

## Board Meeting Minutes for the June 2025 Meeting

### I. CALL TO ORDER

Monthly board meeting called to order by Sam Breene, at 10:06 AM. Those present at the public meeting of the Venango County Economic Development Authority on 6/17/2025, 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
- ☐ Alan Schiller
- ☒ 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. 5/19/2025 Regular Meeting Minutes

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

### III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

### IV. SPECIAL PURPOSE MATTERS

- a. **Ratification of Package D Change Order 14** – Emily Lewis provided a copy of changer order 14 from package D for ratification for a total of \$32,584.65 of changes to the kitchen condensers and setting lines that work has already been done.
  - ✓ Motion to ratify package D change order 14 by Rod Griffin, seconded by Chip Abramovic. All approved.
- b. **Ratification of Package D Change Order 15**– Emily provided a copy of change order 15 from package D for ratification for a total of \$33,025.05 for the added steel and fire proofing for the roof penetrations. Emily noted they explored an alternative route which ended up being \$115,000, so it this was a more economical choice.
  - ✓ Motion to ratify package D change order 15 by Maureen James, seconded by Chip Abramovic. All approved.
- c. **Approval of Change Order 16** – Emily Lewis provided change order 16 for approval. Work includes tile demo and floor leveling in the vestibule, new tactile exit signage, mullion for door opener, platform for Penelec, and roof/fifth floor work for a total of \$19,252.94. The platform for Penelec is for safety and liability that was required.
  - ✓ Motion to approve change order 16 by Maureen James, seconded by Bonnie Summers. All approved.
- d. **Ratification of Engagement Agreement** – Emily Lewis provided an engagement agreement with Knox Law for construction law consultation and services.
  - ✓ Motion to ratify the engagement agreement by Rod Griffin, seconded by Maureen James. 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 May. There were thirty (30) invoices paid during the month mostly focus on construction in progress. Authority payroll, training, and consulting expenses are currently under budget.  
✓ Motion to approve made by Rod Griffin; seconded by Maureen James. All approved.

## **VI. ONGOING PROJECTS**

- a. **100 Seneca at Cornplanter Square** – Emily reported that she is working on finding the 50% match for OC Main Street signage grant. Construction of the first and second floors is continuing on schedule looking to have the ribbon cutting on the first day of Oil Heritage Festival.

## **VII. STAFF REPORTS**

- Emily Lewis, *Executive Director* – shared her updated grant calendar where she reported that the PHMC grant submitted for Franklin Building Owners was denied, still waiting on news from the USDA grant, and Congressman Thompson chose not to advance the congressionally directed spending request for the makerspace. Emily attended the kickoff meeting for the Venango Indoor Sports & Recreation nonprofit and met with Desmone Architects to discuss the project.

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

- Maureen James, *Oil Region Alliance* – shared that Oil City's First Friday in July is on Thursday to align with Jolly July 3<sup>rd</sup> festivities on the Northside. 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 is feeling extremely optimistic for Venango County seeing people moving in, businesses growing, and noting that grant funded projects are attracting private development.
- Bonnie Summer, *Cranberry Economic Development* – Reported the mall and housing development conversations are continuing. Noted that the Marshalls project had concrete issues but will be moving forward.
- Chip Abramovic, *Venango County Commission* – Noted that the first Oil Heritage Festival Bike N Brew in 2016 started on the first floor of 100 Seneca and thanked Susan and the Venango Chamber for doing that.

## **IX. PUBLIC COMMENT – GENERAL**

- Susan Williams, *Venango Chamber* - noted that the Chamber's feasibility study of Justus Park will have a public table at Oil Heritage Festival and looking forward to learning more about opportunities around developing riverfront property for improvements and better access to the park and river.

## **X. ADJOURNMENT**

- ✓ Motion to adjourn by Rod Griffin, seconded by Maureen James. All approved at 11:15 AM.

Respectfully submitted,

Ashley Zaccari, Venango Area Chamber of Commerce