



Venango County

ECONOMIC DEVELOPMENT AUTHORITY

Board Meeting Minutes for the December 2025 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:31 AM. Those present at the public meeting of the Venango County Economic Development Authority on 12/16/2025, held in person at 100 Seneca Street, Oil City PA (Fifth Floor Conference Room):

Members Present:

- ☒ Sam Breene, *Chair*
- ☒ Maureen James, *Vice-Chair*
- ☒ Bonnie Summers, *Secretary/Treasurer*
- ☒ Ken Bryan
- ☒ Chip Abramovic
- ☒ Tom Friedhaber
- ☒ Rod Griffin

Staff Present:

- ☒ Emily Lewis, *Executive Director*
- ☒ Joe Brooker, *Grant & Project Manager*
- ☒ Rich Winkler, *County Solicitor*
- ☒ Diona Brick, *Finance Director*

Guests Present (List):

- Kara O'Neil, The Derrick

Quorum Present: ☒ Yes ☐ No

The attendance of 7 board members (of the 7 current appointees) was accounted for by Joe Brooker.

II. APPROVAL OF MINUTES

a. 11/18/2025 Regular Meeting Minutes

- ✓ Motion to approve the minutes made by Bonnie Summers; Seconded by Rod Griffin. All approved.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Ratification of LSA Resolution** – Emily explained that this was a resolution that was previously electronically voted on by the board allowing the VCEDA to apply for a Statewide Local Share Account (LSA) grant of up to \$1 million from the Commonwealth Financing Authority for use in 100 Seneca for the buildout of the Makerspace on the 3rd floor.
 - ✓ Motion to ratify the LSA Resolution by Tom Friedhaber, seconded by Ken Bryan. All approved.
- b. **Ratification of Oil City Wholesale Proposal** – Emily presented the proposal from Oil City Wholesale for the remediation of mold in the basement of 100 Seneca. Oil City Wholesale's proposal included the cost of the remediation as well as labor, at a cost of \$916.00. The board had already previously electronically voted on this proposal. Oil City Wholesale was in earlier this week doing the mold remediation. The mold issue arose when a sump pump in the basement failed, in combination with the closing of the basement doors during the effort to secure the building. Rod Griffin asked if there was any way to determine if the sump pump failed besides routine checks in the basement, Emily explained that this is not possible at present, but is worth looking in to.
 - ✓ Motion to ratify the Oil City Proposal by Bonnie Summers, seconded by Maureen James. All approved.
- c. **Ratification of Kings Landscaping Proposal** – Emily presented the estimate for snow removal for the 2025-2026 season by King's Family Landscaping. The board tabled this vote at the November 2025 meeting pending further quotes being solicited. The board had previously electronically voted on this estimate. King's Family Landscaping would provide snow removal services, including plowing, shoveling, and salting for the



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100 Seneca St, Oil City, PA



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entirety of the 2025-2026 winter season, when snow accumulation is greater than 2". The cost of the snow removal for the season is \$7,275.00.

✓ Motion to ratify Kings Landscaping Proposal by Bonnie Summers, seconded by Ken Bryan. All approved.

- d. **Venango County/VCEDA Cooperation Agreement** – Emily presented the updated cooperation agreement between Venango County and the Venango County Economic Development Authority. This agreement goes into effect on January 1, 2026, and has a term of five (5) years, expiring on December 31, 2030. This agreement replaces the current agreement in place, which took effect on January 1, 2021.

✓ Motion to approve the Venango County/VCEDA Cooperation Agreement by Ken Bryan, seconded by Rod Griffin. All approved.

- e. **Approval of 2026 Board Meeting Schedule** – Emily presented the 2026 VCEDA Meeting Schedule. The VCEDA Board meets on the 3rd Tuesday of each month at 10:30AM at the 100 Seneca 5th Floor Conference room, except May, when the 3rd Tuesday is Primary Election Day. The first board meeting of 2026 will be held on January 20, 2026. The May board meeting will take place on Monday, May 18, 2026.

✓ Motion to approve the 2026 Board Meeting Schedule by Maureen James, seconded by Tom Friedhaber. All approved.

- f. **Approval of Mobilcom Change Order 1** – Emily presented the first Change Order from Mobilcom. This work occurred out of the initial scope of the proposed work. This work was for additional conduit and cabling for the 1st floor retail shop and 2nd floor stairwell door. The work has already been completed. The cost of the change order is \$2,197.84.

✓ Motion to approve Mobilcom Change Order 1 by Ken Bryan, seconded by Bonnie Summers. All approved.

- g. **Approval of VCEDA/VSR MOU** – Emily explained that this agreement between the VCEDA and Venango Sports and Recreation Corporation (VSR) for the administration of a McElhattan grant that the VCEDA has already been awarded for planning and design work associated with the construction of a recreation center in Cranberry Township, near the site of the Cranberry Mall. VSR has now achieved nonprofit status and will be able to apply for their own grants in the future.

✓ Motion to approve the VCEDA/VSR MOU by Chip Abramovic, seconded by Tom Friedhaber. All approved.

V. FINANCIAL REPORT

- ✓ **Financial Report:** Diona Brick, *Venango County Fiscal Director* – Diona presented the financial report. Notably, in 2025, the 100 Seneca building project cost \$20,106.13 to operate, \$34,853.37 under the original budgeted amount of \$54,959.50. This is 63% under budget, with operating costs expected to go down further in 2026 when lease revenue increases and the first-floor tenants begin paying for their portion of electricity, gas, and water usage. Additionally, it was noted that the building was under budget with two floors still vacant. In terms of outstanding payments, VCEDA is holding a Massaro payment of \$459,271.36 and an Industrial Commercial Elevator payment of \$15,289.00, which will be paid by Federal EDA funds which are expected to begin paying out soon.

✓ Motion to approve the financial report made by Ken Bryan, seconded by Rod Griffin. All approved.

VI. ONGOING PROJECTS

- a. **100 Seneca** – Emily updated the board on the ongoing projects. Most recently, VCEDA submitted applications for a Local Share Account (LSA) grant for Venango Makerspace Development, and an Oil City Main Street Façade Program for exterior signage improvements.

VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – Emily provided a staff report with a list of active projects and meetings attended, most notably, met with representatives from the Western New York & Pennsylvania Rail Road in both Oil City and Franklin discussing their current and future operations within each city and the county as a whole.
- Joe Brooker, *Grants & Project Manager* – Joe provided a staff report with a list of grants submitted this month, he and Emily are meeting with Christi Martone from DCED to discuss the Mixed-Use Revitalization Program (MURP) grant for future redevelopment of the Cranberry Mall property for the VSR. He has also taken the lead on the 100

Seneca wayfinding signage program, which involves interior and exterior signage. He has also attended several meetings with Emily, or on her behalf.

VIII. AROUND-THE-TABLE REPORT

- Sam Breene – Sam remarked that the 100 Seneca project’s vision is coming close to being realized. He recognizes all the hard work that has been put into this building over the years.
- Chip Abramovic – Echoed Sam’s sentiment. Specifically recognized Emily Lewis and Jason Ruggiero for their commitment.
- Kara O’Neil – Sam recognized and congratulated Kara on her engagement. Wedding planned for May 2, 2026.
- Ken Bryan – Reiterated Sam’s sentiment, commending the achievement of 100 Seneca operating under budget.
- Bonnie Summers – Also agreed with Sam, the building project has made unbelievable progress.
- Rod Griffin – Echoed good job to the 100 Seneca project. Chip commended the Careerlink buildout in Rod’s building.
- Maureen James – Commended the Oil City Main Street Program’s cooperation with the Oil City business community in 2025. She announced that the Allegheny River Music and Arts Festival (ARMA Fest) will only be held on the North Side this year. She wanted the board to visit the Venango Campus to admire the Christmas Tree.

IX. PUBLIC COMMENT – GENERAL

- None.

X. ADJOURNMENT

- ✓ Motion to adjourn to executive session by Rod Griffin, seconded by Ken Bryan. All approved at 11:16 AM.

Respectfully submitted,

Joe Brooker, Venango County Economic Development Authority