

Board Meeting Minutes for the November 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 11/19/2024, 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*
- Kenneth R. Garland II, *KRG Management*

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. 10/15/2024 & 10/22/2024 Regular Meeting Minutes

- ✓ Motion to approve both sets of minutes made by Maureen James; Seconded by Rod Griffin. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Ratification of Goodwill Cleaning Contract** – ratification of a contract for custodial services at a rate of \$500 per month for the 100 Seneca building.
 - ✓ Motion to approve made by Bonnie Summers, seconded by Maureen James. All approved.
- b. **Ratification of Package D Change Order 004** – ratification of change order in the amount of \$6,455.91
 - ✓ Motion to approve made by Rod Griffin, seconded by Alan Schiller. All approved.
- c. **FY 24-25 PREP Contract** – contract with the Northwest Commission to benefit the local business community in the amount of \$12,999.00 over the 2024-25 fiscal year.
 - ✓ Motion to approve made by Bonnie Summers, seconded by Alan Schiller. All approved.
- d. **FY 24-25 Engage Contract** – contract to provide direct support to local businesses in the amount of \$4,500.00.
 - ✓ Motion to approve made by Ken Bryan, seconded by Bonnie Summers. All approved.
- e. **Ark Ultra Commissioning Proposal** – proposal to commission the existing HVAC System, including its function and operation, in the total amount of \$13,660.92.
 - ✓ Motion to approve made by Ken Bryan, seconded by Maureen James. All approved.

V. FINANCIAL REPORT

- a. **Financial Report:** Diona Brick, *Finance Director* – presented the financial report to the Board which summarized all accounts and budget items for the month of October. She reported that the 100 Seneca (Cornplanter Square) is on track to meet the predictions outlined in last year's pro forma. There were twenty-nine (29) invoices paid during the month.
 - ✓ Motion to approve made by Chip Abramovic; seconded by Ken Bryan. 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 new grant was submitted to Main Street Matters in the amount of \$50,000.00 requested for investment in exterior signage.
 - ii. **Construction Timeline** – Staff provided an update of the timeline for the project, no change.

VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – shared discussions on developing a non-profit for the Maker Space that would be able to accept donations. She announced the ribbon cutting for the maker space which is taking place tomorrow (November 20) at 4:00 PM. Staff will also be preparing a business proposal to use the portion of the unfinished 5th floor of 100 Seneca for some additional maker space activities.

VIII. AROUND-THE-TABLE REPORT

- Maureen James, *Oil Region Alliance* – informed the Board that the Venango Technology Center would be using some of the space at the Venango Campus for some of their new programs. The Days Inn has been fully demolished and there are a few remaining items that will need to be bid again. The ORA is continuing to work on Brownfield projects as well.
- Bonnie Summers, *Cranberry Economic Development Authority* – announced that Cranberry Township, with the support of the Small Business Association, has installed their first community Christmas Tree.
- Ken Bryan, *County Commissioner* – shared that the election re-count has been demanding, but should be completed by the end of the day. The ongoing work with the municipalities to promote All-Terrain Vehicle (ATV) ordinances has resulted in more than twenty (20) expressing plans to adopt.
- Sam Breene, *County Commissioner* – expressed appreciation for the County staff who have been working hard alongside the Commissioners during the busy budget and elections season.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn by Rod Griffin, seconded by Chip Abramovic. All approved at 11:25 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC