



DRIVE Special Board Meeting Minutes
May 20th, 2021

MEMBERS PRESENT:

Al Neuner, Dan Knorr, Dave Park, Greg Cole, Jeb Stotter, Jeff Reber, Joe Kantz, Susan McGarry, Trevor Finn, Jennifer Wakeman (Executive Director)

MEMBERS ABSENT:

Chris Young, Dean Girton, Lance Diehl, Leslie Temple, Sam Schiccatano

GUESTS PRESENT:

Bob Snyder, Betsy Reichenbach (Business Outreach Manager), Aidan McDonald (Facilities Manager), Amanda Schell (Administrative Assistant).

The meeting was called to order by Jeb Stotter at 8:30 am.

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

Public Comment on Agenda Items:

Jeb Stotter called for any public comment on agenda items. No comments were made.

COMMITTEE REPORTS:

Property Committee - Project Underground

Jennifer Wakeman reported that the Property Committee held a meeting on Monday, May 17, 2021 and voted unanimously to send the revised Sales Agreement to the Board for the sale of the property associated with Project Underground for \$500,000. Jennifer noted that a signed sales agreement has been received from the buyer.

Jeb Stotter read the following Resolution, which would authorize Jennifer Wakeman to execute the Real Estate Purchase Agreement and sell the Project Underground property:

Resolved that pursuant to Article 3, Section D of the Amended and Restated Articles of Agreement duly executed by the Boards of Commissioners of Columbia and Montour Counties, DRIVE shall sell and convey its property situate on Railroad Street, in Montour County,

Pennsylvania, identified as Parcel Nos. 12-88-54, 12-88-55 and a residual tract consisting of 8.4 acres as shown on the DRIVE Minor Subdivision Plan filed in the Office of the Recorder of Deeds of Montour County at 1739-2020 for Project Underground for the sum of \$500,000.00 pursuant to the terms and conditions of the unsigned Real Estate Purchase Agreement that is attached hereto and incorporated herein as though set forth at length.

Further Resolved, that DRIVE's Executive Director Jennifer Wakeman is authorized to execute the Real Estate Purchase Agreement and to take all further action as may be necessary or convenient to fully perform all the obligations of DRIVE contained therein.

Motion to approve the above Resolution authorizing Jennifer Wakeman to execute the sale of the Project Underground property made by Trevor Finn, seconded by Dave Parks; carried unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Engagement Letters from McKonly & Asbury

Jennifer Wakeman reported that two Engagement Letters have been received from the accounting firm McKonly & Asbury for annual audits to be performed on financial statements for the year ending 2020. The first letter engages McKonly & Asbury to prepare and perform an audit of the standard financial statements for DRIVE at a cost of \$4400. The second letter engages them to perform a project audit with regard to CARES ACT funding received by DRIVE at a cost of \$4500.

Motion to engage McKonly & Asbury to perform the above services made by Joe Kantz, seconded by Al Neuner; carried unanimously.

At 8:42 am, Jeb Stotter made a motion to adjourn.

NEXT MEETING: The DRIVE Board meets again on June 2nd, 2021 at 8:30 a.m. via Zoom.

Respectfully Submitted,

Dean Girton, Secretary