



ECONOMIC DEVELOPMENT AUTHORITY

VENANGO COUNTY COURTHOUSE
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EXECUTIVE DIRECTOR
EMILY LEWIS
CHAIR
SAMUEL H. BREENE
VICE-CHAIR
MAUREEN JAMES
SECRETARY-TREASURER
BONNIE S. SUMMERS

Board Meeting Minutes for the February 2024 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 02/20/2024, 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
- Chuck Peters, Altair
- Tom Hardy, Altair
- Amy Murdock, Altair
- Joshua Sterling. VCRPC

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

II. APPROVAL OF MINUTES

- a. 1/16/2023 Regular Meeting Minutes

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

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. ADJOURN INTO EXECUTIVE SESSION

- a. Motion to adjourn into executive session, as scheduled, made by Bonnie Summers; seconded by Ken Bryan.
- b. Discussion of prospective real estate matters.
- c. Motion to adjourn executive session, made by Bonnie Summers; seconded by Ken Bryan.

V. SPECIAL PURPOSE MATTERS

- a. Massaro Corporation Change Order 001 – 5th Floor Built-Out
 - ✓ Massaro Corporation submitted a Change Order, related to work at 100 Seneca, which was presented to the VCEDA board, during the meeting. The relevant additional work is the replacement of a damaged rain leader, from the fifth floor down to the basement, where it will tie into the city's stormwater system. The amount of Change Order 001 is \$19,926.49.
 - ✓ A motion to approve the Change Order was made by Bonnie Summers, seconded by Ken Bryan. All approved.
- b. Approval of Mobilcom proposal
 - ✓ Mobilcom provided an estimated cost to install building security equipment at 100 Seneca. The estimate's Statement of Work includes providing and installing a new Inner Range Access Control System at the building, to control 20 doors identified in the drawings. This includes new strikes, new cabling, new controllers, and new power

supplies installed by the firm. Mobilcom's service would also include supplying 100 key fobs. The cost of Mobilcom's proposal is \$55,820.00. The costs in the Change Order would be covered by a standing grant from USDA Rural Development.

- ✓ A motion to accept Mobilcom's proposal was made by Ken Bryan; seconded by Bonnie Summers.

c. Approval of 1st Floor Bid

- ✓ Massaro Corporation submitted a bid for the 1st Floor Build-Out, at 100 Seneca. The company's bid was established at \$6,105,000.00. The project would begin in March and be scheduled to wrap up, around the end-of-year 2024.
- ✓ A motion to accept the proposal was made by Maureen James; seconded by Chip Abramovic.

VI. 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 January 2024. There were four (4) invoices paid during the month. She also shared the Year-To-Date budget report for the

- ✓ Motion to accept the financial report made by Chip Abramovic; seconded by Bonnie Summers. All approved.
- ✓ Diona added that the firm MaherDuessel has contacted VCEDA regarding a routine audit, for the years 2023-25. Ken Bryan made the motion to send to the firm an audit engagement letter. The motion was seconded by Maureen James.

VII. ONGOING PROJECTS

a. 100 Seneca at Cornplanter Square

- i. Keystone Communities Development Grant – Emily Lewis announced that a grant was not awarded to support 100 Seneca. She said a Keystone Communities grant was applied for, in the amount of \$500,000 was not awarded, which would have supported work on the building's 1st floor.
- ii. Emily Lewis explained the upcoming construction timeline, for 100 Seneca. The 5th floor build-out began in February, with a construction duration of 8 months, being completed in late-September. The timeline for the 1st floor build-out is expected to begin in April, and be completed by the end of the year. Additionally, the 1st floor tenant is expected to fit-out its space concurrent to the final three months of the 1st floor build-out, Oct.-Dec.

VIII. STAFF REPORTS

- **Executive Director**, Emily Lewis – reported working on a number of topics during. In her monthly report, she highlighted such items, such as meeting with prospective tenants for the 5th floor, at 100 Seneca, regular meetings with project partners, and discussions with prospective grant funding agencies. Lewis noted that she'd also met with the board's newest member, Maureen James; and reviewed VCEDA financials with County Fiscal Director Diona Brick.

IX. AROUND-THE-TABLE REPORT

- Bonnie Summers, Cranberry Economic Development Authority – mentioned participating in discussions with Cozy Homes Communities, a senior housing developer, about a proposal to locate a facility in the Township.
- Maureen James, Oil Region Alliance – told the board that she was excited for ORA to have been awarded funding to move forward on a project, in Oil City, and for re-development of the site.

X. PUBLIC COMMENT – GENERAL

- None

XI. ADJOURNMENT

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

Respectfully submitted,

Joshua Sterling, Community Development Planner