

**MEMBERS PRESENT:** Denny Hummer, Greg Cole, Dan Knorr, Dean Girton, Dr. John DeFinnis, Harold Hurst, Susan McGarry, Chris Young, Lance Diehl (Call-in), Jennifer Wakeman (Executive Director)

**MEMBERS ABSENT:** Trevor Finn, Al Neuner

**GUESTS PRESENT:** Karen Blackledge, Jacob Ruch, Aidan McDonald (Intern), Tim Hippensteel (Office/Project Manager)

The meeting was called to order by Denny Hummer at 8:32 a.m.

**MINUTES:**

- February 6 Regular Board Meeting: Motion by Chris Young to accept the February 6<sup>th</sup>, Dr. John DeFinnis seconded the motion; carried unanimously.

**TREASURER'S REPORT**

Dan Knorr presented the Treasurer's Report. The Finance Committee heard investment proposals from First Columbia Bank & Trust, First Keystone Community Bank, and Fulton Bank. The Committee made the decision to go with the proposal from First Columbia Bank & Trust, as they showed the greatest performance history and the lowest fees. The Committee recommends that \$250,000.00 be kept in cash between the DRIVE general checking account and the payroll account, and the rest be invested into the investment from the Alliance account that is currently managed by the trust department of First Columbia Bank & Trust. Dan noted that these assets will still be liquid, should they ever need to be accessed.

Motion to approve the proposal to keep \$250,000.00 cash in the DRIVE checking accounts and invest excess cash into the First Columbia Bank & Trust investment account made by Dean Girton, seconded by Dr. John DeFinnis; carried unanimously. Lance Diehl abstained from voting.

Dan presented a proposed amendment to the signer policy that would allow Jennifer Wakeman to sign checks of any amount, as she is currently limited to signing checks under \$3,000.00. This would make DRIVE operations more efficient as there have been higher expenses in recent months pertaining to projects that are currently underway. It was noted that a second signer would still be needed on each check. After discussion, the Board then proposed that instead of eliminating the limit, Jennifer be authorized to sign checks up to \$15,000.00.

Motion to authorize Jennifer Wakeman to be a signer on checks up to \$15,000.00 made by Dr. John DeFinnis, seconded by Harold Hurst; carried unanimously.

Motion to approve the Treasurer's Report made by Chris Young, seconded by Dean Girton; carried unanimously.

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

Annual meetings for DRIVE, The Alliance, The Columbia-Montour Chamber of Commerce, and CCIDA were held. At the CCIDA annual meeting, it was decided that DRIVE was to be made the new administrator of the organization. Jennifer has been meeting with members of CCIDA individually to discuss the organization and to learn their areas of expertise. At the Columbia-Montour Chamber of Commerce annual meeting, DRIVE sponsored the Large Business of the Year Award, which was presented to Knoebels Amusement Resort.

DCED, SEDA-COG, and Senator Gordner's office are sponsoring a presentation on Federal Opportunity Zones at Monty's Restaurant at Bloomsburg University on March 14. Jennifer noted that interested parties could still sign up to attend, and she noted that it could be helpful for members of the Board to go or share the invitation. She also noted that Opportunity Zones exist in Danville, Bloomsburg, and Berwick.

Project Entourage, the Montour County Wireless Broadband Pilot Project, is nearing completion. The network construction is to be finished within the next week. Jennifer noted that DRIVE will put out a press release when the ISPs are ready to start serving customers, and that we are currently working with three separate ISPs. The Public Utility Commission ruled that DRIVE will not be a public utility.

At the Railroad Street property, the Multimodal is moving forward. A Lease with Option to Purchase has been signed with Danville Keystone Partners, LLC for the Plate Shop. Jennifer had a successful meeting about the new rail access that is being planned for the property. McTish, Kunkel and Associates are currently working on the subdivision and access road plans to be approved by the Danville Borough.

#### **COMMITTEE REPORTS**

##### Property Committee

Metso Minerals is currently renting the Test Center on a two-year lease at \$2676.92 per month that is set to expire at the end of the year. Included is a nine-month notice to renew. Metso would like to renew for a one-year lease, and the Committee proposed a one-year lease at \$2,800.00 per month, which would include a six-month renewal notice.

Motion to approve a one-year lease with a six-month renewal notice at \$2,800.00 per month with Metso Minerals on the Railroad Street Test Center made by Harold Hurst, seconded by Dean Girton; carried unanimously.

Plans for the exterior work on the Office Building are being prepared. Jennifer noted that the

exterior work will make the property more attractive and marketable to potential tenants. It was also noted that RFP Bids would be needed for work exceeding \$20,000.00

*A motion to move forward on the exterior work of the Railroad Street Office Building made by Dr. John DeFinnis, seconded by Harold Hurst; carried unanimously. Susan McGarry abstained from voting.*

### Broadband Committee

The Broadband Committee would like to move forward with engineering studies on Project Parchment and Project Quatro. It was noted that the study on Project Parchment will be funded in part with PREP money and will cost an estimated \$1,200.00. The study on Project Quatro will cost up to \$1,750.00.

*A motion to proceed with early phase engineering studies on Project Parchment, not to exceed \$1,300.00, and Project Quatro, not to exceed \$1,750.00, made by Harold Hurst, seconded by Dr. John DeFinnis; carried unanimously.*

The Broadband Committee has been in conversation with state-level agencies who are interested in meeting with DRIVE and Geisinger regarding the Public-Private Partnership.

### **OLD BUSINESS**

The RACP Resolution for Blaschak Coal needs to be ratified to submit.

*Motion to approve ratifying and submitting the RACP Resolution made by Harold Hurst, seconded by John DeFinnis; carried unanimously.*

### **NEW BUSINESS**

*Denny Hummer called for an executive session to discuss a personnel matter at 9:07 a.m.*

*The regular meeting was called back into order at 9:17 a.m.*

It was proposed to make Aidan McDonald, currently an unpaid intern, a part-time paid intern to work no more than 30 hours a week at \$10.00 an hour. This change would be active as of March 1, 2019 through August 31, 2019.

*Motion to make Aidan McDonald a part-time paid intern at \$10.00 an hour, 30 hours a week, from March 1, 2019 until August 31, 2019 made by Lance Diehl, seconded by Dean Girton; carried unanimously.*

Denny Hummer adjourned the meeting at 9:19 a.m.

**NEXT MEETING:** The DRIVE Board meets again on April 3<sup>rd</sup>, 2019 at 8:30 a.m. at the DRIVE Office.

Respectfully Submitted,

Dean Girton, Secretary