



DRIVE Board Meeting Minutes
December 6, 2023

MEMBERS PRESENT: Megan Brosious, Dan Knorr, Dave Park, Joe Kantz, John Uehling, Jeb Stotter, Jeff Reber, Jennifer Wakeman, Trevor Finn, Leslie Temple, Sam Schiccatano

MEMBERS ABSENT: Justin Ross, Jeff Erdly, Bashar Hanna, Chris Young

GUESTS PRESENT:

Tim Hippensteel (Project Manager), Amanda Craig Bradley (Business Outreach Manager), Aidan McDonald (Facilities Manager), Colleen McCollum (Administrative Assistant/Bookkeeper), Kip Armstrong (Danville Citizen), Dan Berrard (Mayor of Northumberland)

The meeting was called to order by Jeb Stotter at 8:30am. Mr. Stotter welcomed the board. He then asked for a motion to accept the minutes from the last meeting.

MINUTES:

- November 1, 2023, Board Meeting: Motion by Leslie Temple to accept the minutes, Megan Brosious seconded the motion; carried unanimously.

TREASURER’S REPORT: Dan Knorr presented the Treasurer’s Report and highlights P&L Year to Date donation line for \$27,000.00 and what payments make it up. The first payment was from the Community Giving Foundation from when Greater Danville dissolved. And the second payment was from the Montour County IDA disbanding. He moved on to the Sunbury Hospital section highlighting the repairs/maintenance line noting that it is higher than usual due to the asbestos testing.

Motion to approve the Treasurer’s Report made by Dave Park, seconded by Trevor Finn; carried unanimously.

Investment Policy Report: Dan Knorr presented the new investment policy and explained the changes to this policy broken out into three categories; the first category is the operating fund which is for the day-to-day money. The second category is a reserve fund which is for short term investments. The third category is a long-term reserve fund which would be for long-term investments that DRIVE won’t need to use for a long time.

Motion to adopt the Investment Policy made by Jeff Reber, seconded by Dave Park; carried unanimously.

Financial Statement Report: Dan Knorr presented the financial statement for 2022 he highlighted two things. One the total long-term debt which is a 4.8-million-dollar loan for the Point Township

Property. The second is the bank deposits that are more than the federal insurance maximums. Jennifer Wakeman said the Finance Committee will be looking at these two items in January. Leslie Temple said there are products available that offer full FDIC Insurance regardless of your balance with no fee and less interest.

Motion to accept the Financial Statement Report made by Trevor Finn, seconded by Leslie Temple; carried unanimously.

EXECUTIVE DIRECTOR'S REPORT: Jennifer Wakeman presented the Executive Directors' Report regarding staff activities for the last month. She also reminded the board that FOCUS's IDF Conference is on March 13, 2024, at Bloomsburg University from 8:30am-4:30pm.

COMMITTEE REPORTS:

Property Committee: Tim Hippensteel presented the ISRP Grant application. He explained that this grant would be used to determine what cleanup will need to happen at the Milton Property. The quote for the work came in at just over \$100,000.00. Jennifer explained the match will be \$23,374.00 and the ISRP would provide \$76,121.00 and that a fund commitment letter is required.

Motion to approve fund commitment of \$23,374.00 in match made by Dave Park, seconded by Joe Kantz; carried unanimously.

OLD BUSINESS: Dan Knorr presented the 2024 Budget and was looking for adoption of the Budget.

Motion to adopt the 2024 Budget made by Leslie Temple, seconded by Joe Kantz; carried unanimously.

NEW BUSINESS: Jennifer Wakeman presented Dan Knorr with a years of service plaque.

Dan Berrard Mayor of Northumberland spoke in opposition to ENCINA project.

Jeb Stotter adjourned the meeting at 9:31 am.

Respectfully Submitted,

Dave Park, Secretary