



## DRIVE Board Meeting Minutes

March 1, 2023

**MEMBERS PRESENT:** Megan Brosious, Dave Park, Joe Kantz, Jeff Erdly, John Uehling, Jeb Stotter, Jeff Reber, Jennifer Wakeman, Leslie Temple, Sam Schiccatano, Bashar Hanna, Chris Young

**MEMBERS ABSENT:** Justin Ross, Dan Knorr, Trevor Finn, James Pachuki

### **GUESTS PRESENT:**

Tim Hippensteel (Project Manager), Amanda Craig Bradley (Business Outreach Manager), Aidan McDonald (Facilities Manager), Colleen McCollum (Administrative Assistant/Bookkeeper),

The meeting was called to order by Jeb Stotter at 8:32 am.

Mr. Stotter welcomed board, then asked for public comment on agenda items. Hearing none he moved on to accepting last meetings minutes.

### **MINUTES:**

- February 1, 2023 Board Meeting: Motion by Bashar Hanna to accept the minutes Megan Brosious seconded the motion; carried unanimously.

**TREASURER'S REPORT:** Jennifer Wakeman presented the Treasurer's Report. She went over January's numbers, Balance Sheet Highlights: Fulton Loan Checking Account which is the account for the Point Township Mortgage and where the lease payments go, shows fixed asset of the land purchased along with the loan, the numbers will not change due to the two-year fixed interest until further into 2025 when actual loan payments are made on the principal. P&L YTD Highlights: Grant income \$100,000.00 that was received from the State. For Railroad Street the figures include annual insurance premium that was due in January as well as maintenance and repairs. P&L by Class Highlights: The Days Inn has been dropped from the report, now there is only broadband and the Sunbury Hospital. Railroad Street report will be closed out once the sale for Project Blizzard is complete in March. The office building is already being reported under operations and will continue so there is no need for the report once the property sale is complete.

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

### **STAFF REPORTS:**

**Executive Director Report:** None.

**COMMITTEE REPORTS:**

**Property Committee:** Aidan McDonald reported there were two minor sewer backups in the office building. Two different companies came in to televise the line unfortunately we found multiple hills and valleys throughout the line. Multiple contractors viewed the footage and recommended replacement of the sewer line. Multiple bids were solicited for both a traditional retrenching, and horizontal directional drilling. There are benefits in using horizontal drilling as it is less disruptive to the office tenants. The Property Committee approved the horizontal drilling bid at \$35,589.23. That cost does not include additional expense that could occur should the contractor run into unknowns as they drill beneath the building, allowance of \$5,000-\$10,000 would likely cover any additional costs. Chris Young asked where Earthworks is located and if they have done this type of work before. Aidan said the company is based in Danville and they are specialists in horizontal drilling.

Aidan asked Jeff Erdly what the decision was on the allowance Jeff said \$5,000.00 would suffice. Motion to accept Earthworks proposal of \$35,589.23 with a \$5,000.00 allowance fee made by Chris Young seconded by John Uehling; carried unanimously.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Presented by Jennifer Wakeman this is the First of Four topics for Strategic Planning for this year to implement in 2024. First topic was Infrastructure and Site Development. Jennifer presented parts of the EDRP Report: Lay of the Land Parts 1,2, & 3. Jennifer showed the board the new GIS zoning map and reviewed what the map can currently show and how it can be used as a tool for site development. The board discussed the details of zoning requirements and challenges with changes to zoning. Discussed the many challenges faced with industrial zoning in the 5 counties which includes land type, no “mega” sites, utility access, road access, sewer access, landowners and municipalities ordinances. The board suggested prioritizing available sites as a guide to which sites are most desirable (or easiest) to develop.

Jeb Stotter adjourned the meeting at 9:47am.

**NEXT MEETING:** The DRIVE Board meets again on Wednesday April 5th, 2023 at 8:30 a.m. at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary