



VENANGO COUNTY COURTHOUSE
1168 LIBERTY STREET, PO BOX 831
FRANKLIN, PA 16323

PHONE: (814)432-9681
FAX: (814)432-9679

EXECUTIVE DIRECTOR
EMILY LEWIS
CHAIR
SAMUEL H. BREENE
VICE-CHAIR
WILLIAM P. MOON
SECRETARY-TREASURER
BONNIE S. SUMMERS

Board Meeting Minutes for December 20, 2022

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:30 AM.

Those present at the public meeting of the Venango County Economic Development Authority on 12/20/2022 held in person at The Courthouse Annex (1174 Elk Street, Franklin PA) in Room 100:

Members Present:

- ☒ Sam Breene (Chair)
- ☒ Bill Moon (Vice-Chair)
- ☒ Bonnie Summers (Secretary/Treasurer)
- ☒ Mike Dulaney
- ☐ Chip Abramovic
- ☒ Alan Schiller
- ☐ Rod Griffin - excused

Staff Present:

- ☐ Emily Lewis (Executive Director) - excused
- ☒ Heather Hondel (eAcademy Program Director)
- ☒ Rich Winkler (County Solicitor)
- ☒ Diona Brick (Finance Director)

Quorum Present: ☒ Yes ☐ No

The attendance of 5 board members (of the 7 current appointees) was accounted for by Alexandria Shreffler.–

II. APPROVAL OF MINUTES

- a. 11/15/2022 Regular Meeting Minutes – A correction was noted for the current meeting agenda which had an incorrect date of 10/15/2022 for the minutes reviewed.
 - ✓ Motion to approve the minutes made by Bill Moon; Seconded by Bonnie Summers. All approved and moved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. Approval of Hudson Construction Contract Extension – Jason Ruggiero presented a proposed contract extension which would extend to 5/9/2023 from the original date of 1/3/2023. Consultant recommendation was to approve the extension with the contingency that the cost of temporary heating for the duration of the contract extension would be shared 50/50 between the contractor and the Authority.
 - ✓ Motion to accept the proposal with the contingency made by Bill Moon, seconded by Bonnie Summers. All approved and moved.

**VCEDA BOARD
APPROVED**
1/17/2023

Guests Present (List):

- Alexandria Shreffler, VCRPC
- Jason Ruggiero, Spark Community Capital
- Kara O'Neil, The Derrick
- Susan Williams, The Venango Chamber of Commerce

- b. Approval of Escajeda Masonry Change Order 001 – Jason Ruggiero presented a drafted change order showing a credit due to owner in the total amount of \$32,157.62 concerning the cost for the building permit, the plumbing permit, the installation of roof drains on the 5th floor, and the removal and installation of a sidewalk door.
✓ Motion to approve made by Bill Moon, seconded by Mike Dulaney. All approved and moved.
- c. Approval of Escajeda Masonry Change Order 002 – No action taken due to outstanding information.
- d. Approval of Escajeda Masonry Contract Extension – Presenting a contract extension of one week, the Consultant recommendation was to approve this extension to give the contractor time to properly remove the scaffolding and fill holes left from where it had been bolted.
✓ Motion to approve made by Bill Moon, seconded by Bonnie Summers. All approved and moved.
- e. Approval of Carnegie Foodservice Equipment and Supplies Contract – Jason Ruggiero explained that this contract includes the design of the kitchen space excluding the design of flooring and lighting. The consultant would also be providing a list of equipment which the Authority could choose to purchase from the consultant in exchange for a credit to cover the design fees.
✓ Motion to approve made by Bill Moon, seconded by Alan Schiller. All approved and moved.

V. FINANCIAL REPORT

- a. Financial Report – **Finance Director**, Diona Brick presented the financial report to the board and noted that the line items in the Professional Fees & Consultant and the Capital Outlay-Building Improv categories will be reimbursed through the anticipated Historic Tax Credit. These figures, in addition to the Intergovernmental Revenue payment being made, will bring the Authority's actual budget much closer to zero.
✓ Motion to accept made by Bill Moon, seconded by Alan Schiller. All approved and moved.

VI. ONGOING PROJECTS

- a. 100 Seneca at Cornplanter Square
 - i. Fundraising Timeline – Jason Ruggiero noted that the Federal Historic Tax Credits had received comments from the state which will be addressed and has moved onto the federal level to be reviewed.
 - ii. Construction Timeline – the approved contract extensions will move Package A to the second week of May and Package B to the first week of January.

VII. STAFF REPORTS

- **eAcademy Program Director**, Heather Hondel – updated the board that the online student that had been enrolled has decided to leave the program. There are now three (3) students enrolled in-person. The LindenPointe eAcademy in Hermitage will be sharing their new curriculum which will assist with curriculum development. She had also confirmed a new date for a recruitment visit at the Cranberry school.

VIII. AROUND-THE-TABLE REPORT

- Bill Moon – shared that Oil City is looking forward to First Night, an annual event scheduled for New Year's Eve.
- Bonnie Summers – updated that there was a positive impression given from the new Cranberry Mall owners.
- Susan Williams – expressed support of Heather Hondel's effort with the eAcademy. She is looking forward to seeing improvements with the program next semester after having undergone this recent transition period.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Bill Moon, seconded by Bonnie Summers at 11:25 AM.

Respectfully submitted,

Alexandria Shreffler, Venango County Regional Planning Commission