

Board Meeting Minutes for the December 2024 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:35 AM. Those present at the public meeting of the Venango County Economic Development Authority on 12/17/2024, 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. 11/19/2024 Regular Meeting Minutes

- ✓ Motion to approve the minutes made by Ken Bryan; Seconded by Maureen James. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Employment Contract** – A proposed agreement to continue to employ Emily Lewis as the Executive Director. The terms of the contract will continue through to December 2027, with a fixed annual increase of 5% on the initial salary of \$95,000.
 - ✓ Motion to approve made by Chip Abramovich, seconded by Ken Bryan. All approved.
- b. **2025 Meeting Schedule** – A proposed meeting schedule for the Board in 2025. The schedule changes the location of the Board meeting to the conference room of the 5th floor of 100 Seneca in Oil City.
 - ✓ Motion to revise the date of the May meeting to May 19th and approve made by Maureen James, seconded by Alan Schiller. All approved.
- c. **Package D- CO 005** – A proposed change order adding \$285,479.85 to the first floor (Package D) phase of 100 Seneca project. The revisions include added work for the installation of security cameras, piping repairs, fire protection repairs, and the relocation of basement mechanicals.
 - ✓ Motion to approve made by Ken Bryan, seconded by Maureen James. All approved.
- d. **Friends of the Makerspace Non-Profit** – Proposed articles of incorporation to establish a non-profit organization benefiting the makerspace.
 - ✓ Motion to approve made by Ken Bryan, seconded by Alan Schiller. All approved.

V. FINANCIAL REPORT

- a. **Financial Report:** Emily Lewis, *Executive Director* – presented the financial report to the Board which summarized all accounts and budget items for the month of November. There were sixteen (16) invoices paid during the month.
 - ✓ Motion to approve made by Chip Abramovich; seconded by Ken Bryan. All approved.

VI. ONGOING PROJECTS

- a. **100 Seneca at Cornplanter Square** – Staff updated the board with information about funding across all projects. A grant application had been submitted to the Main Street Matters program in the amount of \$50,000 for exterior signage on the 100 Seneca building. A letter of interest was submitted to the McElhatten Foundation in the amount of \$180,000 to build programmatic capacity.

VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – shared that the feasibility study for the Cranberry Recreation Center has been completed and the report is now being written to share the results.

VIII. AROUND-THE-TABLE REPORT

- Chip Abramovic, *County Commissioner* – noted that the Rural Population Commission will be having a community listening session this week.
- Ken Bryan, *County Commissioner* – highlighted several major land developments that have been announced in Venango County, including the Sheetz recently built in Barkeyville, the Marshells currently breaking ground in Cranberry Township, and the Starbucks proposed in Cranberry Township.
- Maureen James, *Oil Region Alliance* – shared that programming has been regularly scheduled at the Venango Campus, and the apartments across the street are currently in acquisition.
- Sam Breene, *County Commissioner* – expressed appreciation for the organizations that have been proactive with their events and programming throughout Venango County.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Chip Abramovic, seconded by Ken Bryan. All approved at 11:12 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC