

Board Meeting Minutes for the January 2024 Meeting

- I. **CALL TO ORDER** – Monthly board meeting called to order by Sam Breene, at 10:31 AM. Those present at the public meeting of the Venango County Economic Development Authority on 01/16/2024, 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)
- ☐ VACANT (eAcademy Program Director)
- ☒ Rich Winkler (County Solicitor)
- ☒ Diona Brick (Finance Director)

Guests Present (List):

- Kara O'Neil, The Derrick
- Roger McCauley, Public
- 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. 12/19/2023 Regular Meeting Minutes
✓ Motion to approve the minutes made by Chip Abramovic; Seconded by Bonnie Summers. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. Election of Officers – The Board discussed nominations for officers.
✓ Motion to nominate Maureen James, Oil Region Alliance, to the Vice-Chair position made by Rod Griffin, seconded by Ken Bryan. All approved.
✓ Motion to nominate incumbent Bonnie Summers for another term as Secretary-Treasurer made by Ken Bryan, 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, balances, and year-to-date budget status for the month of December 2023. There were twelve (12) invoices paid during the month. She also shared the Year-To-Date budget report for the
✓ 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 – Staff updated the board with information about funding for the project. Since applying for the PA SITES grant in the amount of \$904,290 and a Bridge Builders Community Foundation grant in the amount of \$5,000, they were notified that both grants were not chosen to be funded at this time. Applications for several other grants had been submitted, including two for the Keystone Communities program, Local Share Account (LSA) funding, and Redevelopment Assistance Capital Program (RACP).

- ii. Construction Timeline – Staff provided an update of the timeline for the project. The contractor for the Package C - 5th Floor Fit-Out has begun mobilization to start construction this week and is expected to continue for eight (8) months. The bid for the Package D – First Floor Fit-Out has not yet been awarded, but 9-month construction duration is still expected to begin before the end of February.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – reported working with Verland regarding their RACP application with potential to assist in administration. She is also continuing to support grant research for the Franklin building project.

VIII. AROUND-THE-TABLE REPORT

- Sam Breen, Chair – welcomed the small business experience of the newest board member, Ken Bryan. He also shared that the partner of the 100 Seneca first floor tenant, Side Hustle Brewing, is in the area and will have an opportunity to tour the building this afternoon.
- Ken Bryan, County Commissioner – expressed excitement to participate and learn with the Board in his new position.
- Bonnie Summers, Cranberry Economic Development Authority – provided information about Cranberry’s interest in pursuing an updated business review.
- Alan Schiller, Oil City Redevelopment Authority – reported that the demolition on the East End of East 2nd Street has stalled due to an issue with access now that the road construction has been completed. He also shared the City might be interested in potentially salvaging and coordinating an auction for items in the Oil City Hotel.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Chip Abramovic, seconded by Alan Schiller. All approved at 11:06 AM.

Respectfully submitted,

Alexandria Shreffler, Geospatial Analyst