

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY
Meeting Minutes
January 18, 2022
Venango Courthouse Annex Room 100 / Call-in Meeting

Present:

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

Staff:

Emily Lewis
Taylor Mosher

Guests:

Ashley Smith, VCRPC
Diona Brick, Fiscal
Kara O'Neil, The Derrick
Bernie Nerlich, Resident
Unidentified Caller

Excused:

- I. Call to Order
Monthly board meeting called to order by Sam Breene at 10:32 A.M.
- II. Approval of Minutes
 - a. 12/21/2021 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. Election of Officers
 - i. Emily noted that every January VCEDA holds an election of officers. She reminded the board that the bylaws state the County Commissioner chairman will sit as chairman of the VCEDA board. The current vice-chairman is Bill Moon and the secretary/treasurer is Bonnie Summers.
 - ✓ Motion to nominate Bill Moon to continue as Vice Chairman by Alan Schiller; Seconded by Mike Dulaney. All in favor. So moved.
 - ✓ Motion to nominate Bonnie Summers to continue as Secretary/Treasurer by Bill Moon; Seconded by Alan Schiller. All in favor. So moved.
 - b. Spark Community Capital Consultant Proposal
 - i. Emily presented a consultant proposal from Spark Community Capital, which is the entity created by Jason Ruggiero. She recalled the December meeting, Sam and Jason both mentioned that he is continuing on in a consulting role for the county as well as the authority. The proposal is for project management and grant writing support. Emily noted that at the current time, the authority is able to step back from services by Ken Faux for construction management to an as-needed

role. Jason Ruggiero's role would be as needed at the direction of authority staff and day-to-day hours worked will be paid for by the EDA grant line item. Emily will provide a running total for contracted hours to the board. The proposal has been reviewed by the Authority solicitor.

- ✓ Motion to approve the proposal contingent upon adding an estimated cost of \$5,000 to the contract (Any fees in excess of \$5,00 will need to be approved by the board) 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 December and a list of invoices paid. She noted that salary and benefits ended under expected levels due to staff leaves and Taylor moving to part time work.

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

Diona also noted that the current payroll CPA retired. She mentioned the current price is \$175/month. She got quotes for payroll services and recommended switching to Diane McNalley for payroll services which would create a savings of \$1001/year. She provides services for Sugar Valley Lodge currently.

- ✓ Motion to make the switch to Diane McNalley for payroll by Bill Moon; Seconded by Alan Schiller. All in favor. So moved.

VI. Ongoing Projects

- a. 100 Seneca at Cornplanter Square

i. Funding Timeline

Emily presented to the board a list of current grants she is aware of and planning on applying for with timelines of when the applications open and close, anticipated award announcement dates, the sources of funding, requested amounts, and notes of how each grant funding would be used if awarded. She noted that she requested \$2.3 million for first floor restoration through federal EDA. She has been told that if the application is in by the end of the week, they would be informed of a decision by the end of April.

ii. Construction Timeline

Emily noted that package A for building infrastructure and package B for masonry stabilization cornice work are going out to bid to be opened in February. Package C for 5th floor fit out is being worked on with the architects to reduce the scope to reduce the cost (furniture/fixtures/and only developing 2/3rds of the floor).

VII. Staff Report

- a. Taylor gave an update on the eAcademy. She is working with schools for the upcoming school year to do presentations to juniors. Taylor noted that she is working with Kat Thompson with the Venango Chamber of Commerce for educational committee recruitment. Taylor mentioned that two students have left the eAcademy program – one student left the school district, and the second

student moved to fully online coursework dropping from the eAcademy. She informed the board that the class is going to take a trip to Clarion to tour the main campus along with some different businesses. Taylor told the board that at the end of 2021, the eAcademy received a \$4,000 private donation to be used for trips and technology. Another private donor is looking at funding a Cranberry student to attend the eAcademy program.

- b. Emily mentioned that she has submitted the first RACP reimbursement request to the state, and it is being processed. She also noted that the next meeting will be held at 737 Elk Street, Franklin.

VIII. Around the Table Report

Mike Dulaney informed the board that the county commissioners are working on an infrastructure bank for municipalities.

Bonnie Summers mentioned that Cranberry will be having an outdoor expo at the mall March 11, 12, and 13th. She also mentioned that the VA Clinic is looking to build in Cranberry Township in front of the Home Depot building.

Bill Moon met and presented with the Belle Lette club and discussed both 100 Seneca and the land bank. He reported that everything was well received. Bill mentioned that there will be an EMS and Fire call meeting at VoTech in Oil City 7pm Wednesday.

IX. Public Comment – General

None.

X. Adjournment

- ✓ Motion to adjourn by Bill Moon; Seconded by Bonnie Summers at 11:29AM.

Respectfully submitted,
Ashley Smith, VCRPC