

Board Meeting Minutes for the October 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 10/17/2023, 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):

- Alexandria Shreffler, VCRPC

Quorum Present: ☒ Yes ☐ No

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

II. APPROVAL OF MINUTES

- a. 08/15/2023 Regular Meeting Minutes
 - ✓ Motion to approve the minutes made by Mike Dulaney, seconded by Bonnie Summers. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. Approval of 2024 Budget – the budget request included a \$12,000 increase from the previous year due to the increased cost of utilities to heat and provide electricity and water to the 100 Seneca building. The Budget proposal notes that the eAcademy budget has been reduced to zero due to lack of enrollment for this academic year. The Board asked about plans to store the supplies of the eAcademy and any other assets, to which Staff responded that they are currently being kept in the office of the EDA.
 - ✓ Motion to amend the budget so that the County will be reimbursed by the EDA and language added to the tenants' proforma made by Sam Breene, seconded by Rod Griffin. All approved.
 - ✓ Motion to approve the budget made by Bonnie Summers, seconded by Bill Moon. All approved.
- b. Approval of Multivista Quote – proposal to contract with MVP PA Limited (Multivista) to provide photographic inspection and documentation services during the remaining construction period for the 100 Seneca building rehabilitation project. The contract proposal requests a total fee amount of \$5,800 in exchange for these services.
 - ✓ Motion to approve the quote with research to be done on whether it is a reasonable cost for the work to be done made by Rod Griffin, seconded by Bill Moon. 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 months of September and October due to the last meeting being cancelled. There were twenty-six (26) invoices paid during that time.

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

VI. ONGOING PROJECTS

- a. 100 Seneca at Cornplanter Square
 - i. Fundraising Timeline – No major updates discussed.
 - ii. Construction Timeline – No major updates discussed. It was noted that the 5th floor would need to be re-bid due to federal requirements.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – was excused from the meeting.

VIII. AROUND-THE-TABLE REPORT

- Bonnie Summers, Secretary-Treasurer – shared that there has been no progress with successfully contacting the current owners of the Cranberry mall or any representatives of the potential new owners that had been interested in purchasing the property. There was discussion about firms that may offer services related to drafting recreational plans.
- Alan Schiller, Board Member – updated that the demolition of a vacant blighted property at the end of East 2nd street in Oil City has been funded by the Venango County Land Bank and involves some coordination with the underway paving project of East 2nd street.
- Bill Moon, Vice-Chair – announced that the City of Oil City is expecting to be in acquisition of the hotel by the end of the month. There is hope that some of the trees behind that hotel can be removed by a local property owner with vested interest. The Center Street electrical box had been vandalized, which resulted in repairs necessary to fix the lights that are currently unlit. Paving project are all complete except for the East 2nd project. Within the next year, they are expecting to pave Blizzard parking lot on the north side of the Oil City at the intersection of Center, Plummer, and Spring streets.
- Rich Winkler, County Solicitor – expressed that the deed for the parking area behind the 100 Seneca building is currently being reviewed with the intent of acquisition.
- Sam Breene, Chair – shared that the submitted Liquid Fuels applications are being reviewed and awards will be announced next month. The recent 2nd annual Energy and Security Summit was a success with sponsorship and cooperative effort from big names and local donors. He noted that the City of Oil City signed a sister-city agreement with Baku, the capital and largest city of Azerbaijan with a population of an estimated 2.5 million people, due to their shared oil history.

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IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Rod Griffin, seconded by Bill Moon. All approved at 11:37 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC