: Workers Compensation, Legal Services.

- ✓ Motion to approve the draft 2022 budget to present to the Commissioners at the County budget meeting by Bill Moon; seconded by Alan Schiller. So moved.

V. Financial Report

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

- ✓ 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

Diona reported that there were no changes to the cash flow and pro forma for the 100 Seneca Street project from last month's meeting.

VI. Ongoing Projects

- a. 100 Seneca at Cornplanter Square

- i. Business Innovation Center

The fifth floor bidding is ready to go out. The estimate is near \$4.2 million without the central HVAC design. Opening bids are scheduled for October 26.

- ii. Chimney Abatement

This project is complete. Emily mentioned that she is finishing some certified payroll comments to finish the contract.

VII. Staff Report

- a. Emily noted that Grow Community Capitol has been hired to determine the eligibility and feasibility of the project. Clio Consulting has also been hired to assemble a team to review tax credit options for the Authority. She also mentioned that she is meeting with a representative from PHMC to discuss phases that have been done on the project to determine if they are eligible for tax credits.
- b. Taylor gave an update on the eAcademy. Currently there are five students enrolled in the program from Cranberry, Rocky Grove, and Titusville. There is an open house scheduled for September 2nd and Taylor is meeting with Forest School Districts to talk to their seniors about the program.

VIII. Around the Table Report

Alan Schiller invited the board to the Redevelopment Authority's next meeting on October 6th to discuss blight remediation findings in the East end of Oil City.

Bill Moon noted that Oil City is in the middle of paving season and the response from

the community has been very positive.

IX. Public Comment – General

Roger McCauley noted some similarities and differences between VCEDA and the Oil Region Alliance on economic development and their organization's budgets to assets.

X. Adjournment

✓ Motion to adjourn by Mike Dulaney; Seconded by Bill Moon at 10:55 AM.

Respectfully submitted,
Ashley Smith, VCRPC