



DRIVE Board Meeting Minutes

March 2nd, 2022

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Sam Schiccatano

GUESTS PRESENT:

Bob Snyder, Dean Girton, Greg Cole, Tim Hippensteel (Project Manager), Amanda Craig Bradley (Business Outreach Manager), Aidan McDonald (Facilities Manager), Amanda Schell (Administrative Assistant).

The meeting was called to order by Jeb Stotter at 8:31am.

Stotter asked for public comment on agenda items. Hearing none, he proceeded to the meeting's agenda items.

MINUTES:

- February 4th, 2022 Board Meeting: Motion by Chris Young to accept the minutes, Jeff Reber seconded the motion with a proposed correction to mark him present via Zoom at the February 4th meeting; carried unanimously.

TREASURER'S REPORT

Dan Knorr presented the Treasurer's Report and noted a few beginning of year expenses, such as insurance and annual contributions. Jennifer Wakeman mentioned that low cash balances were due to renovation project expenses made prior to the transfer of project funds.

Motion to approve the Treasurer's Report made by Joe Kantz, seconded by Leslie Temple; carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Jennifer Wakeman reminded the group to read through the project report included in the Board Packet for recent staff activities. She then provided an update on her recent attendance at the GSKIZ Advisory Committee meeting, where an application for zone modification in Sunbury and Danville was prepared to submit to DCED later this week for review. Additionally, a Start Up Danville update was provided in the Board Packet for the meeting.

Wakeman informed the group that she was recently selected as Co-Chair of the PA Economic Development Association's committee of EDO leaders. DRIVE has been contacted by the Philadelphia Federal Reserve to discuss our Broadband project, in hopes of facilitating a colloquium on broadband deployment in rural areas across the state. Last, Wakeman invited those in attendance to stay after the meeting to tour the renovations in progress at the office building.

COMMITTEE REPORTS:

Nominating Committee

Dave Park reported that the committee recently met and voted to nominate Jeff Erdly to fill the vacant Director seat for Columbia County. Chris Young added that the Columbia County Commissioners had recently met Erdly and suggested DRIVE notify the Commissioners immediately so they can include voting on his appointment to DRIVE's Board at their upcoming meeting. Justin Ross also added that it would be a good idea to keep in contact with the other two Board candidates under consideration for future appointments.

Motion to approve the appointment of Jeff Erdly to represent Columbia County made by Dave Park, seconded by Dan Knorr; carried unanimously. Chris Young abstained.

Dave Park also made a recommendation to adjust DRIVE's Articles of Agreement to incorporate inclusion of representatives from all five of the counties DRIVE serves.

Broadband Committee

Trevor Finn reported that representatives from Conxx NE and Extreme LTE attended the recent Broadband Committee meeting via phone to provide information. Finn also mentioned that Columbia County continues to work with BIG to find ways to improve the network there. Additionally, Tim Hippensteel will meet with Bucknell University's Marketing and Consulting Club about marketing and brand awareness for the network.

Old Business

Jeb Stotter asked if there was any old business to address. Hearing none, he proceeded to new business.

New Business

Jennifer Wakeman made the recommendation to engage McKonly & Asbury to perform an audit of DRIVE's financial statements. A brief conversation ensued about the possibility of issuing an RFP for accounting services for next year, with Dan Knorr recommending the Finance Committee address this. Additionally, Leslie Temple proposed reviewing last year's audit for any recommendations made by the auditors with regard to our accounting practices.

Motion to approve an audit engagement with McKonly & Asbury made by Joe Kantz, seconded by Trevor Finn; carried unanimously.

Jennifer Wakeman introduced DRIVE Facilities Manager Aidan McDonald to share a USDA Rural Opportunity grant prospect. This grant would potentially fund IT infrastructure and furniture purchases for the DRIVE office renovation project. A Resolution is needed authorizing the Board Chair to execute a Resolution to File the Application.

Motion to authorize Board Chair Jeb Stotter to execute a Resolution to File Application for a USDA Rural Opportunity grant made by Dave Park, seconded by Al Neuner; carried unanimously.

Jennifer Wakeman informed that group that, as part of DRIVE's role as grantee for the Benton Foundry's RACP grant, a Resolution to File Application by Applicant must be executed. The state requires this Resolution, and also a Cooperation Agreement between DRIVE and Benton Foundry and also the county, in order for grant funds to be released. Jennifer read the following Resolution:

Resolution to File Application By Applicant

The undersigned, Jebediah S. Stotter, board president of DRIVE, an economic development council of governments organized and established pursuant to Article 9 of the Constitution of the Commonwealth of Pennsylvania and Section 203 of the Pennsylvania Intergovernmental Cooperation Act ("DRIVE"), state that at a duly held meeting of the Board of Directors of DRIVE held on March 3, 2022, the following action was taken:

WHEREAS, DRIVE is an economic development council of governments serving the Central Susquehanna region of Pennsylvania;

WHEREAS, DRIVE is authorized by Section 3.00 C. of its Articles of Agreement to receive, administer and dispense funds from municipal, state, federal, or other sources to carry out its economic development functions;

WHEREAS, DRIVE has agreed to serve as a pass-through entity for the \$3,000,000.00 RACP grant awarded for the Benton Foundry's Core & Finishing Room Expansion project in Sugarloaf Township, Columbia County, which consists of the construction and purchase of equipment for the expanded core and finishing rooms.

AND NOW, the undersigned hereby consent to and adopt the following:

RESOLVED, that DRIVE and its representatives are authorized to file the RACP formal Application and Business Plan relating to the \$3,000,000.00 RACP award for the above referenced project.

RESOLVED, that the President, Vice President, Secretary, and Executive Director and any other such person as the board designates are authorized to execute and deliver such affidavits, agreements, and documents as are necessary to fully execute DRIVE's obligations for the above RACP administration.

This Resolution is executed this 2nd day of March, 2022.

Motion to authorize Board Chair Jeb Stotter to execute a Resolution to File Application for Benton Foundry's RACP grant made by Leslie Temple, seconded by Jeff Reber; carried unanimously.

A brief conversation ensued about DRIVE's responsibility for Benton Foundry's compliance with grant requirements and possibly creating a compensation structure for any future DRIVE grantee roles.

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

Respectfully Submitted,

A Neuner, Secretary