



DRIVE Board Meeting Minutes
January 6th, 2021

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

MEMBERS ABSENT:

GUESTS PRESENT: Tim Hippensteel (Project Manager), Betsy Reichenbach (Business Outreach Manager), Aidan McDonald (Facilities Manager)

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

MINUTES:

- December 2nd 2020 Board Meeting: Motion by Dean Girton to accept the December 2nd minutes, Dave Park seconded the motion; carried unanimously.

TREASURER'S REPORT

Dan Knorr presented the Treasurer's Report.

Checking account balances are looking more normal now that CARES Act funds have been expended for the broadband project. After closeout of the broadband project the finance committee expects to put about \$300,000 back in the investment account. The Finance Committee will meet at least quarterly in 2021, and any board members are welcome to attend meetings throughout the year.

Jennifer added we still have an outstanding multimodal reimbursement expected from DCED, which will be the second to last reimbursement. The final ten percent will be provided by DCED once final documentation requirements are completed. We hope to have project closeout reports for this and other projects as they wrap up over the next few months.

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

EXECUTIVE DIRECTOR'S REPORT:

Jennifer Wakeman presented the Executive Director's report. She began by providing an overview of some of DRIVE's accomplishments over the past year.

First, DRIVE was involved in two USDA Grants, as rural development grant and a REAP grant. We worked with Kurt Weiss Greenhouses to help them apply for a \$99,000 REAP grant, which they received to fund energy efficiency improvements at their facility in Montour County. DRIVE developed portions of the project narrative for the application. The Bucknell SBDC received about \$99,000 as well from a Rural Development Grant to fund the StartUp Danville incubator in the DRIVE building. DRIVE participated in supplying matching contributions to the grant. StartUp Danville now hosts five tenants.

DRIVE has continued to foster its partnership with Focus Central Pennsylvania, the marketing group representing all five of our counties and its Executive Director Lauren Bryson. Despite the pandemic focuses had a record number of requests for information and has exceeded its 2020 goals for site visits. In 2021, DRIVE plans to share more information about Focus's work with the DRIVE board.

The multimodal project and former Days Inn property conservatorship projects are wrapping up soon.

DRIVE partnered with Sekisui, Bloomsburg University, Geisinger, and the Columbia Montour Chamber hired Camoin 310, an economic development consulting firm, what's develop an adapted plan for community and economic development. At its core, the plan dubbed DRIVE Forward seeks to connect groups and individuals to work on a variety of projects throughout the counties. DRIVE's role is to help facilitate those connections. We received the final report and will roll out the project in the first half of 2021.

We closed with Glen Raven on the former Sunbury Textile facility on December 17th. DRIVE Facilities Manager Aidan McDonald gave the board an update on progress transferring the facility to DRIVE. He reported insurance is in place on the property, and all utilities have been or are pending transfer to DRIVE effective January 1, 2020. We have ensured continuity in basic preventive maintenance, including pest control. To help with ongoing maintenance, including boiler maintenance, DRIVE has hired several former Glen Raven Employees as independent contractors.

The transfer of the greater Susquehanna KIZ coordinator role from RBI to DRIVE was approved by DCED effective January 15th 2021. Betsy Reichenbach and Jennifer Wakeman have begun working on a plan to transition and grow the number of companies taking advantage of the GSKIZ tax credit program.

2020 also saw the addition of Snyder, Union, and Northumberland counties to DRIVE as well as the broadband expansion project funded by CARES Act block grant funds from all five member counties.

Broadband Committee

The Executive Director began by saying the broadband project has not rolled out the way DRIVE anticipated. Fortunately, the federal government did issue an extension of the CARES Act fund expenditure deadline, which was recognized by the PA budget secretary until December 31st 2021. Jennifer Wakeman thanked Commissioner Chris Young for his help getting one of our congressmen to confirm the extension.

DRIVE has experienced more issues than originally anticipated in the project. That said, work is continuing and full rollout of the completed network is expected by end of January. DRIVE Project manager Tim Hippensteel provided a detailed status update on the project.

Property Committee

The property committee has been working with Susan McGarry on an office expansion. Expanded space is needed to make office space available for Betsy Reichenbach and future growth. The property committee is asking the board for a motion to put the project out to bid.

Motion to approve putting out the bid for the office expansion made by Dave Park, seconded by Trevor Finn; Susan McGarry abstaining, motion carries.

DRIVE staff and the property committee has also been working to develop an exterior sign for the DRIVE professional building. We have received a proposal for manufacture and installation from Stop N Go Signs for an internally illuminated sign for the front of the building for \$10,188. The property committee is looking for approval on the sign.

Motion to approve the estimate for the sign obtained from Stop N Go Signs made by Lance Diehl, seconded by Chris Young; motion carries.

Old Business

Jennifer Wakeman briefed the DRIVE board on the status of the Days Inn Conservatorship.

At 9:26 am, Dean Girton made a motion to adjourn, seconded by Denny Hummer.

NEXT MEETING: The DRIVE Board meets again on February 3rd, 2021 at 8:30 a.m. via Zoom.

Respectfully Submitted,

Dean Girton, Secretary