

# VCEDA BOARD APPROVED

VCEDA Aug '22 Meeting

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

## Meeting Minutes

August 16, 2022 @ 10:30 AM

Courthouse Annex Room 100

Franklin, PA 16323

### Present:

Bill Moon  
Mike Dulaney  
Chip Abramovic  
Alan Schiller  
Bonnie Summers  
Sam Breene

### Staff:

Emily Lewis

### Guests:

Ashley Smith, VCRPC  
Kara O'Neil, The Derrick  
Diona Brick, Fiscal  
Rich Winkler, Solicitor

### Excused:

Rod Griffin

- I. Call to Order  
The monthly board meeting was called to order by Bill Moon at 10:30 A.M.
- II. Approval of Minutes
  - a. 7/19/2022 Regular Meeting Minutes
    - ✓ Motion to approve the meeting minutes by Mike Dulaney; Seconded by Alan Schiller. So moved.
- III. Public Comment on Agenda Items  
None. So moved.
- IV. Special Purpose Matters
  - a. Ratification of Service Agreement with Taylor Mosher  
Emily presented the board with an agreement between the Authority and Taylor Mosher to perform duties in line with those necessary to continue operations of the Venango County eAcademy. This is temporary until the new eAcademy director is hired. Emily noted that she has interviews scheduled later in the week.
    - ✓ Motion to ratify the services agreement with Taylor Mosher for eAcademy work by Alan Schiller; Seconded by Mike Dulaney. All in favor. So moved.
  - b. Approval of Hudson Construction Change Order 1  
Emily presented the board with change order 1, which is a credit to the Authority for \$14,330.75. This change order is for material changes in the stair risers in the north and south stairwells. The material originally planned on using changed providing a cost savings.
    - ✓ Motion to approve the Hudson Construction Change Order 1 by Bonnie Summers; seconded by Alan Schiller. All in favor. So moved.
  - c. Approval of Hudson Construction Change Order 2  
Emily presented the board with change order 2, which is a mixture of a credit and

construction change order. The credit is due to a change of metering. The original spec has around a forty week lead time and did not divide the floors as wanted. Emily noted that this change will allow the building to be metered in a way that will allow the administrator of the building to allocate tenant costs easier along with a shorter lead time around six to sixteen weeks. She mentioned that the addition in change order is to add ten stairwell lights to meet code requirements for egress.

- ✓ Motion to approve the Hudson Construction Change Order 2 by Sam Breene; seconded by Alan Schiller. All in favor. So moved.

d. Approval of Escajeda Change Order 1

Emily presented the board change order 1 for repointing to stone work at the cornice. This is a construction change directive from Design Lab Architects to the contractor. Prices from Escajeda is \$6000. This is for work for repointing that needs to take place to stabilize the cornice pieces. It is work on the outside and inside of the building which was not exposed until contractors had removed the first course of masonry.

- ✓ Motion to approve the Escajeda Change Order 1 by Bill Moon; seconded by Alan Schiller. All in favor. So moved.

V. Financial Report

a. Proposed Draft 2023 Budget

Emily presented the proposed VCEDA Draft 2023 Budget. Emily and Diona have worked together and Emily sent to Bonnie Summers for review. She noted that she is presenting the proposed budget this month because the budget hearing to present to the Commissioners is the same day as VCEDA's September board meeting. Emily informed the board that this is the first year since the creation of the Authority she is requesting additional funds. The additional fund request is coming from the eAcademy Program Director's salary which, in the past was paid for by a grant that has since ran out and the general liability insurance premium increases in cost. Emily mentioned that she met with Erie County Data Center which is a component of Erie County Planning. They provided a demonstration of software that VCEDA could pay for to access data. Emily will present the draft budget for approval at the September VCEDA monthly meeting.

b. Financial Report

Diona Brick presented the balance sheet through July and a list of invoices paid. She noted that projects are on task for the year with no concerns.

- ✓ Motion to accept the financial report including invoices by Bill Moon; Seconded by Bonnie Summers. All in favor. So moved.

i. Spark Community Capital

When the Spark Community Capital contract was originally approved, it was written in incremental payments with board approval. Emily noted that when originally presented, she mentioned that she anticipated the contract being higher than \$13,000 since Jason Ruggiero would be replacing project management work that Ken Faux was doing. The additional funding will be paid for by EDA grants. The board asked for direction on timeline and amounts. Jason noted that his costs average \$2000 a month for managing the current \$4 million construction project.

- ✓ Motion to add an additional up to \$10,000 to the Spark Community Capital contract

by Alan Schiller; Seconded by Bill Moon. All in favor. So moved.

VI. Ongoing Projects

a. 100 Seneca at Cornplanter Square

i. Fundraising Timeline

Emily informed the board that she submitted an application request for ARC area development funding to match T-Mobile funding received for the fifth floor maker space equipment. A new round of RACP has opened, and Emily is working on the application for first floor construction funding.

ii. Construction Timeline

Emily reported that construction is moving forward as planned. She noted that the masonry package may need to be extended to the end of November due to supply chain issues. Construction for package A is progressing with the elevator and internal work while they are waiting for the chiller and HVAC items to be delivered.

VII. Staff Report

- a. Emily reported that she assisted businesses in Rouseville and Franklin. She received a tour of the Latonia Building on the South Side of Oil City after hearing it was coming up for sale to be more informed and in a better position to advocate for the building.

VIII. Around the Table Report

Jason Ruggiero noted he met with Ken Garland to get him up to speed on 100 Seneca's project. He noted that it is going to be very valuable having Ken available for the contractors. The elevator is moving along and is anticipated to be completed by the end of September.

Chip Abramovic noted that Yellowdog's liquor license is up for sale.

Bill Moon mentioned that Bridge Fest is this coming weekend.

Bonnie Summers noted that Cranberry Festival is September 17<sup>th</sup> during the same time as the business expo. The mall is currently up for sale.

IX. Public Comment – General

None. So moved.

X. Adjournment into Executive Session Regarding Personnel Matters

- ✓ Motion to adjourn into executive session by Bill Moon; Seconded by Alan Schiller at 10:54 AM.

XI. Adjournment

- ✓ Motion to adjourn by Mike Dulaney; Seconded by Bill Moon at 11:19 AM.

Respectfully submitted,  
Ashley Smith, VCRPC