

VENANGO COUNTY

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 June 2024 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Maureen James, at 10:34 AM. Those present at the public meeting of the Venango County Economic Development Authority on 06/18/2024, 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

Quorum Present: ☒ Yes ☐ No

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

I. APPROVAL OF MINUTES

a. 05/21/2024 Regular Meeting Minutes

- ✓ Motion to approve the minutes with correction made to Special Purpose Matters Section C, Bonnie Smith to Bonnie Summers made by Bonnie Summers; Seconded by Maureen James. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Package C C0-004** – Approval of \$7,976.76 change order to 5th floor construction contract.
 - ✓ Motion to approve made by Ken Bryan, seconded by Bonnie Summers. All approved.
- b. **First Floor Equipment** – Approval of \$207,477.56 for equipment on first floor of building for overhead doors and commercial kitchen equipment
 - ✓ Motion to approve made by Ken Bryan, seconded by Alan Schiller. All approved.
- c. **Branding and Marketing Strategy Proposal** – Approval of proposal from Spark Community Capital for a branding and marketing strategy for the building in the amount of \$9,845.
 - ✓ Motion to approve made by Bonnie Summers, seconded by Alan Schiller. All approved.
- d. **Makerspace Manager Position** – Approval for the creation of a Makerspace Manager Position to develop and oversee the makerspace at 100 Seneca. This position has a salary range of \$30-\$45 per hour, is capped at 25 hours per week and may have a job-sharing component.
 - ✓ Motion to approve made by Bonnie Summers, seconded by Alan Schiller. All approved.
- e. **Fifth Floor Equipment** – \$11,920 for elevator access controls and a cell booster to serve the full building with emphasis on the fifth floor.
 - ✓ Motion to approve made by Ken Bryan, seconded by Chip Abramovic. All approved.

- f. **Engage FY23-24 Contract Amendment** – Amendment to the FY23-24 contract to include an additional \$1,000 for business visits making the total contract amount \$5,500.
 - ✓ Motion to approve made by Ken Bryan, seconded by Bonnie Summers. All approved.
- g. **Venango Chamber Lease** – Approval of a draft lease with the Venango Area Chamber of Commerce. This lease will serve as a template for other leases of similar space within the 100 Seneca Building
 - ✓ Motion to approve made by Ken Bryan, seconded by Chip Abramovic. 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 month of May. There were seventeen (17) invoices paid during the month.

- ✓ Motion to approve made by Chip Abramovic; seconded by Bonnie Summers. 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 announcements are expected in July.
- ii. **Construction Timeline** – Staff provided an update of the timeline for the project, which is advancing ahead of schedules despite delays caused by the fireproofing.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – expressed she is working with a volunteer group on a feasibility study for the Cranberry Recreation Center.

VIII. AROUND-THE-TABLE REPORT

- Bonnie Summers, Cranberry Economic Development Authority – shared they are hopeful for continued conversations with the mall owners and conversations are continuing with Cozy Homes.
- Maureen James, Oil Region Alliance – announced bids for the demolition of the former hotel property are now being accepted.
- Ken Bryan, County Commissioner – noted that the commissioners will be traveling to Maryland for a Select USA Summit

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Ken Bryan, seconded by Alan Schiller. All approved at 11:21 AM.

Respectfully submitted,

Emily Lewis, VCEDA