



DRIVE Board Meeting Minutes

November 6, 2024

MEMBERS PRESENT: Dave Park, Jeff Erdly, Joe Kantz, Justin Ross, Megan Brosious, Jeff Reber, Jennifer Wakeman, Trevor Finn, Jeb Stotter, John Uehling, Sam Schiccatano, Dean Brewer, Leslie Temple, Mike Thomas

MEMBERS ABSENT: Matthew Rousu, Bashar Hanna

GUESTS PRESENT:

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

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

Mr. Stotter welcomed the board then asked for public comments on agenda items. Hearing none Jeb Stotter moved to accept last meeting minutes.

MINUTES:

- October 2, 2024 Board Meeting: Motion by Mike Thomas to accept the minutes, Trevor Finn seconded the motion; carried unanimously.

TREASURER’S REPORT: Megan Brosious presented Treasurer’s Report, she highlighted the changes made by Susan Shultz CPA, construction in progress, assets, as well as the way we have capitalized and categorized some items. Jennifer highlighted the ground lease income on the P&L is higher because ENCINA paid for the rest of the year. Mike Thomas asked if we should consider moving the money to a prepaid account and divvy it out each month. Jennifer stated she would have Colleen ask Susan.

Motion to approve the Treasurer’s Report made by Jeff Erdly, seconded by Leslie Temple; carried unanimously.

EXECUTIVE DIRECTOR’S REPORT: Jennifer Wakeman presented the Executive Director’s Report highlighting staff activities from the previous month. Highlights included participation in the PEDAs Conference, a Brownfield Basics Seminar hosted by DEP at the DRIVE building, ongoing grant work, and updates on building projects. Jennifer and Tim attended the October PEDAs Conference, which provided valuable insights and networking opportunities. Jennifer also spoke at the DEP Brownfield Basics Seminar about the Milton site and office location. The Connect Humanity Grant is nearing completion, with final steps expected in the coming month. Building updates included the roof work being completed except for gutters but those are scheduled to

be completed next week and HVAC installation planned for February. The Sunbury Hospital asbestos abatement is on track for completion by Thanksgiving. DRIVE received an ARISE Planning Grant of \$189,000 for SPARK, a six-state rural incubator network led by Amanda Craig Bradley, who earned her EDP certification in October. Jennifer will represent DRIVE at the NREDA Conference in Omaha as a newly elected member of the Executive Committee for a five-year term. Jennifer reported that Focus Central PA will be hosting a PPL Forum at Frosty Valley on December 3rd. Finally, Jennifer stated that the new website was up and running.

FINANCE COMMITTEE: Megan Brosious presented the 2025 Operating Budget. Highlighting salary increases. Jennifer said there is no revenue sales amount as an underestimation for next year. She also explained the salary increase reflects the new job descriptions that will be discussed next. Mike Thomas asked if Amanda's new certification of EDP is also reflected in the new job description. Jennifer stated that Amanda's job description won't change but her salary increase will reflect that new certification.

OLD BUSINESS: None.

NEW BUSINESS:

MOU WITH BLUEPRINT DEVELOPMENT: Jennifer described the MOU basics of DRIVE supplies Blueprints staff and Blueprint provided DRIVE with real estate services.

Motion to approve the MOU with Blueprint Development made by Trevor Finn, seconded by Megan Brosious; carried unanimously.

EMPLOYEE JOB DESCRIPTIONS: Jennifer presented the two new job descriptions for Entrepreneurship Program Manager-Aidan McDonald, he will work directly with Amanda with small business development in the building and in the community. Office Manager- Colleen Patterson, she will directly oversee the DRIVE office building and tenants.

Motion to adopt employee job descriptions made by Dave Park, seconded by Megan Brosious; carried unanimously.

LSA APPLICATION RESOLUTION: Jennifer presented the LSA Application Resolution. DRIVE will be the grantee and administrator on behalf of the Pottsgrove Fire Company for repaving and

drain water management around the building. Grant should be around \$300,000.00 there is no match and no cost to DRIVE, they will pay DRIVE a fee to do application and if the grant is accepted DRIVE will receive a fee to administer grant.

Motion to approve LSA Resolution that will not exceed \$400,000.00 made by Leslie Temple, seconded by Jeff Erdly; carried unanimously.

TRAVEL POLICY: Jennifer presented the Travel Policy, stating that the policy is required for the ARISE grant that DRIVE received.

Motion to adopt Travel Policy made by Joe Kantz seconded by Mike Thomas; carried unanimously.

Jeb Stotter adjourned the meeting at 9:01am.

NEXT MEETING: The DRIVE Board meets again on December 4, 2024 at 8:30am at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary