



DRIVE Board Meeting Minutes

October 15, 2025

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

MEMBERS ABSENT: Megan Brosious, Matthew Rousu

GUESTS PRESENT:

Tim Hippensteel (Program Director, Blueprint Development Corporation), Amanda Craig Bradley (Business Outreach Manager), Aidan McDonald (Entrepreneurship Program Manager), Colleen Patterson (Office Manager), Karen Hackman Esq. (Solicitor)

The meeting was called to order by Jeb Stotter at 8:36am.

Mr. Stotter welcomed board members and opened the floor for public comments. *“The DRIVE board welcomes input from the public on agenda items at this time. Comments unrelated to the agenda will be heard at the end of the meeting and are subject to a five minute time limit.”*

Hearing none Jeb Stotter moved to accept last meeting minutes.

MINUTES:

- September 3, 2025 Board Meeting: Motion by Mike Thomas to accept the minutes, Jeff Erdly seconded the motion; passed unanimously.

TREASURER’S REPORT: Jennifer Wakeman presented the Treasurer’s Report. She highlighted the checking account on the balance sheet, noting that she is waiting to hear back from the bank regarding the possibility of converting our loan to interest-only. She also noted on the P&L that the RACP grant reimbursement for the hospital was a partial payment and that we should receive the remaining amount later this year. Jennifer noted the -\$20,000 entry reflects a credit memo for the Focus payroll invoice. Instead of transferring funds back and forth between the two entities, DRIVE issued a credit memo for the remaining payroll invoice, and Focus issued a credit memo for the remaining dues owed from DRIVE.

Mike Thomas asked whether the -\$20,000 should be labeled differently. Jennifer stated that we can look into this and have Susan review it.

Motion to approve the Treasurer’s Report made by Dave Park, seconded by John Uehling, carried unanimously.

PRESENTATION OF 2026 BUDGET DRAFT: Jennifer Wakeman presented the draft 2026 budget. She highlighted several key items, noting that the RIC budget line is \$125,000 and that the fees-for-service amount reflects the current workload related to the RACP grant. She stated that the office rent line reflects the accurate amount for the space currently being leased. She also noted that ENGAGE and PREP are flat-funded and remain on hold until a state budget is passed. The projected revenue from project administration and property sales is an optimistic estimate based on the potential sale of the Milton property. Mike Thomas emphasized that the sale may not occur, which would significantly impact the budget. Jennifer then reviewed the expense section, noting that the salary figures are temporary placeholders until the Executive Committee meets. The final budget will be presented at the December meeting.

EXECUTIVE DIRECTOR'S REPORT: Jennifer Wakeman presented the Executive Director's Report, highlighting staff activities from the past month. She noted Partner events/meetings, grant work, RIC meeting, DRIVE newsletter, and conferences.

OLD BUSINESS: None

NEW BUSINESS:

DISSOLUTION OF JOINT VENTURE: Jennifer Wakeman presented the reasons why it is time to dissolve the joint venture. When DRIVE completed the assignment and assumption of assets and liabilities from the Columbia Alliance in 2018, we became a party to the Joint Venture Park in Lightstreet. All of the lots in the park were sold by the end of 2020. In October 2020, Marr Development informed CCIDA that they had to spend \$70,000 to remove a retaining wall that had been built over a water line that was not recorded in the as-built drawings. The CCIDA solicitor advised that the joint venture should not be dissolved until the statute of limitations had expired. That statute of limitations has now expired, and CCIDA approved the dissolution of the joint venture in September and the distribution of the remaining \$6,000 in funds accordingly.

Motion to approve dissolution of joint venture made by Joe Kantz, seconded by Mike Thomas; carried unanimously.

ACCEPTANCE OF BOARD MEMBER RESIGNATION: Jeb Stotter presented the resignation of Megan Brosious due to scheduling and new job duties.

Motion to accept Megan Brosious resignation from board made by Jeff Reber, seconded by John Uheling; carried unanimously.

NOMINATING COMMITTEE: John Uehling presented new board members and election of new

treasurer. With two vacant seats nominating committee is recommending Tony Reed of Commonwealth University for the Columbia County seat and Alex Zimmerman of Geisinger for the Montour County seat. Nominating Committee is recommending Mike Thomas for the treasurer position.

Motion to approve Tony Reed as a new board member made by John Uehling, seconded by Mike Thomas; carried unanimously.

Motion to approve Alex Zimmerman as a new board member made by John Uehling, seconded by Trevor Finn; carried unanimously.

Motion to approve Mike Thomas as the treasurer made by John Uehling, seconded by Dave Park; carried unanimously.

SNOW REMOVAL CONTRACT: Tim Hippensteel presented the snow removal contract for the Sunbury Hospital property from J&S. Blueprint recommends selecting the annual contract option at a cost of \$20,700, to be paid in six installments from now through March 2026. This quote includes all required plowing and shoveling for the property. Mike Thomas and Dave Park stated that they personally prefer the fixed-cost option rather than taking the chance of minimal snowfall. Joe Kantz noted that snow removal is a necessary expense, and Jennifer added that the sidewalks are the most challenging aspect each year due to the large number that must be cleared.

Motion to approve snow removal contract with J&S for \$20,700 made by Mike Thomas, seconded by Dave Park; carried unanimously.

The Board went into Executive Session for legal and property matters at 9:13am.

The Board returned to Normal Session at 9:35am, Jeb Sotter stated no action is recommended at this time.

Jennifer Wakeman reminds the board that there will be no November meeting the next meeting isn't until December 3rd.

Jeb Stotter adjourned the meeting at 9:36am.

NEXT MEETING: The DRIVE Board meets again on December 3, 2025, at 8:30am at 418 Railroad Street, Danville PA 17821.

Respectfully Submitted,

Dave Park, Secretary