



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 the June 2023 Meeting

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 6/20/2023, held in person at 1174 Elk Street (Courthouse Annex) in Room 100, 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)
- ☒ Heather Hondel (eAcademy Program Director)
- ☒ Rich Winkler (County Solicitor)
- ☒ Diona Brick (Finance Director)

Guests Present (List):

- Alex Shreffler, Geospatial Analyst
- Kara O'Neil, Derrick Reporter

Quorum Present: ☒ Yes ☐ No

The attendance of 6 board members (of the 7 current appointees) was accounted for by Heather Hondel.

II. APPROVAL OF MINUTES

- a. 5/15/2023 Regular Meeting Minutes
 - ✓ Motion to approve the minutes made by Bonnie Summers; Seconded by Bill Moon. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. Ratification of Altair Real Estate Services Proposal – Clarified includes marketing of third and fourth floors.
 - ✓ Motion made by Chip Abramovic, seconded by Bonnie Summers. All approved.
- b. RACP Resolution
 - ✓ Motion to approve made by Bill Moon, seconded by Alan Schiller. All approved.
- c. Hudson Construction Change Orders – have been completed, now presenting summary:
 - a. Changes to Gas line
 - b. Elevator Tube Steel
 - c. Fifth Floor Mezzanine 2Hr Fire Rating
 - d. Infill Support Beams, 5th Floor
 - e. Add 13 Door Frames
 - f. Static Control Flooring
 - g. Additional Curb to Island
 - h. 6" main relocation in boiler room
 - ✓ Motion to approve made by Bonnie Summers, seconded by Mike Dulaney. All approved.

V. FINANCIAL REPORT

- a. Financial Report

Finance Director, Diona Brick – presented the financial report to the Board which summarized all accounts and budget items for the month of May. There were thirteen (13) invoices paid during the month. Clarified the National Fuel invoice covered the service being turned on in March, used to power temporary heaters at 100 Seneca.

✓ Motion to approve Financial Report made by Chip Abramovic; seconded by Bill Moon. All approved.

VI. ONGOING PROJECTS

- a. 100 Seneca at Cornplanter Square
 - i. Fundraising Timeline – Staff updated the board with information about funding for the project. Noted Specifically the \$50,000 PNC Charitable Trust Award for Historic Preservation.
 - ii. Construction Timeline – Staff provided an update of the timeline for the project.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – Assisting several groups in City of Oil City and City of Franklin with funding opportunities and community projects.
- **eAcademy Program Director, Heather Hondel** – Demo Day winner was Ethen Crawford. Planning for next year. Still no applications have been submitted. Working on recruiting – school morning announcements, postcards for employers of students, presenting at United Way Summer Camp. Possible homeschool student interested.

VIII. AROUND-THE-TABLE REPORT

- None

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

✓ Motion to adjourn by Bill Moon, seconded by Bonnie Summers. All approved at 10:57 AM.

Respectfully submitted,

Heather Hondel, Entrepreneurship Program Manager