



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

Meeting Minutes for October 2022

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:37 AM.

Those present at the public meeting of the Venango County Economic Development Authority on October 18, 2022, at 10:30 AM, held in person at The Courthouse Annex (1174 Elk Street), Room 100 in Franklin PA :

Members Present:

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

Staff Present:

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

**VCEDA BOARD
APPROVED**
November 15, 2022

Guests Present (List):

- Alexandria Shreffler, VCRPC
- Kara O'Neil, The Derrick

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. 09/20/2022 Regular Meeting Minutes

- ✓ Motion to approve the minutes by Rod Griffin, seconded by Bonnie Summers. All approved and moved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

a. Approval of Hudson Construction Change Order 002

Emily Lewis – presented a change order from Hudson Construction for the ongoing basement slab conditions in the amount of \$68,213.98. This amount is \$17,000 less than the original estimate, due to choosing a more competitive subcontractor for the masonry portion. She emphasized that the funding is available to support this change order.

- ✓ Motion to approve the change order by Bonnie Summers, seconded by Alan Schiller. All approved and moved.

b. Approval of Temporary Heating

Emily Lewis – presented an estimate for temporary heating of the 100 Seneca building, which is necessary in order to offer temperature control for sensitive material in the building (such as drywall). The total estimate is \$60,260,

and within this estimate is a planned contingency for a potential increase in heating costs. This estimate was created as a submission for the Congressional Earmark grant which will be covering this cost.

✓ Motion to approve the estimate by Mike Dulaney, seconded by Rod Griffin. All approved and moved.

V. FINANCIAL REPORT

a. Financial Report

Finance Director, Diona Brick – presented the balance sheet through September and list of invoices paid. Overall, most budget line items are expected to finish underbudget this year, though she noted shifting budget items for expenses moving between grants. Diona also noted that the cost for 1st floor design was listed under professional fees and will be reimbursed with the Federal Historic Tax Credits. The board asked about the overall outlook, to which staff responded that the current financial situation is better than ever and the strategic planning committee has had productive discussions regarding future action and support. The board asked whether the 3rd and 4th floors will be built out by the tenants or the Authority, which staff responded that either option is still a possibility depending on whether there is one anchor tenant interested in taking on the project or the Authority receives multiple tenants interested in parts of the space. Staff also confirmed that there is still a tenant interested in occupying the first floor, and that the additional funding awarded to the project has provided this confidence.

✓ Motion to accept the financial report made by Bonnie Summers, seconded by Alan Schiller. All approved and moved.

VI. ONGOING PROJECTS

a. 100 Seneca at Cornplanter Square

i. Fundraising Timeline

Emily Lewis – noted the new grant award of \$3.2 million from the Economic Development Administration (EDA) Travel, Tourism, and Outdoor Recreation Grant. They are still awaiting a decision on the United States Department of Agriculture (USDA) Rural Business Development Grant, the Local Share Account (LSA) grant, and the Neighborhood Assistance Program grant.

ii. Construction Timeline

Emily Lewis – provided an update for the 5th Floor (Package C) and 1st Floor (Package D) fit-out phases, with bid openings projected to occur in January following the review of recently submitted Federal Historic Tax Credit applications. It is expected to take 30 days to receive comments from the state. According to the current timeline, construction could begin in February. The contract for Masonry Stabilization (Package B) is expected to need an extension to the end of December due to delays in stone delivery.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – reminded the board that her 12-week maternity leave will start before the next board meeting. Plans have been made to divert responsibilities of the bank building to Spark Community Capital and Commissioner Sam Breene. Other administrative tasks will be taken over by the Venango County Regional Planning Commission. Heather Hondel has undertaken responsibilities for the eAcadmy and will be operating in Emily's absence.

VIII. AROUND-THE-TABLE REPORT

- Sam Breene – shared that the County had been awarded an Appalachian Regional Commission (ARC) grant which will be used to fund the paving of the last remaining unpaved portions of Venango County's bike trails. He also reported that the First Annual Energy Summit was a success, citing that three major representatives of world energy were in attendance to appreciate the history of Drake Well and Pennsylvania Crude Oil. He reminded the board of the unique treasure that our area holds on the world stage, and that events like these are important opportunities for exposure.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT TO EXECUTIVE SESSION

- ✓ Motion to adjourn into executive session by Rod Griffin, seconded by Bonnie Summers at 11:11 AM.
The Board discussed prospective lease transactions.
- ✓ Motion to adjourn out of executive session by Rod Griffin, seconded by Alan Schiller at 11:25 AM.

XI. ADJOURNMENT

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

Respectfully submitted,

Alexandria Shreffler, Venango County Regional Planning Commission