



ECONOMIC DEVELOPMENT AUTHORITY

VENANGO COUNTY COURTHOUSE
1168 LIBERTY STREET, PO BOX 831
FRANKLIN, PA 16323

PHONE: (814)432-9681
FAX: (814)432-9679

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

Board Meeting Minutes for the October 2024 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:37 AM. Those present at the public meeting of the Venango County Economic Development Authority on 10/22/2024, 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*
- Jason Ruggiero, *Spark Community Capital*
- Alex Shreffler, *VCRPC*

Quorum Present: ☒ Yes ☐ No

The attendance of 6 board members (of the 7 current appointees) was accounted for by Alexandria Shreffler.

II. APPROVAL OF MINUTES

a. 09/17/2024 Regular Meeting Minutes

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

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Pricing Schedule for Co-working and Conference Rental** – a schedule of prices in exchange for access to each of the 10-12 desk spaces and the conference room on the 5th floor of 100 Seneca.
 - ✓ Motion to approve made by Bonnie Summers, seconded by Maureen James. All approved.
- b. **Main Street Matters Resolution to File District Development Grants** – resolutions presented for the Authority to pursue the Main Street Matters Development Grant for two separate requests. The first is for \$50,000 to be used for exterior wayfinding signage and the second is for \$500,000 to be used for commercial blight remediation in the City of Oil City.
 - ✓ Motion to approve made by Ken Bryan, seconded by Alan Schiller. All approved.
- c. **Main Street Matters Resolution to File Planning Grant** – resolution presented for the Authority to pursue the Main Street Matters Planning Grant for a request in the amount of \$100,000 to be used to support building studie3s in the City of Franklin's Downtown.
 - ✓ Motion to approve made by Rod Griffin, seconded by Bonnie Summers. All approved.
- d. **Package D Change Order 003** – a change order with credits listed that cover 100% of the increase in contract costs. The decrease in costs in the total of \$144,922.81 were associated with 1) Cost Event 001 for \$522.81 due to the ability to re-use existing project signage, and 2) Cost Event 002 for \$144,400.00 to reduce the cost of the work for molding that had been determined to exceed the scope. The increase in costs in the total of \$155,028.84 were associated with 1) Cost Event 004 for \$91,684.61 that covers the cost of exterior and interior security cameras and

related infrastructure technology, 2) Cost Even 010 R1 for \$60,870.14 that covers the cost of installing additional fire dampers, and 3) Cost Event 011 for \$882.31 that covers the cost to remove and abandoned concrete electrical bank that was discovered while opening up the wall.

- ✓ Motion to approve the change order specifically excluding the additional cost proposed in Cost Event 004 made by Ken Bryan, seconded by Bonnie Summers. 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 September including all invoices paid.

- ✓ Motion to approve made by Bonnie Summers; seconded by Alan Schiller. All approved.

VI. ONGOING PROJECTS

- a. **100 Seneca at Cornplanter Square**

- i. **Fundraising Timeline** – Staff had no updates for the board in terms of funding announcements.
- ii. **Construction Timeline** – Staff provided an update of the timeline for the project, with a potential delay to the schedule pending agreement on the HVAC coordination.

VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – was excused from the meeting.

VIII. AROUND-THE-TABLE REPORT

- Sam Breene, *County Commissioner* – shared that the recently held ribbon cutting for the 5th floor of 100 Seneca was well attended since many of the Venango Chamber members had been invited. There were also some interested prospective tenants that were familiarizing themselves with the new space. The Energy and Security Summit had met the week following the ribbon cutting in the new conference room, which was praised as an asset to the Venango County area. The Summit was featured by local news media from the Pittsburgh area and had aired this past weekend. There will be ongoing marketing and media feature opportunities that develop as a result of the hard work and resources being invested in the building.
- Rod Griffin, *Franklin Industrial and Commercial Development Authority* – shared that there had been a community event hosted by the local brewery, Trails to Ales, that promoted personal safety awareness and tactics. They are planning to organize another event in the future.
- Maureen James, *Oil Region Alliance* – announced that the Oil City hotel demolition has made significant progress and will soon be complete. The Venango Campus was proud to host portions of the Energy and Security Summit as well. They are also planning for Christmas Past which will occur December 6th through the 8th.
- Alan Schiller, *Oil City Redevelopment Authority* – shared their ongoing support for demolition projects in Oil City as well as coordination with the Oil Region Alliance on acquiring the railroad property near the Wye Bridge.
- Bonnie Summers, *Cranberry Economic Development Authority* – noted they are continuing to work with multiple developers to discuss the installment of an adult living facility in the Township. They are also working with others to make progress with the owners of the Cranberry Mall.
- Ken Bryan, *County Commissioner* – announced that the Pro Football event was a huge success with plans being made to garner ongoing support and funding. The ATV Trail program has nearly two-thirds of the support of Venango County municipalities. They are also engaged with companies who are interested in development drone access at the airport, or potentially seek to purchase property near the airport that is currently on the market.

IX. PUBLIC COMMENT – GENERAL

- None

X. ADJOURNMENT

- ✓ Motion to adjourn to executive session to discuss staff salary by Ken Bryan, seconded by Rod Griffin. All approved at 11:58 AM.
- ✓ Motion to adjourn executive session and adjourn the board meeting by Ken Bryan, seconded by Rod Griffin. All approved at 12:13 AM.