



DRIVE Board Meeting Minutes
September 1, 2021

MEMBERS PRESENT: Alan Neuner, Greg Cole, Lance Diehl (via teleconference), Justin Ross, Jeb Stotter, Leslie Temple, Dan Knorr, Jeff Reber (via teleconference), Joe Kantz (via teleconference), Dave Park (via teleconference), Jennifer Wakeman, Susan McGarry, Trevor Finn

MEMBERS ABSENT: Dean Girton, Sam Schiccatano

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

The meeting was called to order by Jeb Stotter at 8:30am. Jeb Stotter announced that an information session was held prior to the meeting. No actions or votes were taken.

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

MINUTES:

- July 7th 2021 Board Meeting: Motion by Trevor Finn to accept the minutes, Susan McGarry seconded the motion; carried unanimously.

TREASURER'S REPORT

Dan Knorr referenced last month's financial reports. Jennifer Wakeman briefly noted extra expenses for the month related to renovations for the StartUp Danville space at Drive's offices, which will be reimbursed by the SBDC at Bucknell University in the near future.

Dan Knorr continued on to discuss the Finance Committee's recommendation for investing Drive's excess cash balances. They recommended that \$258,000 be kept in cash accounts for operating expenses in support of the annual budget. They proposed the remaining cash to be invested between Fulton Bank and J & J Financial, with the balance of Drive's First Columbia Bank & Trust account to remain unchanged.

Justin Ross inquired about the length of time it might take for invested funds to be accessed should the need arise. Jennifer Wakeman responded that the funds could be accessed within a few business days. Greg Cole asked how often the investment accounts would be evaluated for performance. Wakeman replied that they would report on them quarterly.

Motion to keep \$285,000 in Drive's operating checking account and to invest the rest of the balance between Fulton Bank and J & J Financial investment account, keeping Drive's First

Columbia Bank & Trust account untouched made by Dan Knorr, seconded by Al Neuner; carried unanimously. Lance Diehl and Leslie Temple abstained.

EXECUTIVE DIRECTOR'S REPORT:

Jennifer Wakeman reported successful results with the Coronavirus Relief Fund project audit with McKonly & Asbury. She referenced a letter addressed to the Board of Director's stating that the audit did not identify any deficiencies in internal control that would be considered to be material weaknesses. They did recommend adding an additional layer of oversight to the financial review and reporting process, whether it be by the Board themselves or a member of management. Additionally, Jennifer relayed that the audit relating to the Coronavirus Relief Fund for yearend 2020 found Drive to be in compliance with the requirements of the grant, with no deficiencies in internal control or material weaknesses identified. The audit was presented to the Board and it was noted that copies can be obtained by the public upon request.

Jennifer also updated that a mailer to approximately 500 local businesses will be sent as part of Drive's Business Retention & Expansion project. A list of recent activity by Business Outreach Manager Betsy Reichenbach was included in today's Board Packet.

Wakeman also present the following brief updates: per a recent judicial approval, Jennifer Wakeman has signed the deed to the Days Inn, thereby allowing the transfer of the property to the proposed buyer. Drive has been released from monitoring by the PA DCED grant related to the Columbia County Business Park due to the jobs creation requirement having been met. Jennifer has recently been meeting with Kim Wheeler of SEDA-COG and Lauren Bryson of Focus Central PA to assess current regional economic needs and discuss grant options, etc. Last, Jennifer reported that she will attend, along with Tim Hippensteel, the upcoming PEDAs conference as representatives of Drive.

PROJECT MANAGER'S REPORT:

Tim Hippensteel provided the update that all 18 sites of Cares Act-funded internet are fully operational. SkyPacket has launched marketing in local newspapers, on Facebook, and through direct mail in served areas. Drive will be renegotiating broadband agreements in the near future with Connx & SkyPacket. Additionally, Drive recently applied for grant funding to install one site per county for internet access in Union, Snyder, and Montour counties.

Jeff Reber proposed sending Geisinger a letter of thanks for initially investing in the rural broadband project which led to increasing the scope across five counties with grant funding. Jennifer Wakemen will discuss this with the Broadband Committee. Lance Diehl inquired about press regarding the completion of the broadband project. Jennifer Wakeman informed him that there would be a ribbon-cutting and a press release in the future. Diehl also asked about the possibility of reaching out to area school superintendents to inform them of the availability of the networks. Jennifer relayed that she had been in contact with the CSIU and made them aware

of the completion of the project.

PROPERTY COMMITTEE:

Aidan McDonald noted significant renovation activity at the Drive offices recently as part of the joint StartUp Danville venture with Bucknell University's Small Business Development Center. Also, lighting was recently installed in front of the Drive offices to illuminate the flagpole and a flag was raised.

McDonald noted that maintenance and repairs have been proposed to two outside entrances to Drive's offices. A quote has been received for Robert C. Young Inc. to remove and replace two sets of cement stairs and add an ADA compliant ramp to permit entrance to the building at a cost of \$12,740.

Motion to approve the above repairs and maintenance to exterior steps and sidewalk made by Trevor Finn, seconded by Leslie Temple; carried unanimously.

Additionally, McDonald noted that a recent roof inspection revealed the need for significant roof repairs. The Committee would like to issue an Invitation for Bids to repair an approximately 8,500 square foot patch of the Drive office's roof.

Motion to accept bids to repair approximately 8,500 square feet of roof made by Al Neuner, seconded by Susan McGarry; carried unanimously.

Last, McDonald reported that the Property Committee is recommending that the Board issue a request for proposals for landscaping – design and build - for the front of the Drive office building. A discussion ensued with Susan McGarry commenting on the need for specificity in requesting proposals for such types of work. Justin Ross offered to provide a Planting Plan to assist with the RFP process.

Motion to issue a Request for Proposals to complete landscaping work per a Planting Plan made by Dan Knorr, seconded by Trevor Finn; carried unanimously.

Old Business

Jeb Stotter asked for any contributions to Old Business. Greg Cole inquired about the possibility of reviewing the process for recruiting and selecting new Board members. Jeb Stotter added that a list of possible candidates (proposed by County Commissioners) could be kept for when vacancies occur. Jennifer Wakeman will relay this request to the Nominating Committee meeting. Jeb Stotter suggested emailing the names of possible candidates to Lance Diehl for consideration.

New Business

Lance Diehl asked for clarification on Drive's Conflict of Interest Policy with regard to Board

Members being present when there is discussion or action relating to an entity identified as a conflict of interest. Jeb Stotter advised that he would consult with Drive's lawyer for clarification on this.

At 9:31am, Jeb Stotter made a motion to adjourn.

NEXT MEETING: The DRIVE Board meets again on October 6th, 2021 at 8:30 a.m. at 418 Railroad Street, Danville

Respectfully Submitted,

Dean Girton, Secretary