



## DRIVE Board Meeting Minutes

July 7, 2021

**MEMBERS PRESENT:** Al Neuner, Greg Cole, Justin Ross, Jeb Stotter, Dan Knorr, Jeff Reber, Sam Schiccatano (via teleconference), Dave Park, Jennifer Wakeman, Susan McGarry, Dean Girton, Joe Kantz, Trevor Finn

**MEMBERS ABSENT:** Lance Diehl, Leslie Temple

**GUESTS PRESENT:** Harold Hurst, Bob Snyder, Tim Hippensteel (Project Manager), Betsy Reichenbach (Business Outreach Manager), Aidan McDonald (Facilities Manager), Amanda Schell (Administrative Assistant).

The meeting was called to order by Jeb Stotter at 8:31 am.

Introductions were made around the room for DRIVE's newest Board Member Justin Ross.

Jeb Stotter asked for public comment on agenda items. Hearing none, the board proceeded with its business.

### MINUTES:

- June 3, 2021 Board Meeting: Motion by Dean Girton to accept the minutes, Dave Park seconded the motion; carried unanimously.

### TREASURER'S REPORT

Dan Knorr presented the Treasurer's Report.

The Finance Committee recently met to review monthly financial reports and also to discuss investments options for DRIVE's cash assets. They will be consulting with First Columbia Bank and other firms regarding best ways to invest the \$342,000 profit from a recent real estate transaction.

He noted that Keystone Innovation Zone invoices were recently sent out and mentioned that partners in that program are pleased with DRIVE's support.

Jennifer Wakeman explained that extra income in the Sunbury Textile Mills account was due to reimbursement for natural gas lease expenses that DRIVE has incurred from the property. Additionally, the Lime Ridge class will no longer be active on the Profit & Loss Statement.

Joe Kantz inquired about broadband profits and whether DRIVE was invoicing SkyPacket a flat fee or a per user rate. Jennifer Wakeman explained that invoicing is currently being done on a per

user basis, but DRIVE will be renegotiating their contract with SkyPacket soon and will likely move to a less granular model. Dan Knorr added that the Finance Committee will meet to discuss the contract renegotiation soon.

*Motion to approve the Treasurer's Report made by Jeff Reber, seconded by Joe Kantz; carried unanimously.*

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

Jennifer Wakeman reported continued activity throughout the summer months thus far. The Project Watchdog property is set to close on July 17 and Jennifer is drafting a press release for print in the near future. Buyers of the property will look to begin hiring new employees 3 months from the date of closing.

Jennifer spoke about Betsy Reichenbach & Amanda Schell's recent work on a database of businesses across DRIVE's five-county region. The database will be used to track numerous metrics and also for outreach work.

A brief Broadband Project update was given by Jennifer Wakeman. Columbia 02 is the only tower not fully operational, but is pending one final approval to go live. DRIVE recently began marketing the project, with paid advertisements on social media linking interested users to DRIVE's website, with a link to SkyPacket's website contained therein. Skypacket has also begun its own marketing around the service.

Jennifer discussed several grant opportunities that DRIVE is currently pursuing, mentioning one through the USDA and another with the Small Business Administration as submitted and pending.

Solicitor Karen Hackman spoke about Project Watchdog and made the recommendation that the Board adopt a Resolution authorizing Executive Director Jennifer Wakeman to execute the deed as part of this transaction. It was decided to adopt this as a part of the New Business portion of the meeting.

Greg Cole inquired about the backlog for internet service installation through SkyPacket. Jennifer Wakeman responded that they are current with installation requests. Trevor Finn and Dean Girton shared anecdotes about acquaintances receiving broadband services within days of requests. Trevor Finn inquired further about DRIVE's marketing for the broadband project.

#### **Old Business**

Jeb Stotter asked for any contributions to Old Business. Greg Cole requested an update on the Days Inn project. Jennifer Wakeman updated that an upcoming hearing will seek to allow her to sign the deed for transfer because the current owner is refusing to do so.

#### **New Business**

Jeb Stotter proposed to adopt the following Resolution, which would allow Jennifer Wakeman to execute the deed in conjunction with Project Watchdog:

#### RESOLUTION

Resolved that pursuant to Section D of the Amended and Restated Articles of Agreement duly executed by the Boards of Commissioners of Columbia and Montour Counties and the Joinder Agreements of the Boards of Commissioners of Northumberland Snyder and Union Counties, DRIVE shall sell and convey its property situate at 1150 Walnut Street, Ext. in the City of Sunbury, Northumberland County, Pennsylvania, legally described as Property ID No. 054-05-009-029 for Project Watchdog for the sum of \$750,000.00 pursuant to the terms and conditions of the unsigned Real Estate Purchase Agreement dated (for convenience purposes only) March 3, 2021.

Further Resolved, that DRIVE's Executive Director Jennifer Wakeman is authorized to execute the Deed and any other closing documents and to take all further action as may be necessary or convenient to fully perform all the obligations of DRIVE contained in the Real Estate Purchase Agreement dated (for Convenience purposes only) March 3, 2021.

*Motion to authorize Jennifer Wakeman to execute the Project Watchdog deed and other closing documents and actions was made by Dean Girton, seconded by Al Neuner; carried unanimously.*

#### **Executive Session**

Board adjourned to Executive Session.

Board returned from Executive Session at 9:53am. Jeb Stotter reported that the Executive Session was held to discuss legal matters with the solicitor. No public action is required.

At 9:54am, Dean Girton made a motion to adjourn.

**NEXT MEETING:** The DRIVE Board meets again on August 4th, 2021 at 8:30 a.m. at 418 Railroad Street, Danville

Respectfully Submitted,

Dean Girton, Secretary