

Board Meeting Minutes for the August 2024 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Maureen James, at 10:32 AM. Those present at the public meeting of the Venango County Economic Development Authority on 08/20/2024, 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):

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

Quorum Present: ☒ Yes ☐ No

The attendance of 5 board members (of the 7 current appointees) was accounted for by Alexandria Shreffler.

II. APPROVAL OF MINUTES

- a. 06/18/2024 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 Package A – Change Order 008** – Ratification of \$6,690.13 change order to extend flue cap to above top of chiller and add guide wires.
 - ✓ Motion to approve made by Alan Schiller, seconded by Ken Bryan. All approved.
- b. **Ratification of Dagostino Electronic Services Contract** – Agreement to provide services related to communications and technology in the 100 Seneca building.
 - ✓ Motion to approve made by Alan Schiller, seconded by Ken Bryan. All approved.
- c. **Package C – Change Order 005** – Final change order for the building infrastructure in the amount of \$83,928.83.
 - ✓ Motion to approve made by Ken Bryan, seconded by Alan Schiller. All approved.
- d. **Package D – Change Order 002** – For items pushed from a previous contract to be paid in the current contract for a total of \$130,135.62.
 - ✓ Motion to approve made by Ken Bryan, seconded by Alan Schiller. All approved.
- e. **Workspace Licensing Agreement** – Draft agreement to be held with users of the co-working space of 100 Seneca.
 - ✓ Motion to approve made by Ken Bryan, seconded by Alan Schiller. All approved.
- f. **Revolving Loan Fund Administration Agreement** – Agreement with the Northwest Commission to administer grant received from the United States Department of Agriculture (USDA) to use for a Revolving Loan Fund (RLF).
 - ✓ Motion to approve made by Alan Schiller, seconded by Ken Bryan. 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 June through August. There were forty-eight (48) invoices paid during the month.

✓ Motion to approve made by Sam Breene; 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. Award was announced for the USDA RLF in the amount of \$99,500, and from PNC Charitable Trust for the development of the makerspace in the amount of \$30,000.

ii. **Construction Timeline** – Staff provided an update of the timeline for the project, no change.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – expressed she is working with a volunteer group on a feasibility study for the Cranberry Recreation Center, which has now begun collecting public input.

VIII. AROUND-THE-TABLE REPORT

- Bonnie Summers, *Cranberry Economic Development Authority* – noted they are continuing to work with multiple developers to discuss the installment of an adult living facility in the Township. The Cranberry Festival is coming up the second weekend in September.
- Ken Bryan, *County Commissioner* – shared optimism for 2025, including developers building new homes in the area, the ongoing reduction of blight, the coordination on regulation ATV use, and the development of solar energy in sensible locations.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

✓ Motion to adjourn by Alan Schiller, seconded by Ken Bryan. All approved at 11:03 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC