

VCEDA BOARD APPROVED

VCEDA June '22 Meeting

VENANGO COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Meeting Minutes

June 21, 2022 @ 10:30 AM

Courthouse Annex Room 100

Franklin, PA 16323

Present:

Bill Moon
Mike Dulaney
Sam Breene
Alan Schiller
Chip Abramovic

Staff:

Emily Lewis
Taylor Mosher

Guests:

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

Excused:

Rod Griffin
Bonnie Summers

I. Call to Order

The monthly board meeting was called to order by Bill Moon at 10:38 A.M.

II. Approval of Minutes

a. 5/16/2022 Regular Meeting Minutes

- ✓ Motion to approve the meeting minutes by Mike Dulaney; Seconded by Chip Abramovic. So moved.

III. Public Comment on Agenda Items

None. So moved.

IV. Special Purpose Matters

a. Site Supervision Services

Emily presented the board with the low bid proposal for site supervision services for 100 Seneca. She explained that this is for onsite construction monitoring and reporting. Services are \$90/hour based on hours worked. Emily noted that she and Diona met to discuss the budget for services. She noted that the Authority plans to cap services at \$30,000 which was added to a budget line item for the project.

- ✓ Motion to approve KRG Management Company's proposal for site supervision services at 100 Seneca by Alan Schiller; seconded by Mike Dulaney. All in favor. So moved.

b. Design Lab Architectural Services

Emily presented the board with a request from DesignLab Architects for additional services for the lobby and basement design. She mentioned that now that demolition is complete, and the building is entirely open to view, it has collectively been determined to preserve the lobby character in its current state, while preventing any further deterioration. This approach will require specific preservation expertise and specialty lighting design to achieve the desired outcome. As such, it is proposed to add a specialty lighting consultant, Available Light, as well as an increase in fee for

preservation consultant, John Canning & Co. to best support this effort. The proposed fee is an increase of \$16,610 between Available Light and John Canning. Rich Winkler has looked at the procurement code and Emily spoke with the EDA manager to review regulations for John Canning being involved in this process – no found issues.

- ✓ Motion to approve the DesignLab additional service request by Chip Abramovic; seconded by Mike Dulaney. All in favor. So moved.

V. Financial Report

a. Diona Brick presented the financial report. She then presented the balance sheet through May and a list of invoices paid. She noted that projects are on task for the year.

- ✓ Motion to accept the financial report including invoices by Chip Abramovic; Seconded by Mike Dulaney. All in favor. So moved.

b. 2021 Audit Materials

Diona presented the board with a draft audit report. She noted that the independent audit report was presented fairly in all material respect with no findings. The board discussed confirming there is a letter describing the relationship between the county and the authority and adding the approved letter to the audit report.

- ✓ Motion to accept the Draft 2021 audit material by Mike Dulaney; seconded by Alan Schiller. All in favor. So moved.

VI. Ongoing Projects

a. 100 Seneca at Cornplanter Square

i. Fundraising Timeline

Emily informed the board that the Authority received a \$49,046 grant from T-Mobile to fit out the 5th floor coworking and maker space. There was a ceremony in Oil City and an article in The Derrick. Along with the T-Mobile grant, the Authority was awarded \$100,000 for PHMC ceiling work and an additional \$300,000 from ARC.

ii. Construction Timeline

Emily reported that in Package A – Building Infrastructure, construction duration is moving forward and the contract has been expanded to close out by the end of April 2023 due to HVAC equipment and material lead time items. Package B – Masonry Repairs is planned to be completed by the end of November 2022. Emily reported that Package C is planned for the fall of this year with an estimated eight month timeline.

VII. Staff Report

- a. Emily informed the board that Taylor Mosher has resigned from the eAcademy program manager position and that she will be posting the position to remain part time for next year's school program.

VIII. Around the Table Report

Mike Dulaney updated the board that the County's infrastructure bank is waiting to receive applications from municipalities.

Alan Schiller informed the board that the Oil City Redevelopment Authority is looking

for more members.

Bill Moon mentioned that there is going to be a housing meeting with the county on July 5th at 10am at the Open Door Café in Oil City.

- IX. Public Comment – General
None.
- X. Adjournment into Executive Session Regarding Personnel Matter
 - ✓ Motion to adjourn into executive session by Mike Dulaney; Seconded by Alan Schiller at 11:10am.
- XI. Adjournment
 - ✓ Motion to adjourn by Chip Abramovic; Seconded by Mike Dulaney at 11:18am.

Respectfully submitted,
Ashley Smith, VCRPC