

Board Meeting Minutes for the November 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 11/21/2023, 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)
- ☐ VACANT (eAcademy Program Director)
- ☒ Rich Winkler (County Solicitor)
- ☒ Diona Brick (Finance Director)

Guests Present (List):

- Ken Bryan, Commissioner Elect
- Kara O'Neil, The Derrick
- Alex Shreffler, VCRPC

Quorum Present: ☒ Yes ☐ No

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

II. APPROVAL OF MINUTES

- a. 10/17/2023 Regular Meeting Minutes
 - ✓ Motion to approve the minutes made by Bill Moon; Seconded by Bonnie Summers. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. Resolution to Submit Local Share Account Grant – notice describing the intention of the Authority to pursue a Local Share Account grant in an amount up to \$400,000 for commercial kitchen equipment.
 - ✓ Motion to approve the resolution made by Bonnie Summers, seconded by Bill Moon. All approved.
- b. FY 23-24 Engage Contract – agreement with the Northwest Commission to provide services as a subrecipient of the Engage program.
 - ✓ Motion to approve the contract made by Bill Moon, seconded by Alan Schiller. All approved.
- c. FY 23-23 PREP Contract – agreement with the Northwest Commission to provide services as a subrecipient of the PREP program.
 - ✓ Motion to approve the contract made by Bonnie Summers, seconded by Alan Schiller. All approved.
- d. Approval of Package C Bid – results of the Venango County Business Innovation Center 5th Floor Fit-Out Package C. There are three (3) bids submitted, with \$1.667 million being the low bid provided by Massaro Corporation. The Board noted that this company has previous experience with historic preservation.
 - ✓ Motion to accept the bid contingent upon review and approval from federal EDA 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 October. There were eleven (11) invoices paid during the month.

- ✓ Motion to accept the financial report made by Alan Schiller; 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.
 - ii. Construction Timeline – Staff provided an update of the timeline for the project, which includes both the 5th floor and 1st floor beginning construction at the end of January 2024 and completing within 8- and 9-months, respectively.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – announced meetings with Altair Consulting Group regarding development of a detailed Pro Forma and operating budget for the 100 Seneca building. She also mentioned meeting with the Franklin Chamber and the McElhattan Foundation for the development of a downtown Franklin building assessment proposal.

VIII. AROUND-THE-TABLE REPORT

- Bonnie Summers, Cranberry Economic Development – shared that discussions are occurring with local stakeholders regarding both housing for seniors and a recreational center feasibility study. There has been no update for the Cranberry Mall sale.
- Bill Moon, City of Oil City – mentioned upcoming artist events occurring in the National Transit building this weekend. He announced that the East 2nd Street paving project is officially completed. The hotel acquisition is also moving forward and they received a \$400,000 quote for demolition.
- Alan Schiller, Oil City Redevelopment Authority – summarized efforts to coordinate with local organizations on projects in Oil City. They have begun soliciting the railroad company for acquisition of a potential brownfield property at the end of East 2nd Street.
- Ken Bryan, Commissioner Elect – announced his anticipation for working with local organizations and businesses to move the County forward as commissioner in the coming year.
- Sam Breene, Commissioner – expressed appreciation to the members of the Board for their participation in the work of the Authority and anticipation for the completed 100 Seneca vision in the coming year.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Bonnie Summers, seconded by Bill Moon. All approved at 11:19 AM.

Respectfully submitted,

Alex Shreffler, Venango County Regional Planning Commission