



DRIVE Board Meeting Minutes
September 2, 2020

MEMBERS PRESENT: Denny Hummer, Greg Cole, Dan Knorr, Dean Girton, Jeff Reber, Sam Schiccatano, Joe Kantz, Dave Park, Leslie Temple, Jeb Stotter , Susan McGarry, Trevor Finn, Al Neuner , Jennifer Wakeman (Executive Director)

MEMBERS PRESENT TELEPHONICALLY: Chris Young, Lance Diehl

MEMBERS ABSENT:

GUESTS PRESENT: Dr. John DeFinnis (Director Emeritus), Bob Snyder, Tim Hippensteel (Office and Project Manager), Aidan McDonald (Administrative Assistant)

The meeting was called to order by Denny Hummer at 8:35 a.m.

Denny Hummer announced that an information session was held prior to the meeting. No actions or votes were taken.

DRIVE Board Chair Denny Hummer welcomed the new Board representatives. He introduced DRIVE staff and Bob Snyder, a member of the property committee who was involved in the founding of DRIVE.

MINUTES:

- August 5th 2020 Board Meeting: Motion by Dean Girton to accept the August 5th minutes, Trevor Finn seconded the motion; carried unanimously.

TREASURER'S REPORT

Dan Knorr presented the Treasurer's Report. He presented a basic overview of DRIVE's financials to familiarize the new board members with how they are presented, included review the year to date P&L and the separate P&L for the railroad street property. Dan Knorr pointed out that we have two primary checking accounts: general and railroad street property, as well as separate checking accounts for the multimodal project and for payroll.

The Finance Committee met last week to review cash flow projections and new reformatted project P&Ls. The finance committee plans to meet again in October.

Dean Girton clarified for the new board members that what is termed the "Trust Fund" is not actually a restricted fund, and can be accessed when needed.

Motion to approve the Treasurer's Report made by Al Neuner, seconded by Jeb Stotter; carried unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Jennifer Wakeman presented the Executive Director's report.

Jennifer welcomed the new board members and explained that while board members receive confidential project updates in their board packet, she highlights some of DRIVE's major activities in the public session each month.

The rail portion Multimodal project is complete and the contractor for the access road portion has been given the official notice to proceed. Dave Gutelius Excavating will begin work in the next month, including the portion of the work outside the multimodal grant to split the shared water lines between buildings on the property. The road work is expected to be completed this fall, wrapping up the entire multimodal project.

The Days Inn Conservatorship project is moving along. After issuing an RFP for the purchase and redevelopment of the site, the property committee and board recommended the proposal received from The Liberty Group. DRIVE Solicitor Karen Hackman is drafting the petition for sale free and clear, which is going out shortly to the interested parties for consent. Once approved by the Court, DRIVE will complete the sale free and clear to The Liberty Group and disburse the funds in accordance with Act 135.

Jennifer Wakeman explained to the new board members that DRIVE had submitted a response to an RFP issued by the GSKIZ Committee seeking a qualified organization to take over management of the Greater Susquehanna Keystone Innovation Zone. DRIVE's proposal was subsequently accepted. Dan Knorr, who serves on both the DRIVE and RBI board and GSKIZ committee pointed out he abstained in the vote awarding the contract to DRIVE. DRIVE will take over administration of the GSKIZ later this year after receiving DCED approval. DRIVE will then manage the seven KIZ zones in the five counties, working with businesses located in the zones, and to expand use of the zones.

Executive Committee

Denny Hummer reported that with DRIVE's growth, the organization will be looking to add staff in the near future. Before advertising any new positions, DRIVE would like to engage an HR consultant to provide assistance developing job descriptions, policies, and an employee handbook.

The Executive Director has had conversations with local HR consultant Tina Welch, who proposed 15-20 hours of consulting at a total cost of under \$3,000. The executive committee made the recommendation to the board to authorize the Executive Director to engage an HR consultant to develop employee policies and handbook.

Motion to authorize the Executive Director to engage an HR consultant to develop employee policies and handbook made by Al Neuner, seconded by Leslie Temple; carried unanimously.

Property Committee

We have an offer related to project Granite, so the Executive Director is looking for authorization from the board to proceed with negotiations related to or sign an agreement for the donation the subject property to DRIVE. The DRIVE board briefly discussed a concern that we negotiate to reduce the carrying costs on the property. After discussion, the board agreed it would be best to see how much carrying costs could be reduced and revisit the proposed donation to DRIVE at the October board meeting.

Motion to authorize the Executive Director to continue negotiations for the donation of the property to DRIVE in an effort to reduce carrying costs for the property made by Al Neuner, seconded by Trevor Finn; carried unanimously.

Broadband Committee

Office and Project Manager Tim Hippensteel provided a report on behalf of the broadband committee. He stated that RFP responses for the broadband design-build are due this Friday. One company submitted qualifications already, and one other company based in Europe had reached out previously with questions and considered submitting an RFP response.

DRIVE is currently working with the Commonwealth and Crown Castle to get approvals to use State Police owned towers in the network backbone.

The Broadband Committee will meet on Friday to discuss and evaluate the RFP response. At the end of this meeting, the board will go into recess until next Wednesday so the board can consider awarding a contract based on the RFP results at that time.

Old Business

New Business

The DRIVE board and staff recognized Dr. John DeFinnis and Harold Hurst for their years of service as founding members of the DRIVE board.

At 9:22 a.m. John Dean Girton made the motion to recess the meeting until Wednesday September 9th at 8:30am, Denny Hummer seconded.

Continuation of September 2nd Meeting, held via conference call only at 8:30 a.m. on September 9th, 2020.

MEMBERS PRESENT (Telephonically): Denny Hummer, Dan Knorr, Greg Cole, Lance Diehl, Susan McGarry, Al Neuner, Trevor Finn, Jeff Reber, Sam Schiccatano, Joe Kantz, Dave Park, Leslie Temple, Jeb Stotter, Jennifer Wakeman (Executive Director)

MEMBERS ABSENT: Chris Young, Dean Girton

GUESTS PRESENT: Tim Hippensteel (Office/Project Manager), Aidan McDonald (Administrative Assistant)

Since the meeting was held via conference call, a roll call was taken, as reflected above.

The Broadband Committee met to review the RFP proposal received from ConxxNE. As expected, the response couldn't provide a complete engineered design because we were not able to provide all the required information regarding available towers, hanging heights, etc. The response included pricing for towers and microcells and the number of tower sites that could be included within each county's budget. DRIVE staff will work to finalize tower sites and network design with the contractor. DRIVE will also work with the contractor to make adjustments to the network design to use available funds as efficiently as possible.

Motion to authorize DRIVE staff to issue a notice to proceed and formalize a contract in concert with the DRIVE solicitor made by Trevor Finn, seconded by Joe Kantz; carried unanimously.

Roll Call Vote

Denny Hummer: Aye	Greg Cole: Aye	Dean Girton: Absent
Dan Knorr: Aye	Lance Diehl: Aye	Trevor Finn: Aye
Joe Kantz: Aye	Susan McGarry: Aye	Al Neuner: Aye
Dave Park: Aye	Jeff Reber: Aye	Sam Schiccatano: Aye
Jeb Stotter: Aye	Leslie Temple: Aye	Chris Young: Absent

At 8:41 am, Dean Girton made a motion to adjourn, seconded by Denny Hummer.

NEXT MEETING: The DRIVE Board meets again on October 7th, 2020 at 8:30 a.m. at 418 Railroad Street.

Respectfully Submitted,

Dean Girton, Secretary