

Board Meeting Minutes for the March 2024 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 03/21/2024, held in person at 1174 Elk Street (Courthouse Annex) in Room 100, Franklin PA:

Members Present:

- ☒ Sam Breene (Chair)
- ☒ Maureen James (Vice-Chair)
- ☒ Bonnie Summers (Secretary/Treasurer)
- ☒ Ken Bryan
- ☒ Chip Abramovic
- ☒ Alan Schiller
- ☒ Rod Griffin

Staff Present:

- ☒ Emily Lewis (Executive Director)
- ☒ Rich Winkler (County Solicitor)
- ☒ Diona Brick (Finance Director)

Guests Present (List):

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

Quorum Present: ☒ Yes ☐ No

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

II. APPROVAL OF MINUTES

- a. 02/20/2024 Regular Meeting Minutes
✓ Motion to approve the minutes made by Ken Bryan; Seconded by Alan Schiller. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. Ratification of USDA Grant Resolution – a resolution to prepare and file an application with the United States Department of Agriculture for the purpose of creating a revolving loan fund.
✓ Motion to ratify made by Bonnie Summers, seconded by Maureen James. All approved.
- b. Approval of Verland Professional Service Agreement – an agreement to provide services to The Verland CLA for the administration of their \$2 million award in Redevelopment Assistance Capital Program (RACP) fund.
✓ Motion to approve made by Rod Griffin, seconded by Alan Schiller. All approved.
- c. Approval of Urban Engineers Contract – a contract with Urban Engineers, Inc. to undertake field and laboratory services applicable to any projects for the 2024 year.
✓ Motion to approve made by Ken Bryan, seconded by Bonnie Summers. All approved.
- d. Approval of Roofing Inspection Services – undertaking the services of Farrell Roofing to perform roof cleaning and inspection services at 100 Seneca.
✓ Motion to approve made by Maureen James, seconded by Ken Bryan. All approved.
- e. Massaro Corporation Change Order 002 – proposal for changes to the 100 Seneca project scope which will involve water pipe relocation and repairs to the concrete slab to support and stabilize the bathroom on the 5th floor. The net change order will increase the project cost by \$47,284.61.
✓ Motion to approve made by Bonnie Summers, seconded by Alan Schiller. 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 February. There were fifteen (15) invoices paid during the month.
✓ Motion to accept the financial report made by Alan Schiller; seconded by Maureen James. 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. Funding applications have been submitted to USDA for \$99,500, LSA for \$314,205, and RACP for \$2.1 million.
 - ii. Construction Timeline – Staff provided an update of the timeline for the project. There had been no changes.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – announced an invitation to submit a full application to ARC Power for the Franklin building assessment project, which aims to support upper-story development in downtown Franklin.

VIII. AROUND-THE-TABLE REPORT

- **Ken Bryan**, Commissioner – shared appreciation for his new role and opportunities for creating interest in Venango County.
- **Chip Abramovic**, Commissioner – spoke highly of his interactions with Massaro for their work in Northwestern PA. They are working with VoTech to try offering job shadows to high school students for their site-work at 100 Seneca.
- **Roger McCauley** – expressed the importance of ensuring the credibility of the financial viability of 100 Seneca to meet long-term goals.
- **Alan Schiller**, Oil City Redevelopment Authority – mentioned that two additional demolition projects for blighted homes on East Second Street are being discussed now that one structure has been successfully removed.
- **Maureen James**, Oil Region Alliance – noted several upcoming events, including the Wine Walk, a ribbon-cutting ceremony for new artist studios, and promotion of the Graffiti Gallery. She also expressed appreciation for the newly hired Main Street Manager, Stevette Rosen.
- **Bonnie Summers**, Cranberry Economic Development Authority – mentioned discussions with Cozy Homes for the development of a senior housing community in Cranberry Township. She also reported a positive conversation with one of the twelve owners of the Cranberry Mall. This spurred discussion about mall redevelopment.
- **Rod Griffin**, FICDA – shared that Deb Eckelberger will be missed from FICDA as her upcoming retirement date approaches. They are currently receiving applications for her position. He reiterated the importance of the work that the ORA is doing, including the acquisition of the Venango Campus, of which sixty-five (65) acres could be used for recreation, including ATV Trail development.
- **Alexandria Shreffler**, VCRPC – announced that her team with the Leadership Academy has developed a survey to support the creation of interactive walking tours throughout Venango County.
- **Sam Breene**, Commissioner – reiterated positive experiences with Massaro by sharing a story about their commitment, expertise, and passion.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Rod Griffin, seconded by Bonnie Summers. All approved at 11:40 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC