

**MEMBERS PRESENT:** Dr. John DeFinnis, Harold Hurst, Al Neuner, Denny Hummer, Dean Girton, Lance Diehl, Susan McGarry, Chris Young, Jennifer Wakeman (Executive Director)

**MEMBERS ABSENT:** Trevor Finn, Greg Cole, Dan Knorr

**GUESTS PRESENT:** Karen Blackledge, Bob Snyder, Laurinda Voelcker, Jack Metzger, Shannon Berkey, Dave Kovach, Jim Spangenberg, Aidan McDonald (Intern), Tim Hippensteel (Office/Project Manager)

The meeting was called to order by Dr. John DeFinnis at 8:48 a.m.

**MINUTES:**

- January 2 Regular Board Meeting: Motion by Al Neuner to accept the January 2nd with omission of line under Old Business. Harold Hurst seconded the motion; carried unanimously.

**TREASURER'S REPORT**

Jennifer Wakeman presented the Treasurer's Report. At the end of February, the Finance Committee will be meeting to discuss the allocation of assets received from the Alliance and GDAIDC. Dean Girton noted that they plan to keep around \$250,000.00 liquid. Jennifer noted that the balance sheet shows the new assets, including the CD and Trust account from the Alliance. On the Railroad Street P&L, she noted that we have received \$10,000.00 in good faith money from the company looking to move into the Plate Shop. She also noted that the insurance was paid for the year.

Motion to approve the Treasurer's Report made by Harold Hurst, seconded by Lance Diehl; carried unanimously

**EXECUTIVE DIRECTOR'S REPORT:**

Jennifer presented and Annual Review of the activities of DRIVE in 2018. Most recently, we met a goal of consolidating economic development efforts in the region by gaining the assets of the Columbia Alliance and GDAIDC. The Montour County broadband pilot project is set to be completed next week, with the network going live in late February or early March. A ribbon cutting ceremony is being planned for March. DRIVE staff is already in the planning process for the Columbia County expansion of the network. At Railroad Street, two of the four buildings are currently occupied, with a third under contract. The Property Committee has new plans for the former Metso office building.

Through Focus Central PA, 316 leads came in during 2018, and 110 of those were unique leads. Of those leads, 8 were sited, well exceeding the goal of 3. Recently, a vote was made to make DRIVE the administrator of CCIDA. The DRIVE staff has been discussing new ways to market DRIVE and get the name out in the community. This will be an ongoing effort in 2019. Staff has also been completing some professional development over the last couple of months. In December, Tim completed a four-day economic development course in Lancaster, and in January, Jennifer attended a course in Fort Lauderdale on real estate re-development and re-use.

Jennifer then discussed that DRIVE is coming to the end of the initial 5-year plan that was laid out for the organization at its start, and the need to form a new 5-year plan moving forward.

## **COMMITTEE REPORTS**

### Executive Committee:

Denny discussed the staff evaluations that the board had completed electronically. He noted that all the results came in at either the highest or next highest ratings. He announces that the staff will be receiving 5% raises.

*Motion to approve the 5% raises given to the DRIVE staff made by Chris Young, seconded by Lance Diehl; carried unanimously.*

### Nominating Committee:

Lance presented the slate of officers up for election; Denny Hummer for Board Chair, Greg Cole for Vice Chair, Dan Knorr for Treasurer, and Dean Girton for Secretary.

*Motion to approve the slate of officers made by Lance Diehl, seconded by Harold Hurst; carried unanimously.*

### Property Committee

Jennifer discussed the Property Committee's plan to divide the Railroad Street office building up into office suites. Al Neuner and Susan McGarry have been working closely on plans. DRIVE staff have been working in the building to take measurements and get a layout of the HVAC zones. Jennifer noted that \$100,000.00 of the money from GDAIDC was set aside for economic development pertaining to the Railroad Street property, and that this would be used for frontage for the building and making the front of the building handicap accessible. It is the Committee's plan that DRIVE will move its offices into the front of the building. Jennifer noted that the Committee plans to take three bids, and potentially open it up for a public bid.

Jennifer also noted that the Committee will be holding a competition to name both the office building and the Railroad Street park, and that Board members may submit their suggestions.

*Motion to move ahead planning of the Railroad Street office suites made by Chris Young,*

seconded by Lance Diehl; carried unanimously.

## **NEW BUSINESS**

### Natural Gas Co-Op

\$20,000.00 that was received from GDAIDC is going toward a membership for Montour County for the SEDA-COG Natural Gas Co-Op, which will provide leverage for projects in Montour County. Jennifer and Trevor will be the representatives for Montour County.

### Conflict of Interest

Conflict of Interest forms for 2019 were distributed to the Board for their completion.

### Danville Borough

The Danville Borough has requested to use the Railroad Street property for the lineup of their annual parade on July 20.

Motion to approve the Danville Borough using the Railroad Street property for parade lineup made by Lance Diehl, seconded by Harold Hurst; carried unanimously.

### DRIVE Apparel

Order forms for apparel with the DRIVE logo are circulating. Board members may complete those and return them to the DRIVE office if they'd like to order anything.

John DeFinnis adjourned the public meeting at 9:38 a.m.

**NEXT MEETING:** The DRIVE Board meets again on March 6<sup>th</sup>, 2019 at 8:30 a.m. at the DRIVE Office.

Respectfully Submitted,

Dean Girton, Secretary