

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

MEMBERS ABSENT:

GUESTS PRESENT: John Brown (SEDA-COG), Kristen Moyer (SEDA-COG) Karen Blackledge (Danville News/Daily Item), Aidan McDonald (Intern), Tim Hippensteel (Office/Project Manager) Karen Hackman (Solicitor)

The meeting was called to order by Denny Hummer at 8:35 a.m.

Denny Hummer announced that an executive session was held prior to the meeting for the purpose of discussing litigation and legal advice regarding a petition to appoint DRIVE as conservator for a property in Valley Township, Montour County, PA. No actions or votes were taken.

MINUTES:

- February 5 2020 Annual Board Meeting: Motion by Dean Girton to accept the February 5th minutes, John DeFinnis seconded the motion; carried unanimously.

TREASURER'S REPORT

Dan Knorr presented the Treasurer's Report. Checking Account balances stand at \$137,000. DRIVE currently has total assets of approximately \$1.63 million. The February 2020 Profit & Loss, he noted a negative 19,000 expense for consulting, related to engagement of Camoin 310 to support the new central pa coalition. DRIVE is being reimbursed for those costs by the other partners, resulting in the negative expense balance. DRIVE's share of the consulting fee is \$8,000. Dan Knorr noted employee costs were higher in January, when DRIVE added its annual contribution to employee retirement plans. On the Railroad Street Profit & Loss, he noted no major changes. The business park joint venture report showed no significant new activity. The finance committee will meet quarterly in 2020 and receive monthly financials to better address and monitor DRIVE's financial needs.

Motion to approve the Treasurer's Report made by Trevor Finn, seconded by John DeFinnis; carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Jennifer Wakeman presented the Executive Director's report. Recognizing the guests in attendance, she asked everyone in the room to introduce themselves and their affiliations.

After introductions concluded, Jennifer Wakeman spoke about the power of our networks, reflecting on the successes her personal and professional connections and those of DRIVE's dedicated board have brought DRIVE in the last five years. She discussed the importance of board member engagement to supporting DRIVE's efforts, offering examples or recent ways the DRIVE network had advanced economic development goals in the region.

Trevor Finn came to DRIVE with a lead on a local individual looking for warehouse space with a dock for a new business opportunity. Through one of Jennifer's contacts, DRIVE identified another area business with excess usable space.

Chris Young spoke with Jennifer Wakeman about a group seeking a site with specific needs. Information from another party led to DRIVE considering the possibility of collocating two entities with similar needs.

Jennifer's participation on the board of the SEDA- COG Natural gas cooperative allowed her to connect that organization with a local business, Delta Fabricating in Berwick, PA that has the capability to produce pressurized tanks.

Additionally, Jennifer discussed the value of her relationship with the Joint Rail Authority and North Shore Railroad to contribute to regional growth. The coalition Future Forward planning group has also leveraged its connections to assist in formulating a framework for future growth, including scheduling a visit with Senator Pat Browne in Allentown to learn about steps his region has taken to spur growth.

DRIVE's relationship with the Bucknell SBDC has enabled us to partner to bring the new Startup Danville incubator to the region. Jennifer Wakeman concluded her report by reminding the board how valuable their participation and insight has been and how critical it is for DRIVE to continue to leverage our collective networks to achieve positive results in regional economic development.

COMMITTEE REPORTS

Property Committee:

The property committee reported its recommendation to conduct additional renovations at 418 Railroad Street. Proposed renovations include adding walk-off carpeting to the rear exit hallway, and completion of a small conference room for use of building occupants. This renovation will complete the common areas of the building. These improvements will be able to be used as matching contributions for a USDA grant that the SBDC is working on for Startup Danville.

Motion to approve the contract with Generations Construction for \$16,792 for conference room and back entrance renovation made by John DeFinnis, seconded by Harold Hurst; carried unanimously.

OLD BUSINESS

Project Zenith

Denny Hummer, DRIVE board chair and Bucknell SBDC consultant and incubator manager, stated the ribbon cutting for Startup Danville would be held March 18th at 4pm at the DRIVE Office Building. He reported he met with at least one person interested in renting space at Startup Danville already, and was excited to offer this resource to the community. The SBDC is proceeding with applying for a USDA grant to support Startup Danville.

Act 135 Conservatorship

A hearing is scheduled for March 25 to consider appointing DRIVE as conservator for the Days Inn Property. The board will meet for a continuation of this meeting on March 24th at 8:00 a.m. to discuss issues related to that hearing.

DRIVE Board Chair asked if there was any other business for the good of the order.

Trevor Finn stated he recently attended a meeting related to the effort to update flood maps in Danville Borough. DRIVE's planned bridge raising as part of its multimodal grant project at the DRIVE Industrial park was cited as one factor supporting efforts to seek revision of the maps.

Lance Diehl stated the marketing committee (himself, Chris Young, Jennifer Wakeman) had met and is working on ideas to market the organization more effectively.

Denny Hummer called the meeting to recess at 9:01 a.m. until March 24th at 8:00 a.m. at the DRIVE office.

Continuation of March 4TH 2020 board meeting, held via teleconference only, March 24th 2020

MEMBERS PRESENT: Denny Hummer, Greg Cole, Dan Knorr, Dean Girton, Al Neuner, Susan McGarry, Harold Hurst, John DeFinnis, Trevor Finn, Chris Young, Jennifer Wakeman (Executive Director)

MEMBERS ABSENT: Lance Diehl

GUESTS PRESENT: Tim Hippensteel (Office/Project Manager), Aidan McDonald (Intern), Karen Blackledge (Danville News/Daily Item), Karen Hackman (Solicitor)

Denny Hummer, board chair reconvened the March 4, 2020 board meeting at 8:06 AM on March 24th 2020, after taking a roll call, recorded above. A quorum was present on the call.

Karen Hackman, DRIVE Solicitor, provided an update on the Days Inn conservatorship issue. First, she addressed DRIVE's environmental liability if appointed conservator. She stated the conservator is held harmless in the Act for environmental conditions prior to the appointment as conservator. Therefore, DRIVE will need to ascertain the environmental condition of the subject property before proceeding with any work on the site.

Karen Hackman reported she has a meeting with the attorneys for both the borrower and the bank today and hopes to know more soon. She reported conservators normally have to wait 6 months, now three, before acting to allow the property owner to address the issues. However, if there is no opposition to DRIVE's appointment and the matter is resolved consensually, that is not necessary.

Attorney Hackman next addressed how DRIVE will be able to cover its expenses related to the conservatorship. She stated the costs of rehabilitation were in 5th position (ahead of lenders) to be recouped from the proceeds of the sale of the property.

DRIVE could also recover a fee equal to the greater of \$2500 adjusted upward by 2% each year or a 20% markup of the costs and expenses for construction, stabilization, rehabilitation, demolition, etc, or 20% of the sale price of the property.

Attorney Hackman reported she conducted a title search, which indicated tax liens of approximately \$35,000 plus interest on the property.

A call with Judge James is scheduled for tomorrow, March 25th 2020.

Next, Jennifer Wakeman, Executive Director, provided related updates to the board. She stated she had contacted commercial appraiser Dean Lacrosse of Appraisal and Marketing Associates in Sunbury. He estimated costs of an appraisal on the Days Inn property at \$3,500. He also offered to help DRIVE obtain a quote for demo costs from a local firm. When last contacted, he was approximately six weeks out from conducting an appraisal on the property.

Tim Hippensteel, DRIVE Office and Project Manager, reported that DRIVE has sought to get an estimate of Demolition costs from Steinbacher Enterprises but has not yet received a formal response. On the telephone, a Steinbacher employee provided a rough estimate of \$600,000.

The Executive Director reported DRIVE issued an RFP for a general liability policy to several local insurance brokers. We expect to receive quotes from two brokers soon.

The property committee may consider erecting a fence around the former Days Inn site for safety and security if DRIVE is appointed conservator.

The DRIVE board then considered a resolution to (1) authorize DRIVE to accept the appointment of conservator by the Montour County Court of Common Pleas and serve as conservator with respect to the former Days Inn property in Valley Township, Montour County under and subject to the provisions of the Pennsylvania Abandoned and Blighted Property Act; and (2) to authorize DRIVE to take any and all action that the Court may order under the Act and any and all action that is required or permitted by the Act without the need for any further grant of authority or approval from the Board of Directors.

Motion to approve the board resolution as presented made by Dean Girton, seconded by John DeFinnis; carried unanimously.

Board Chair Denny Hummer asked if there were any other items to address. Chris Young asked for clarification of the \$600,000 ballpark estimate provided for demolition. Al Neuner stated that that figure sounded roughly appropriate based on his experience for a building that size.

Jennifer Wakeman stated that the DRIVE offices are closed and employees are working from home in response to the COVID- 19 outbreak and Governor Wolf's subsequent order to close non-essential businesses physical locations.

At 8:21 a.m. Dean Girton made the motion to adjourn the meeting, Greg Cole seconded.

NEXT MEETING: The DRIVE Board meets again on April 1st, 2020 at 8:00 a.m. at the DRIVE Office at 418 Railroad Street.

Respectfully Submitted,

Dean Girton, Secretary