

**MEMBERS PRESENT:**

Alan Neuner, Greg Cole, Jeb Stotter, Leslie Temple, Dan Knorr, Jeff Reber (8:38am), Dave Park, Jennifer Wakeman, Susan McGarry, Dean Girton, Joe Kantz, Trevor Finn, Rich Ridgway (as proxy for Chris Young)

**MEMBERS ABSENT:**

Justin Ross, Sam Schiccatano, Lance Diehl

**GUESTS PRESENT:**

Bob Snyder, Karen Hackman, Tim Hippensteel (Project Manager), Aidan McDonald (Facilities Manager), Amanda Schell (Administrative Assistant)

The meeting was called to order by Jeb Stotter at 8:30am.

Jeb welcomed guests and asked for public comment on agenda items. Hearing none, he proceeded on to Administrative Items.

**MINUTES:**

- November 3, 2021 Board Meeting: Motion by Dean Girton to accept the minutes, Joe Kantz seconded the motion; carried unanimously. Rich Ridgway abstained.
- November 17, 2021 Special Board Meeting: Motion by Dave Park to accept the minutes, Joe Kantz seconded the motion; carried unanimously. Rich Ridgway abstained.

**TREASURER'S REPORT**

Dan Knorr presented the Treasurer's Report, noting no out-of-ordinary income or expenses.

Jennifer Wakeman explained the \$3,150 in Undeposited Funds on the Balance Sheet was a result of deposited payments made toward November invoices prior to the beginning of that month.

Dan Knorr noted that, moving forward, the financials will be presented for the last fully reconciled month and not from mid-month to mid-month as was previously done. Additionally, as the Sunbury Textile Mill project has come to a close, financial reports for this will no longer be presented.

Motion to approve the Treasurer's Report made by Leslie Temple, seconded by Dean Girton; carried unanimously. Rich Ridgway abstained.

## **Staff Reports:**

### **Executive Director Report**

Jennifer Wakeman reported that her recent attendance at the Rural Economic Development conference was very worthwhile and enabled her to make connections with people working in rural economic development across the country. She also recently toured Timber Haven Homes with PA Treasurer Stacy Garrity as part of Garrity's mission to visit all 67 Pennsylvania counties. Garrity will be back in our area in the near future to visit Custom Containers in Milton.

Additionally, Wakeman toured a possible site for Project Ocean Wave and has an upcoming site tour for Project Bezie. She also reported that DRIVE finalized the sale of 1.2 acres of the Railroad Street property to Strong Industries. In the near future, DRIVE will host the final focus group for the DRIVE Forward project and she is excited for the data that will come out of that, as it will guide future planning. Wakeman informed the Board that the Business Outreach Manager position is again being posted, as the last candidate did not work out.

Last, Wakeman announced that it would be the last meeting as Board Members for two of DRIVE's founding directors: Greg Cole and Lance Diehl. She presented a plaque and thanked them for their years of service and commitment to the region.

## **Committee Reports:**

### **Nominating Committee**

Greg Cole spoke on behalf of the Nominating Committee, which has met over the course of the last several months, to nominate three candidates to DRIVE's Board of Directors, replacing representatives from Columbia, Snyder, and Union counties. Cole reported that the Committee recommends to the Board Dean Girton to represent Columbia County, John Uehling to represent Union County, and James Pachuki to represent Snyder County.

*Motion to approve the appointment of Dean Girton, John Uehling, and James Pachuki to represent Columbia, Union, and Snyder Counties respectively made by Greg Cole, seconded by Dan Knorr; carried unanimously.*

## **Old Business:**

### **2022 Operating Budget Presentation**

Dan Knorr presented the proposed 2022 DRIVE Operating Budget for final consideration. He highlighted the county contributions, donations, and project administration monies coming in as income. Rich Ridgway questioned why the projected interest income was so low considering the amount of funds DRIVE has in investment accounts. Dan explained that income from investment accounts does not contribute to this operating budget but is kept separate.

*Motion to approve the proposed 2022 DRIVE Operating Budget made by Dean Girton, seconded by Jeff Reber; carried unanimously.*

**New Business:**

Aidan McDonald introduced a request from Montour County to use space at DRIVE's office as a polling location for Danville's 2<sup>nd</sup> Ward in both the primary and general election for the next three years.

Motion to approve the use of DRIVE office space for Montour County Danville Ward #2 primary and general elections for the next three years made by Dave Park, seconded by Al Neuner; carried unanimously.

Jennifer Wakeman announced the 2022 Board Meeting Dates, noting date changes for February, April, and November's meetings due to schedule conflicts. A brief discussion ensued, prompted by Joe Kantz's inability to attend some of the adjusted meetings. It was agreed that the February and April board meetings would be held on the first Fridays of those months at 8:30am.

At 8:56 the board entered into an Executive Session.

The Executive Session ended at 10:00am.

Jeb Stotter reported that a real estate transaction in Northumberland County, hereinafter referred to as Project Carousel, was discussed during executive session.

Motion to add a new agenda item regarding Project Carousel made by Trevor Finn, seconded by Dean Girton; carried unanimously.

Motion to authorize Jennifer Wakeman to act on Project Carousel made by Leslie Temple, seconded by Dave Park; carried unanimously.

At 10:02am Jeb Stotter made a motion to adjourn.

**NEXT MEETING:** The DRIVE Board meets again on January 5th, 2022 at 8:30 a.m. at 418 Railroad Street, Danville.

Respectfully Submitted,

Dean Girton, Secretary