



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 May 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 05/21/2024, 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
- Alexandria Shreffler, VCRPC

Quorum Present: ☒ Yes ☐ No

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

II. APPROVAL OF MINUTES

a. 04/16/2024 Regular Meeting Minutes

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

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Ratification of JM Concrete Leveling Proposal** – \$11,250 to raise sidewalks to prevent water infiltration to the basement.
 - ✓ Motion to ratify made by Maureen James, seconded by Alan Schiller. All approved.
- b. **Ratification of Michael Blades and Associates Proposal** – hiring a third-party review of the elevator function to determine source of issues. Cost is expected to be \$3,200 for the report plus an hourly consultant fee of \$300.
 - ✓ Motion to ratify made by Alan Schiller, seconded by Maureen James. All approved.
- c. **Phase D – Building Permit Fee** – Change order to approve the additional cost of \$46,380.88 for the building permit. The cost had increased from \$41,887.12 to \$88,268 which is a result of the increase in cost of improvements.
 - ✓ Motion to approve made by Bonnie Summers, seconded by Alan Schiller. All approved.
- d. **Altair Brokerage Agreement** – review of a tabled agreement from last month's meeting. The revised version of the agreement clarifies that the company will receive 3% for deals secured on their own and 5% for deals secured jointly with another firm where it would be split between the two parties.
 - ✓ Motion to approve made by Bonnie Summers, seconded by Maureen James. All approved.
- e. **Mobilcom Proposal** – \$9,282 service costs include installation of ten (10) security cameras and infrastructure.
 - ✓ Motion to approve made by Alan Schiller, seconded by Bonnie Summers. 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 April. There were twenty-four (24) invoices paid during the month.

✓ Motion to approve made by Chip Abramovic; 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. A PNC grant application was submitted in the amount of \$50,000 to support event programming for the makerspace on the 5th floor. Award announcements are expected in June.
- ii. Construction Timeline – Staff provided an update of the timeline for the project, which will be delayed until the fire-proofing material has cured.

VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – expressed appreciation to the County for the execution of a contract with Zito for building out fiber in downtown Oil City which will provide access to the 100 Seneca building. She had also been having conversations with Dagostino Electronic Services to discuss networking in the building as well.

VIII. AROUND-THE-TABLE REPORT

- Bonnie Summers, Cranberry Economic Development Authority – shared that a letter had been sent to the Cranberry Mall owners to request a discussion of the Mall's future.
- Maureen James, Oil Region Alliance – announced that the hotel auction was a success and that they were able to unload a lot of material. They are still coordinating logistics for summer festivities due to the bridge closure expected in downtown Oil City slated for this year.
- Ken Bryan, County Commissioner – noted that he has had discussions with a company based out of West Virginia who is interested in developing empty lots throughout Venango County.
- Alan Schiller, Oil City Redevelopment Authority – shared that more houses on East 2nd Street in Oil City are being prepared for demolition. He also expressed appreciation for our local newspaper, The Derrick, for continuing to offer quality local reporting in a printed paper.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

✓ Motion to adjourn by Ken Bryan, seconded by Chip Abramovic. All approved at 11:10 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC