



Venango County

ECONOMIC DEVELOPMENT AUTHORITY

Board Meeting Minutes for the August 2026 Meeting

I. CALL TO ORDER

Monthly board meeting called to order by Maureen James, at 10:35 AM. Those present at the public meeting of the Venango County Economic Development Authority on 08/18/2026, 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
- ☐ Tim Heffernan
- ☒ Tom Friedhaber
- ☐ Rod Griffin

Staff Present:

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

Guests Present (List):

Quorum Present: ☐ Yes ☒ No

The attendance of 3 board members (of the 7 current appointees) was accounted for by Joe Brooker.

Since a quorum was not present, no official actions were taken at this meeting.

II. APPROVAL OF MINUTES

a. 06/16/2026 Regular Meeting Minutes

- ✓ No motion to approve minutes was taken.

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. None.

V. FINANCIAL REPORT

- ✓ **Financial Report:** Mike Anderson, *Venango County Fiscal Director* – Mike presented the financial report. VCEDA's Single Audit draft was received with no issues. There are still outstanding EDA 2 and RACP funds that we are waiting on reimbursement. Emily noted that utilities during the summer months are higher than expected, changes to the HVAC system is needed, this may be a necessary cost to incur to save money in the long term on utilities. Ken Bryan asked Emily about the status of the freight elevator. Emily explained that the elevator was not properly installed and she is working to find a long-term solution, noting that the work is out of its one-year warranty. Tom Friedhaber suggested that the installer may still be liable even if the work is out of warranty if the work was not done properly. Emily said that, until a solution is implemented, the final payment of \$16,500 is being withheld to the installer.
- ✓ No motion to approve the financial report was taken.



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- ✓ **Proforma Review:** Emily presented the previously reviewed proforma to the present board members. The bulk of the proforma remained unchanged from the last time it was reviewed. She added a “2026 Year To Date” column, which included current financial numbers up to July 31, 2026. Notably, lease revenue is higher than projected, due to tenants paying the cost of their utilities, however, utilities for the building are higher than expected overall. In the proforma, Emily had expected \$60,000 in lease revenue from a potential renter on the third or fourth floor, but she is not including this in the formal 2027 budget that she is presenting to the county commissioners.

VI. ONGOING PROJECTS

- a. **VCEDA** – Emily provided a verbal summary of the projects currently underway.

VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – Emily provided her staff report. Noting that the county commissioners have charged the VCEDA to be more involved with projects at the Airport and Two Mile Run County Park. She also has been involved with housing and new manufacturing projects that all should be announced in the coming months.
- Joe Brooker, *Grants & Project Manager* – Joe provided his staff report. A PennDot NEVI grant is in progress for a new EV charging station at the airport. The VCEDA is working with the Barrow-Civic Theatre to secure Main Street Matters funding for a roof and façade improvement project, with McElhattan Foundation funding as matching funds. The 100 Seneca Main Street Façade grant project is almost complete, with the plaque hung, and awning to be hung very soon.

VIII. AROUND-THE-TABLE REPORT

- Board members went around the table promoting local events and business happening in their communities.

IX. PUBLIC COMMENT – GENERAL

- None.

X. ADJOURNMENT

- ✓ Motion to adjourn by Ken Bryan, seconded by Tom Friedhaber. All approved at 11:29 AM.

Respectfully submitted,

Joe Brooker, Venango County Economic Development Authority