

**Board Meeting Minutes for January 17, 2023**

**I. CALL TO ORDER**

Monthly board meeting called to order by Sam Breene, at 10:30 AM.

Those present at the public meeting of the Venango County Economic Development Authority on January 17, 2023, held in-person at The Courthouse Annex (Room 100) in Franklin, PA:

Members Present:

- Sam Breene (Chair)
- Bill Moon (Vice-Chair)
- Bonnie Summers (Secretary/Treasurer)
- Mike Dulaney
- Chip Abramovic
- Alan Schiller
- Rod Griffin

Staff Present:

- Emily Lewis (Executive Director)
- Heather Hondel (eAcademy Program Director)
- Rich Winkler (County Solicitor)
- Diona Brick (Finance Director)

**VCEDA BOARD  
APPROVED**

**FEBRUARY 21, 2023**

Guests Present (List):

- Alexandria Shreffler, VCRPC
- Jason Ruggiero, Spark Community Capital
- Deb Eckelberger, FICDA

Quorum Present:  Yes  No

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

**II. APPROVAL OF MINUTES**

- a. 12/20/2022 Regular Meeting Minutes
  - ✓ Motion to approve the minutes made by Bonnie Summers, seconded by Bill Moon. All approved and moved.

**III. PUBLIC COMMENTS ON AGENDA ITEMS**

- An amendment to the agenda was proposed to include the Election of Officers as the first order of business under special purpose matters. Motion to amend was made by Bill Moon, seconded by Alan Schiller. All approved.

**IV. SPECIAL PURPOSE MATTERS**

- a. Election of Officers
  - ✓ Motion to re-elect the current officers made by Alan Schiller. Sam Breene accepted the nomination for Chair, Bill Moon accepted the nomination for Vice-Chair, and Bonnie Summers accepted the nomination for Secretary-Treasurer. The motion was seconded by Mike Dulaney. All approved and moved.
- b. Temporary Heat Agreement with Hudson Construction – Written agreement had not yet been presented, no action was taken by the board.
- c. DesignLab Additional Services & CA Extension

**Spark Community Capital**, Jason Ruggiero – presented an agreement for additional services with DesignLab that accounts for extended project term to May 2023 due to the delays in delivery of HVAC equipment. The \$27,500 amount includes services to continue to oversee the construction as well as to redesign the elevator/platform to accommodate the new elevator in the existing shaft. The agreement states an average of 10 hours per week invested by the architectural firm.

- ✓ Motion to approve made by Bill Moon, seconded by Bonnie Summers. All approved and moved.

## V. FINANCIAL REPORT

### a. Financial Report

**Finance Director, Diona Brick** – presented the financial report to the Board and noted that the Asset Balance will be reduced once the Other Accounts Receivable line items are received. These include the EDA and RACP grants which are expected. A clerical error was discovered on the list of December invoices, which was dismissed and a new list was produced.

- ✓ Motion to approve the financial report with the review of the corrected list of December Invoices made by Alan Schiller, seconded by Bill Moon. All approved and moved.

## VI. ONGOING PROJECTS

### a. 100 Seneca at Cornplanter Square

#### i. Fundraising Timeline

**Spark Community Capital, Jason Ruggiero** – shared that the Federal Congressional Earmark failed to pass in the Senate, which might further delay notice that this funding source. The USDA Rural Business Development grant was awarded, pending the completion of additional requests. The Federal Historic Tax Credits are under review by the National Park Service. The Local Share Account funding will be considered during a vote at a tentative meeting that had been rescheduled for March 2023. The Neighborhood Assistance Program was not awarded. There were no other announcements or changes to the funding schedule.

#### ii. Construction Timeline

**Spark Community Capital, Jason Ruggiero** – reiterated that the Package A – Building Infrastructure timeline is set to be completed in May 2023 when the HVAC equipment is scheduled to be fully installed. The Package B – Masonry Stabilization Package is reaching final completion with the removal of the scaffolding. The delay in funding sources for Packages C & D will push the Bid Opening date to sometime after the end of January 2023.

## VII. STAFF REPORTS

- **eAcademy Program Director, Heather Hondele** – shared that students have been enjoying several field trips and confirmed two dates with Cranberry and Titusville for recruitment visits. She also had started a facilitator training as part of an invitation from West Forest. Deb Eckelberger, FICDA, shared excitement that there is an upcoming field trip scheduled for January 31<sup>st</sup> which will give students a chance to tour the FICDA facility. She provided a diagram of the current tenants of the FICDA facility, and extended the invitation to the Board to come to meet students and visit during their trip.

## VIII. AROUND-THE-TABLE REPORT

- Alan Schiller – shared that the Oil Region Alliance approached the Venango County Land Bank about the acquisition and demolition of an East End property on the Oil City South Side.
- Bonnie Summers – mentioned, as Chair of the Land Bank, that the Land Bank appreciates when municipalities share their proposals. She also provided an update that the Cranberry Mall has not officially been transferred to the new owners, and there has been no word of plans. Collaboration with the previous owners was a challenge, and she requested that the VCEDA work together with the Cranberry Economic Development Authority to help facilitate collaboration with the new owners. Sam Breene expressed agreement and offered support when it is needed.

## IX. PUBLIC COMMENT – GENERAL

- None

## X. ADJOURNMENT

- ✓ Motion to adjourn by Bill Moon, seconded by Alan Schiller at 11:37 AM.

Respectfully submitted,

Alexandria Shreffler, Venango County Regional Planning Commission