

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

GUESTS PRESENT: Karen Hackman (attorney), Bob Snyder, Aidan McDonald (intern), Karen Blackledge, Fred Gaffney

The meeting was held at 17 Woodbine Lane, Suite 103, Danville and called to order by Dr. John DeFinnis, board chairman, at 8:00 a.m.

MINUTES:

- **December 13** regular board meeting: Motion by Susan McGarry to accept the December 13 minutes without correction. Chris Young seconded the motion; carried unanimously.
- **December 27** special meeting: Motion by Harold Hurst, seconded by Chris Young, to accept the Dec. 27 minutes with one correction – remove Lance Diehl’s name from attendance. Passed unanimously.

TREASURER’S REPORT:

Matt Prosseda presented the Treasurer’s Report. The Balance Sheet for Dec. 29 shows assets of \$253,987 and no current liabilities. On the Profit-Loss YTD sheet, Matt pointed to a new donation of \$2,500 during December, expenses of \$34,598, and net income of \$30,316 for the year. The budget vs. actual report shows we are \$13K under budget. Susan McGarry questioned the \$16,457 amount listed for miscellaneous expenses. Jennifer explained this was the payment for environmental review and surveying of the Metso property. She recommended the board create a new account for all property expenses. Lance made a motion to create this account with the same signers as the other DRIVE accounts. Harold Hurst seconded the motion. Passed unanimously.

Denny Hummer made a motion to approve the Treasurer’s Report, with the second from Susan McGarry. Carried unanimously.

SOLICITOR’S REPORT:

Karen Hackman reported that the deed was recorded December 29, 2017 for the Metso property, making DRIVE the owner. Metso has agreed to reimburse up to \$30,000 for environmental review and analysis costs and to DRIVE putting \$50,000 in escrow to ensure the property is cleaned of all trash and equipment within 60 days.

Karen put another \$100,000 in escrow until an issue can be resolved involving filings with the PA Department of Revenue. The state did not have accurate record of Metso taking over and paying taxes for Kennedy Van Saun.

She reviewed the Memorandum of Understanding between Greater Danville Area IDC and DRIVE for a joint venture involving 350 Railroad Street, Danville (formerly Metso industrial property). It states that GDAIDC has paid \$405,000 to DRIVE in order to purchase this property. The memorandum states that prior to January 31, 2018, a joint venture will be established. Trevor made a motion to accept the agreement, with a change suggested by Lance Diehl to change the end date to February 28, 2018. Lance seconded the motion, and it carried unanimously.

EXECUTIVE DIRECTOR REPORT: Jennifer Wakeman noted the following activities and announcements for December:

- Metso negotiations and due diligence has occupied a considerable amount of time in December.
- Attended meeting with Berwick Offray
- Attended a tour of the Career Pathways program at Central Columbia High School.

- A Next Generation manufacturing partnership will be launching on January 24, in a 9-county region.
- A healthcare sector partnerships is being formed.
- Attended PREP meeting, as part of FOCUS Board. The new membership fee has been set as \$8,500 (up from \$7,500).
- Jennifer was appointed to a 5-year term on the Joint Rail Authority by Montour County

OLD BUSINESS:

Jennifer Wakeman presented the proposal (Master Services Agreement) for providing administrative services to the Columbia Alliance for Economic Growth. She said it outlines what work DRIVE already does on the Alliance’s behalf, then lists the additional work that will be done for a proposed \$2,500 per month. Harold Hurst made a motion to approve this service agreement, with the second from Greg Cole. Board members who also serve on the Alliance board abstained from voting – Lance Diehl, Susan McGarry, Matt Prosseda, Al Neuner, and Chris Young. All others voted in favor. Motion carried.

NEW BUSINESS:

Karen Hackman recommended that the board ratify insurance coverage for 350 Railroad Street through Arndt Insurance (Travelers). Susan McGarry made the motion to approve this insurance plan, with the second from Harold Hurst. Motion carried, with one abstention from Matt Prosseda because John Arndt is on First Keystone’s board.

Harold suggested the property committee become a long-term group to continue dealing with Metso issues. The members are Trevor Finn, Al Neuner, Greg Cole, and Bob Snyder (who will have to serve ex-officio). Harold Hurst made a motion to establish this Property Committee, with a second from Susan McGarry. Motion passed unanimously.

Meeting adjourned at 9:45 a.m.

Next Meeting: The DRIVE board meets again on **February 7, 2018 for its ANNUAL MEETING at 9 a.m.** at Rolling Pines in Berwick.

Respectfully submitted,

Dennis Hummer, Secretary