

Board Meeting Minutes for the April 2024 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:32 AM. Those present at the public meeting of the Venango County Economic Development Authority on 04/16/2024, 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)
- ☒ Rich Winkler (County Solicitor)
- ☒ Diona Brick (Finance Director)

Guests Present (List):

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

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. 03/09/2024 Regular Meeting Minutes
 - ✓ Motion to approve the minutes made by Bonnie Summers; Seconded by Alan Schiller. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. Knox Law Engagement – proposal to enlist the services of Knox Law to draft lease agreements with future tenants.
 - ✓ Motion to approve made by Maureen James, seconded by Bonnie Summers. All approved.
- b. Altair Brokerage Agreement – description of the terms of service to be provided by Altair for the recruitment of tenants. After discussing the terms, the Board agreed that the fees needed to be clarified and tabled this item for next month.

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 March. There were thirteen (13) invoices paid during the month.
 - ✓ Motion to accept made by Ken Bryan; 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. There had been no change to the fundraising schedule since the previous month.
 - ii. Construction Timeline – Staff provided an update of the timeline for the project. There had been no change to the timeline since the previous month. There may be potential future delays to remedy the fire proofing materials that are currently under investigation.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – noted that she had submitted an ARC POWER grant for the downtown

VIII. AROUND-THE-TABLE REPORT

- **Alexandria Shreffler**, VCRPC – shared news about a project she is involved with in the Leadership Venango program. Their project team is developing interactive maps of walking tours using a mobile application platform to showcase the regions existing walking tours and promoting sites of interest using public input from a survey that is currently out to collect data and feedback.
- **Ken Bryan**, County Commissioner – announced his involvement in developing ATV trails and support of the recreation plan being developed in Cranberry Township.
- **Bonnie Summers**, Cranberry Economic Development – expressed concern regarding the future of the Cranberry Mall due to lack of interest provided by the current owners. The Board discussed the impact that could be made by sending a coordinated letter to communicate the urgency in remedying the mall property. She also shared excitement in the development of a “business welcome packet” for Cranberry businesses, which has been supported by the Venango Chamber of Commerce. There has also been conversations with a developer for the creation of a local senior housing community.
- **Maureen James**, Oil Region Alliance – was congratulated for her recent designation as citizen of the year. She also shared news of the upcoming hotel contents auction to occur on May 11th. She announced Chad Ellis as the new chair of the Outdoor Recreation committee. She also mentioned some challenges with coordinating summer festivities due to the Veterans Bridge repair that is slated to occur in Oil City this summer.
- **Alan Schiller**, Oil City Redevelopment Authority – expressed appreciation to the Venango County Land Bank for their support of two additional demolition projects on the east end of 2nd Street in Oil City. The hotel demolition and riverfront acquisition projects are also under coordination and discussion at this time.
- **Sam Breene**, County Commissioner – acknowledge The Derrick newspaper for their coverage of the recent Mountain Bike event (The Allegheny Gnar) that took place over the last weekend.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by **Ken Bryan**, seconded by **Alan Schiller**. All approved at 11:20 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC