

**Meeting Minutes for September 2022**

**I. CALL TO ORDER**

Monthly board meeting called to order by Sam Breene, at 10:28 AM.

Those present at the public meeting of the Venango County Economic Development Authority on September 20<sup>th</sup>, 2022, scheduled for 10:30 AM and held at The Courthouse Annex (1174 Elk Street), Room 100 in Franklin, PA and via Call-In:

Members Present:

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

Staff Present:

- Emily Lewis (Executive Director)

**VCEDA BOARD  
APPROVED**  
October 18, 2022

Guests Present (List):

- Alexandria Shreffler, VCRPC
- Diona Brick, Fiscal
- Jason Ruggiero, Spark Community Capital
- Rich Winkler, County Solicitor
- Kara O'Neil, The Derrick

Quorum Present:  Yes  No

**II. APPROVAL OF MINUTES**

- a. 08/16/2022 Regular Meeting Minutes
  - ✓ Motion to approve the minutes made by Mike Dulaney, seconded by Bill Moon. All approved and moved.
  - ✓ Motion to remove item e. in special purpose items for the agenda made by Bill Moon and seconded by Mike Dulaney. All approved and moved.

**III. PUBLIC COMMENTS ON AGENDA ITEMS**

- None.

**IV. SPECIAL PURPOSE MATTERS**

- a. Approval of Maternity Leave  
Emily Lewis – described the proposed arrangement for maternity leave, to be granted for twelve (12) weeks, 7 weeks of PTO and 5 weeks without pay and that the foregone salary amount could be applied to cover the cost for a temporary replacement.
  - ✓ Motion to approve made by Bill Moon, seconded by Rod Griffin. All approved and moved.
- b. Approval of FY 22-23 Engage Contract  
Emily Lewis – presented the contract for VCEDA to participate with and provide services for the Northwest Commission's Northwest Engage! Program.
  - ✓ Motion to approve made by Bill Moon, seconded by Mike Dulaney. All approved and moved.
- c. Ratification of Design and Utility Costs

The discovery of unexpected underslab conditions in the basement necessitated a new design, which was presented to the board in the total amount of \$14,200. The cost to design plans with additional meters was also presented, in the amount of \$3,000. The utility bill for electricity was presented in the amount of \$27,842.99.

✓ Motion to ratify made by Bill Moon, seconded by Rod Griffin. All approved and moved.

d. Approval of Escajeda Masonry Change Order 001

Emily Lewis – presented the change order from Escajeda that notes the required removal of additional stones, but also references the reduction of other costs associated with the project. As a result, this change order only notes the change in scope and there are no proposed changes to the initial cost.

✓ Motion to approve made by Bill Moon, seconded by Rod Griffin. All approved and moved.

## V. FINANCIAL REPORT

a. Financial Report

Diona Brick – presented the balance sheet through August and list of invoices paid. An expense was noted for an insurance payment on the Cornplanter Square building due to its basis on percentage of completion.

✓ Motion to accept the financial report including invoices made by Bill Moon, seconded by Mike Dulaney. All approved and moved.

b. Approval of 2023 Budget

The final 2023 budget was presented to the board, which noted an increase in costs for liability insurance on the 100 Seneca building project (\$25,000), and an increase in professional fees to include services from the Erie County Data Center to provide access to economic and community software modeling (\$4,200 taken from other line items within the budget). An additional federal grant will be paying for the employee salary that had been lost from the complete expenditure of the previous grant, a notable difference from the draft budget proposal.

✓ Motion to approve made by Bill Moon, seconded by Alan Schiller. All approved and moved.

## VI. ONGOING PROJECTS

a. 100 Seneca at Cornplanter Square

i. Fundraising Timeline

Emily Lewis – announced that a Redevelopment Assistance Capital Program (RACP) grant was submitted for the first floor and that she is anticipating an announcement about Local Share Account (LSA) funding that was applied for in March 2022.

ii. Construction Timeline

Emily Lewis – presented the timeline which shows a postponed construction date for the 5<sup>th</sup> Floor buildout by one month. This work was originally proposed to take place at the end of October.

## VII. STAFF REPORTS

- **Executive Director, Emily Lewis** – reported that Heather Hondel has been hired for the eAcademy. There are currently four (4) students enrolled. She also reported that she attended a ribbon cutting for Webco CareATC.

## VIII. AROUND-THE-TABLE REPORT

- Bill Moon reported that the city project replacing sidewalks and streetlights is moving along.

## IX. PUBLIC COMMENT – GENERAL

- None

## X. ADJOURNMENT

✓ Motion to adjourn by Bill Moon; Seconded by Mike Dulaney at 11:02 AM. All approved and moved.

Respectfully submitted,

Alexandria Shreffler, Venango County Regional Planning Commission