

## Board Meeting Minutes for the July 2025 Meeting

### I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:04 AM. Those present at the public meeting of the Venango County Economic Development Authority on 7/15/2025, 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*
- ☒ Rich Winkler, *County Solicitor*
- ☒ Diona Brick, *Finance Director*

#### Guests Present (List):

- Ashley Zaccari, Venango Chamber
- Susan Williams, Venango Chamber
- Kara O'Neil, The Derrick

Quorum Present: ☒ Yes ☐ No

The attendance of 5 board members (of the 7 current appointees) was accounted for by Ashley Zaccari.

### II. APPROVAL OF MINUTES

#### a. 6/17/2025 Regular Meeting Minutes

- ✓ Motion to approve the minutes made by Ken Bryan; Seconded by Maureen James with the addition of a "s" at the end of Bonnie Summers' name around the table. All approved.

### III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

### IV. SPECIAL PURPOSE MATTERS

- a. **Approval of Change Order 17** – Emily Lewis provided change order 17 for approval. This is a credit for fireproofing roof penetrations, seal and staining rail topper on the 2<sup>nd</sup> Floor, and adding wood base to storefront area. Credit amount if \$2,033.27.
  - ✓ Motion to approve change order 17 by Maureen James, seconded by Bonnie Summers. All approved.

### V. FINANCIAL REPORT

- a. **Financial Report:** Diona Brick, Venango County Fiscal Director – presented the financial report to the Board which summarized all accounts and budget items for the month of June. She noted that RACP and EDA grants are still being wrapped up and after first floor construction is completed that money can be drawn down. There were twenty-nine (29) invoices paid during the month mostly focus on construction in progress. Authority payroll, training, and consulting expenses are currently under budget. She noted that she is preparing for the December 31<sup>st</sup> audit and anticipate an audit report in either September or October to review.
  - ✓ Motion to approve made by Ken Bryan; seconded by Tom Friedhaber. All approved.

### VI. ONGOING PROJECTS

- a. **100 Seneca at Cornplanter Square** – Emily reported that the air handling unit that failed serving the first floor is now up and running again. The temporary units are being stored on the second floor. She noted that she, Jason

Ruggiero, and Ken Garland tiled the lobby entrance and vestibule. She met with Mary Hall and Trenton from Bridge Builders to discuss the 3<sup>rd</sup> floor maker space layout and funding opportunities.

## **VII. STAFF REPORTS**

- Emily Lewis, *Executive Director* – shared that there has not been any grant updates or movement since last month. Emily met with the Cranberry Rec Center board members to discuss next steps.

## **VIII. AROUND-THE-TABLE REPORT**

- Maureen James, *Oil Region Alliance* – shared the Oil Heritage Art show will be opening and that Bridgefest is scheduled for August 15<sup>th</sup> and 16<sup>th</sup> and the new Artist Riverfest is September 12<sup>th</sup> and 13<sup>th</sup>. Graffiti Gallery is being rebranded as the Music Art and Culture (MAC) Center at 228 Seneca Street, Oil City. She noted that the Library referendum petitions are ready to be signed to get their request on the ballot in November.
- Sam Breene, *Venango County Commissioner* – noted that he had his wedding rehearsal dinner at the first floor of 100 Seneca with great success and that the ribbon cutting is July 23<sup>rd</sup> at 3pm open to the public.
- Bonnie Summer, *Cranberry Economic Development* – reported that Dairy Queen is coming into the corner of 257 and 322 across from Sheetz at the old Quick Fill gas station property. She also reported that Walmart had a flood that upheaved a lot of their pavement and restrooms that are being repaired. September 20<sup>th</sup> is Cranberry Festival with the first parade lead by the business association.
- Tom Friedhaber, *Oil City Redevelopment Authority* – shared that hotel property is being looked at for a new liquor license. He also noted that they are working on acquiring railroad property near the Wye bridge with the help of ORA to clean it up for future development.

## **IX. PUBLIC COMMENT – GENERAL**

- Susan Williams, *Venango Chamber* – noted that Oil Heritage Festival is kicking off Saturday with Bike N Brew and the bank building ribbon cutting on Wednesday at 3pm. She also noted that the feasibility study for Justus Park conversations are continuing in the park during Oil Heritage Festival to review public comments. She discussed the challenges of getting Christmas lights on both Oil City southside and northside due to Penelec owning poles that would need to be used.

## **X. ADJOURN INTO EXECUTIVE SESSION REGARDING REAL ESTATE MATTER**

- ✓ Motion to adjourn into executive session by Ken Bryan, seconded by Maureen James at 11:21 AM.

## **XI. ADJOURNMENT**

- ✓ Motion to adjourn by Bonnie Summers, seconded by Maureen James. All approved at 11:38 AM.

Respectfully submitted,

Ashley Zaccari, Venango Area Chamber of Commerce