



**DRIVE Board Meeting Minutes**  
September 4, 2024

**MEMBERS PRESENT:** Dave Park, Jeff Erdly, Joe Kantz, Justin Ross, Jeff Reber, Jennifer Wakeman, Matthew Rousu, Trevor Finn, Jeb Stotter, Bashar Hanna, Dean Brewer, Leslie Temple, Mike Thomas

**MEMBERS ABSENT:** Megan Brosious, John Uehling, Sam Schiccatano

**GUESTS PRESENT:**

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

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

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

**MINUTES:**

- August 7, 2024 Board Meeting: Motion by Bashar Hanna to accept the minutes, Leslie Temple seconded the motion; carried unanimously.

**TREASURER’S REPORT:** Jennifer Wakeman presented the Treasurer’s Report. She highlighted the Balance Sheet, money from appropriations \$499,000.00 has been moved to a non-interest-bearing account. On the P&L grant funds paid line is the USDA grant pay out; we will have one more reimbursement coming. Starting in August you will see expenses in the P&L and P&L by class for the Asbestos Abatement.

Motion to approve the Treasurer’s Report made by Joe Kantz, seconded by Mike Thomas; carried unanimously.

**EXECUTIVE DIRECTOR’S REPORT:** Jennifer Wakeman presented the Executive Director’s Report regarding staff activities for the last month. She highlighted the Digital Equity Grant from NTIA and the Connect Humanity Grant. CSIU is the lead applicant for Digital Equity Grant, we are a subgrantee. The goal of the grant is to create digital literacy community hubs one in each county and to get fiber run to each of these community hubs. Connect Humanity grant has been extended to March 2025. Jennifer gave an update on the Atlas Program which is funded through a grant from the Degenstein Foundation. It created a digital literacy navigator position that is shared across 5 libraries in the region. Jennifer highlighted Team PA which is a new initiative from

the state to do an industrial site inventory of PA. Jennifer met with DCED to discuss projects in the region and BR&E in the state. Amanda is attending the ARC conference and is finalizing the ARISE grant.

**FINANCE COMMITTEE REPORT:** Jennifer Wakeman presented the Finance Committee Report. 2023 Financial Review: There were no significant findings, working on cutting down journal entries to none.

*Motion to accept the 2023 Financial Review made by Jeff Reber, seconded by Dave Park: carried unanimously.*

RFP for Review/Audit Service: Jennifer Wakeman presented the RFP for review/audit services. Will be sending the RFP out directly to accounting firms and put an AD in the local newspaper.

*Motion to accept the RFP for review/audit services made by Leslie Temple, seconded by Dave Park; carried unanimously.*

**PROPERTY COMMITTEE REPORT:** Aidan McDonald presented the Property Committee Report. Bid Results for roof project: Five bids came in; two bids were below range of estimate. The lowest bid was \$162,310.00. Aidan held a descope meeting with the lowest bidder, JM Young to make sure the bid was accurate. Jeff Erdly said they are a very reputable company. Joe Kantz asked what the highest bid was. Aidan said the highest bid was made by David M. Maines for \$277,663.00.

*Motion to accept the lowest bidder JM Young for \$162,310.00 made by Jeff Erdly, seconded by Mike Thomas: carried unanimously.*

HVAC RFP for replacement: Aidan presented the HVAC RFP, putting out a request for quotations with a base project to replace two 20-ton units, and two 15-ton units out of the seven units. Justin asked how old the current units are. Aidan said they are all over 25 years old and not energy efficient.

*Motion to issue RFP for HVAC units made by Jeff Erdly, seconded by Justin Ross; carried unanimously.*

Snow Removal Contract Sunbury Hospital: Aidan presented quotes from the current contractor of seasonal and occurrence based. Seasonal rate was quoted at \$20,700.00. Leslie Temple asks if there is priority with one or the other. Aidan said we currently aren't priority anyway, so he didn't have them quote for that, but they do prioritize the rental property we have there because there are people working there. Jeb Stotter asked when the rental property will go to the new owners.

Jennifer said it will not go to the new owners till the lease is signed. Justin Ross asked what we would have paid last year if it was occurrence based. Aidan said he didn't know that number but that if we had 12 snow events this season then seasonal rate would be the better choice. Justin says he would keep the seasonal rate then. Jeff Erdly agreed this was the best option.

Motion to approve contract for seasonal rate snow removal of \$20,700.00 made by Dave Park, seconded by Joe Kantz; carried unanimously.

The board went into executive session for discussion with counsel on a legal matter at 9:10am and ended at 9:46am.

The board resumed normal session at 9:46am

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

Jeb Stotter adjourned the meeting at 9:47 a.m.

**NEXT MEETING:** The DRIVE Board meets again on October 2, 2024 at 8:30am at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary