



**MEMBERS PRESENT:**

Al Neuner, John Uehling, James Pachuki, Justin Ross, Jeb Stotter, Leslie Temple, Dan Knorr, Jeff Reber, Sam Schiccatano, Dave Park, Jennifer Wakeman, Susan McGarry, Joe Kantz, Trevor Finn, Chris Young

**MEMBERS ABSENT:** None

**GUESTS PRESENT:**

Harold Hurst (Director Emeritus), Dr. John DeFinnis (Director Emeritus), Dean Girton, Bob Snyder, Tim Hippensteel (Project Manager), Aidan McDonald (Facilities Manager), Amanda Schell (Administrative Assistant).

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

Brief introductions were made around the room for DRIVE’s newest Board Members John Uehling and James Pachuki.

Jennifer Wakeman presented a plaque recognizing former Board Member Dean Girton for his many years of service to DRIVE.

Jeb Stotter asked for public comment on agenda items. Hearing none, he proceeded to the first administrative item on the agenda.

**MINUTES:**

- December 1, 2021 Board Meeting: Motion by Susan McGarry to accept the minutes, Jeff Reber seconded the motion; carried unanimously. Chris Young abstained.

**2022 COMMITTEE ASSIGNMENTS**

Jeb Stotter announced the following DRIVE Committee Assignments:

**Executive Committee-** Jeb Stotter (Chair), Leslie Temple (Vice Chair), Dan Knorr (Treasurer), Secretary is yet to be elected

**Nominating Committee-** Dave Park (Chair), Susan McGarry, Justin Ross

**Finance-** Dan Knorr (Chair), Leslie Temple, Jim Pachuki

**Property-** Al Neuner (Chair), Dave Park, Justin Ross

**Broadband-** Trevor Finn (Chair), Joe Kantz, Jeff Reber, Sam Schiccatano, John Uehling, Chris Young

Jeb Stotter noted that (per DRIVE's Articles of Agreement) no non-board members may sit or vote on a DRIVE Committee. However, members of the public are able to attend Committee meetings. Additionally, due to stipulations for Committee sizes in DRIVE's Article of Agreement, the size of some Committees may have changed.

### **TREASURER'S REPORT**

Dan Knorr presented the Treasurer's Report, but noted that the October 2021 Financials had been distributed in error. The November 2021 reports will be sent via email after the conclusion of the Board meeting and will be presented for approval at February's Board meeting.

### **EXECUTIVE DIRECTOR'S REPORT**

Jennifer Wakeman reported co-hosting a recent site tour with FOCUS Central PA for Project Bezie that included a tour of four sites in Northumberland County for guests from the Netherlands. She also spent a day with Sen. John Gordner and his Chief-of-Staff Josh Funk as they travelled through the region announcing RACP grant awards. DRIVE serves as the applicant for a \$3 million RACP grant awarded to Benton Foundry. This is the largest grant ever awarded in Columbia County and will create 60 new jobs within the next 5 years. Other RACP grants awarded \$2 million to the City of Sunbury (for the former Celotex site) and \$1 million to Button Oil (for their propane terminal).

Jennifer next mentioned updates to ongoing projects Blizzard & Carousel, noting that the Project Updates file has been updated in the Board Packet.

Next Tim Hippensteel gave Broadband Project update. He relayed that 240 customers are currently being served, with 53, 143, 17, 15, and 12 being served in Columbia, Montour, Northumberland, Snyder, and Union respectively. Additionally, Centre Wisp internet provider has integrated into DRIVE's network and is marketing their services and will begin adding customers in the near future. Tim also relayed that there will be an upcoming ribbon-cutting event to recognize all of those that contributed to the success of the Broadband Project. This will be held on January 14<sup>th</sup>, 2022 at 11am at the Montour Preserve Environmental Education Center. Tim extended an invitation to all Board members and public guests.

Chris Young inquired if there were any future plans for expanding the range of the broadband network, noting some unserviceable areas in Columbia County. Additionally, Young relayed that Columbia County is interested in having the network evaluated by an outside party for network efficiency and deficiencies. Trevor Finn asked if the Board might be given more information on

the proposed evaluation, as well as the company performing it. Young agreed to collaborate on the evaluation.

Jennifer continued to report on recent FOCUS Central PA activity, noting their recent reorganization meeting and her reappointment as Board Chair for 2022. She informed the Board that their annual Industrial Development Forum is scheduled to take place on March 23, 2022 at Susquehanna University. Registration is \$20 and can be done through the FOCUS website.

Wakeman provided a StartUp Danville update about a recent ribbon-cutting event and that all locked offices have been rented in the space. Last, new Business Outreach Manager Amanda Craig Bradley will join the DRIVE team on January 17<sup>th</sup>.

## **PROPERTY COMMITTEE**

Aidan McDonald relayed that the Property Committee recently approved an easement proposed by the Danville Borough to run a water and sewer line through a small portion of DRIVE property for the development of residential housing. All costs will be covered by the Borough.

*Motion to approve the signing of an easement with the Danville Borough for water/sewer lines through DRIVE property made by Leslie Temple, seconded by Al Neuner; carried unanimously.*

Next, Aidan McDonald introduced a Property Committee proposal to renovate an approximately 9,000 sq. ft. portion of the DRIVE offices in order to rent private offices and create a co-working environment. The Committee has approved the use of \$100,000 to renovate 11 private offices and the common area nearest to them in order to rent them for private use. DRIVE will be the proposed General Contractor and the work will be completed by the end of the first quarter of 2022. Aidan presented a Cash Flow Analysis of the project to show its profitability.

Chris Young inquired if this project was driven by request. Aidan affirmed that there is definitely demand for this type of environment, noting that all StartUp Danville private offices were rented very quickly upon completion.

Susan McGarry mentioned a similar private office rental building owned by a family member out of state and inquired about amenities included in the rentals.

*Motion to approve the use of \$100,000 to renovate approx.. 9,000 sq. ft. including 11 private offices for future rental made by Trevor Finn, seconded by Dave Park; carried unanimously.*

## **Old Business**

Jennifer Wakeman presented a draft of the acceptance letter on behalf of the Benton Foundry

for their Redevelopment Assistance Capital Program (RACP) grant (for which DRIVE will serve as Grantee) to be sent to the Office of the Budget. Chris Young inquired if DRIVE is a Certified Economic Development Organization (CEDO). Jennifer responded that DRIVE is not a CEDO and elaborated that the state only certifies certain entities as CEDOs and they're not currently expanding to include new applicants. Al Neuner inquired if DRIVE will received a fee for serving as Grantee; Jennifer responded that a fee has not been discussed at this point.

*Motion to authorize Jennifer Wakeman to sign and send an acceptance letter to the Office of the Budget to receive RACP funds on behalf of the Benton Foundry was made by Al Neuner, seconded by Susan McGarry; carried unanimously.*

It was noted that, since the proposed Community Representative for Columbia County was not appointed by the County's Commissioners to sit on DRIVE's Board of Directors, new suggestions should be sent to Nominating Committee Chair Dave Park.

### **New Business**

Jennifer Wakeman relayed that Tim Hippensteel is a candidate for the FOCUS of Central PA's Board of Directors as the Montour County representative.

*Motion to appoint Tim Hippensteel as the Montour County representative to the FOCUS Board of Directors made by Leslie Temple, seconded by Joe Kantz; carried unanimously.*

Jeb Stotter opened the floor to appoint a new Secretary of DRIVE's Board of Directors. Dave Park nominated Al Neuner.

*Motion to elect Al Neuner as Secretary of DRIVE's Board of Directors made by Dave Park, seconded by Jeb Stotter; carried unanimously.*

At 9:37 Jeb Stotter made a motion to adjourn.

**NEXT MEETING:** The DRIVE Board meets again on February 4th, 2022 at 8:30 a.m. at 418 Railroad Street, Danville

Respectfully Submitted,

Al Neuner, Secretary