

Board Meeting Minutes for the December 2023 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:38 AM. Those present at the public meeting of the Venango County Economic Development Authority on 12/19/2023, 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)
- ☒ Rich Winkler (County Solicitor)
- ☒ Diona Brick (Finance Director)

Guests Present (List):

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

Quorum Present: ☒ Yes ☐ No

The attendance of 4 board members (of the 7 current appointees) was accounted for by Alexandria Shreffler.

II. APPROVAL OF MINUTES

- a. **11/21/2023 Regular Meeting Minutes** – Staff noted a correction for the Call to Order time of the meeting.
 - ✓ Motion to approve the minutes with correction made by Mike Dulaney; seconded by Alan Schiller. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Approval of 2024 Meeting Schedule** – proposal to adopt the same meeting schedule for the upcoming 2024 year. Meetings will be held at 10:30 AM on the third Tuesday of each month at the Courthouse Annex, Room 100 (1174 Elk Street, Franklin) location.
 - ✓ Motion to approve the meeting schedule made by Chip Abramovic, 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 November and an outlook for the end-of-year budget. There were thirteen (13) invoices paid during the month.
 - ✓ Motion to accept the report made by Alan Schiller; seconded by Chip Abramovic. 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. There were three (3) new application submitted for funding, including the PA SITES program in the amount of \$904,290 for the 1st floor rehabilitation, the Bridge Builders Community Foundation in the amount of \$5,000 for 5th floor technology purchases, and the Local Share Account funding in the amount of \$314,205 for the 1st floor kitchen equipment.

- ii. Construction Timeline – Staff provided an update of the timeline for the project. Construction is expected to begin in January 2024 for the Package C – 5th Floor Fit-Out and in February 2024 for the Package D – 1st Floor Fit-Out.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – organized with local organizations to solicit grant funding for projects, including the 100 Seneca Bank Building, upper story development in downtown Franklin, and other community projects.

VIII. AROUND-THE-TABLE REPORT

- Sam Breene, Commissioner – shared that a recent [Bloomberg report](#) had been published regarding Side Hustle Brewing’s success in opening their new location in Abu Dhabi, becoming the first company to legally make alcohol in the region. This same company will be opening their new location in the 100 Seneca Bank Building this time next year, in 2024.
- Chip Abramovic, Commissioner – expressed gratitude to fellow Commissioner Mike Dulaney for his time at the County, both affirming their pleasure in serving with him.
- Mike Dulaney, Commissioner – expressed gratitude to Emily for her fundraising and project management efforts that have made the 100 Seneca Bank Building project a reality for completion in 2024.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Mike Dulaney, seconded by Alan Schiller. All approved at 10:55 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC