



DRIVE Board Meeting Minutes

February 1, 2023

MEMBERS PRESENT:

Megan Brosious, Justin Ross, Dan Knorr, Dave Park, Joe Kantz, Jeff Erdly, Jeb Stotter, Jeff Reber, Jennifer Wakeman, Trevor Finn, James Pachuki, Leslie Temple, Bashar Hanna

MEMBERS ABSENT:

John Uehling, Sam Schiccatano, Chris Young

GUESTS PRESENT:

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

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

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

MINUTES:

- January 4, 2023 Board Meeting: Motion by Joe Kantz to accept the minutes Megan Brosious seconded the motion; carried unanimously.

TREASURER'S REPORT: Dan Knorr presented the Treasurer's Report. He went over year end numbers, P&L highlights: December 2022 sale of Days Inn \$123,000.00; also in December DRIVE received \$200,000.00 from the State for Sunbury Hospital. December 2022 expenses \$9,000.00 for the property donation. P&L by Class Highlights: Sheraton Rd will be closing out and will no longer be on report we net positive of over \$50,000.00 for that project. We will still see Railroad Street on report until the sale of the final parcels scheduled for March. Budget performance for 2022 is included in the report to compare what was spent to the budget. Highlights from the budget performance: Rental income from Railroad Street higher than anticipated. Investment allocations: We are outside the % range the board set as the investment policy due to the \$200,000.00 that we transferred out of investment to cover costs for Sunbury Hospital. Jennifer Wakeman said Sunbury Hospital is taking a lot of money/time and it doesn't seem logical to move money back to investment while we still have this project open. Joe Kantz asked if all our accounts are interest bearing. Tim Hippensteel said they are interest bearing. Jennifer says we don't know that the interest rates are on the accounts at the moment. Leslie Temple says she will investigate our current rates. Jennifer says Tim will send over current rates to Leslie. Trevor Finn asks was the investment allocations were something

the board approved. Jeb Stotter said yes it was. Trevor Finn asks if we can approve changing the policy now so finance committee has money for projects and won't have to worry about being outside the bounds of the policy. Jeff Erdly asks if we can change equity allocation from 30%-0. Bashar Hanna says we should be reviewing this every three (3) years to make sure allocations represent the goals of the organization. Jennifer said it probably has been four (4) years since last review, is it ok with the board if we come back to this in March after the finance committee can review the rates. Joe Kantz agreed with that. Jennifer then explained the Fulton account for Encina Project/Mortgage. Jeb Stotter says once evaluation is done by Finance Committee we should put on the policy when the next evaluation date should be done. Dan Knorr agreed with this.

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

STAFF REPORTS:

Executive Director Report: Jennifer Wakeman presented the Executive Director's Report. Reviewed the DRIVE by the Numbers 2022. Staff worked with Dave Oakley reviewing the book Good to Great by Jim Collins, during 2023 we will be setting aside four (4) meetings to review economic development issues, the four (4) main topics are infrastructure, work force, housing, and livability/community development. DRIVE wants to discuss these topics with the board to get their individual expertise on these issues. In fall we will schedule a board retreat to end this project. March will be the first session keep an eye out for an information packet from Colleen. DRIVE is sponsoring Columbia Montour Chamber Large Business Award again. DRIVE also received two (2) awards in 2022 and they are now displayed in the front lobby please stop over after the meeting to look at them.

COMMITTEE REPORTS:

Nominating Committee: Karen Hackman presented Committee Report. This year's executive committee slate is Jeb Stotter Chair, Leslie Temple Vice Chair, Dan Knorr, Treasurer, and Dave Park Secretary.

Motion to approve the Executive Committee Slate made by Jeff Erdly, seconded by Bashar Hanna; carried unanimously.

Property Committee: Jennifer Wakeman Presented Committee Report. Property Committee had approved to buy carpet for the railroad street office back in September. We are now asking the Board to approve the purchase.

Motion to approve the Purchase of Carpet made by Leslie Temple, seconded by Dan Knorr; carried unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

Jennifer Wakeman discussed the appointment of Dean Girton to sit on FOCUS Central PA Board, she explained there has been an open seat for awhile for a Columbia County representative and Dean would be a good fit.

Motion to approve the Appointment of Dean Girton made by Dave Park, seconded by Joe Kantz; carried unanimously.

Karen Hackman informed the Board of an update for the Encina Project, the DEP had required a written agreement due to the wastewater treatment facility that has to be built on the property. Informed the Board they signed the agreement and had presented it to Point Township. Bashar Hanna asked what the Encina Project is. Jennifer Wakeman explained the project and how DRIVE bought the property and is leasing it to Encina for twenty-five (25) years.

Motion to ratify the O&M agreement between DRIVE, Encina, and Point Township was made by Trevor Finn, seconded by Jeff Erdly; carried unanimously.

Jeb Stotter adjourned the meeting at 9:10 am.

NEXT MEETING: The DRIVE Board meets again on Wednesday, March 1, 2023 at 8:30 a.m. at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary