

## Board Meeting Minutes for the September 2024 Meeting

### I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:32 AM. Those present at the public meeting of the Venango County Economic Development Authority on 09/17/2024, 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*
- Roger McCauley, *Public*

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. 08/20/2024 Regular Meeting Minutes

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

### III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

### IX. EXECUTIVE SESSION

- ✓ Motion to adjourn to executive session made by Rod Griffin, seconded by Alan Schiller. All approved at 10:35 AM.
- ✓ Motion to adjourn executive session and resume the regular meeting made by Ken Bryan, seconded by Maureen James. All approved at 11:00 AM.

### IV. SPECIAL PURPOSE MATTERS

- a. **Approval of 2025 Budget** – a summary of the proposed budget was presented to the Board, with the most notable changes being to move the line items in the Authority's administrative budget to expenses related more specifically to the 100 Seneca building project. The budget reflects a net increase of \$4,469,14 for the 2025 year.
  - ✓ Motion to approve made by Ken Bryan, seconded by Alan Schiller. All approved.
- b. **Package C – Change Order 006** – a change order from Massaro to cover the costs related to the installation of utility infrastructure to support WIFI internet and the installation of expansion joints in the drywall between the main building structure and the addition that was built later. The change order would increase the contract by \$7,993.99.
  - ✓ Motion to approve made by Ken Bryan, seconded by Maureen James. All approved.

## V. FINANCIAL REPORT

- a. **Draft 2023 Audit:** Diona Brick, *Finance Director* – presented the draft 2023 audit for the Authority as a component of the County’s comprehensive audit which is a mandatory required filling. There were no findings or weaknesses found by the independent auditing agency.
  - ✓ Motion to approve made by Maureen James; seconded by Ken Bryan. All approved.
- b. **Financial Report:** Diona Brick, *Finance Director* – presented the financial report to the Board which summarized all accounts and budget items for the month of August. There were twenty-four (24) invoices paid.
  - ✓ Motion to approve made by Alan Schiller; seconded by Rod Griffin. 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 was announced for the USDA RLF in the amount of \$99,500, and from PNC Charitable Trust for the development of the makerspace in the amount of \$30,000.
  - ii. **Construction Timeline** – Staff provided an update of the timeline for the project, no change.

## VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – shared that they have begun a series of public input meetings to discuss the makerspace development on the 5th floor have been both positive and productive. Once all meetings have concluded, all the feedback provided will be used to pursue resources and programming for the space. They are also planning a ribbon cutting in October to take place before the Energy Summit to be held on October 14th.

## VIII. AROUND-THE-TABLE REPORT

- Ken Bryan, *County Commissioner* – announced that a major media production company from the Pittsburgh area will be doing a 2-day feature on the 100 Seneca project to highlight the opportunities available to the regional market. He also shared that tickets are being sold for an event on the History of Pro Football on October 2<sup>nd</sup> before Applefest to benefit the Venango Historical Society and the Venango Museum.
- Roger McCauley, *Member of the Public* – raised questions to the Board regarding the projected cash flow of the Economic Development Authority and the 100 Seneca Bank building. Discussion followed on the speculative future of 100 Seneca and the Authority as well as the role of the County in local economic development. This topic was agreed to be a topic of future discussion.
- Alan Schiller, *Oil City Redevelopment Authority* – reported on collaboration with the Oil City Planning Commission.
- Maureen James, *Oil Region Alliance* – shared positivity about the Oil City hotel providing some final utility before being razed by a local company that had won the bid for demolition. Since its recent acquisition
- Chip Abramovic, *County Commissioner* – expressed that budget season is busy and ongoing. He has also been hosting various events in Venango County for different regional and State-level economic development organizations and committees.

## X. PUBLIC COMMENT – GENERAL

- None

## XI. ADJOURNMENT

- ✓ Motion to adjourn by Maureen James, seconded by Alan Schiller. All approved at 11:53 AM.

Respectfully submitted,

Alexandria Shreffler, VCRPC