



Venango County

ECONOMIC DEVELOPMENT AUTHORITY

Board Meeting Minutes for the February 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 02/17/2025, 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
- ☐ Tim Heffernan
- ☒ 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): None

Quorum Present: ☒ Yes ☐ No

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

II. APPROVAL OF MINUTES

a. 01/20/2025 Regular Meeting Minutes

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

III. PUBLIC COMMENTS ON AGENDA ITEMS

- None.

IV. SPECIAL PURPOSE MATTERS

- a. **Amendment of the February 2026 Agenda** – Emily asked the board to make a motion to amend the February 2026 to include the review of a quote from Farrell Roofing.
 - ✓ Motion to Amend the February 2026 Agenda by Bonnie Summers, seconded by Tom Friedhaber. All approved.
- b. **Farrell Roofing Proposal** – Emily explained that the roof is leaking as a result of damage from Hudson Construction. The leak has resulted in insulation damage. Farrell Roofing has provided a quote of \$153,903 with an additional per-square-foot rate if additional work is required. By addressing this leak, the roof will be brought back under warranty with Carlisle. Money from the Hudson Construction settlement, as well as County dollars will be used to pay for this. Emily and Diona will work together to determine how the County will provide these funds.
 - ✓ Motion to approve the Farrell Roofing Proposal by Ken Bryan, seconded by Tom Friedhaber. All approved.
- c. **Ratification of Insurance Policy** – Emily presented 100 Seneca's building insurance policy for the year. It is provided by Erie Insurance through the Franklin Insurance Agency. The insurance policy cost \$17,016 with a \$782 umbrella policy. This policy includes mechanical insurance, which had been discussed at previous meetings. The price of this policy was significantly less than Barr's Insurance's price, which was double the cost. Barr's Insurance had provided coverage in previous years. The policy was already approved and paid.
 - ✓ Motion to ratify the Insurance Policy by Rod Griffin, seconded by Bonnie Summers. All approved.



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100 Seneca St, Oil City, PA



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- d. **REJohnson Proposal** – Emily explained that this proposal is to power the existing water and gas submeters in the basement. Once these are powered, the first-floor tenants can begin paying for their usage of water and gas in the shared kitchen.
✓ Motion to ratify the REJohnson Proposal by Ken Bryan, seconded by Tom Friedhaber. All approved.
- e. **Marketing Strategy Proposal** – Emily explained that this proposal from Spark Community Capital will provide the Authority team with marketing assistance surrounding 100 Seneca’s 100th Anniversary celebration. Nobody on the Authority team has social media marketing expertise. This proposal, not to exceed \$3,150, provides assistance and educational opportunities for the staff to better market the building in 2026 and beyond, attracting visitors and tenants.
✓ Motion to ratify Marketing Strategy Proposal by Tom Friedhaber, seconded by Rod Griffin. All approved.
- f. **Caldwell Awning Proposal** – Emily provided a rendering of the proposed awning to go over the Center Street entrance of the building. This awning will be paid for with grant money from PNC Charitable Trust, as well as the Oil City Main Street Façade Improvement Program. The proposal is for \$14,785.00.
✓ Motion to approve the Caldwell Awning Proposal by Bonnie Summers, seconded by Rod Griffin. All approved.
- g. **Franklin Bronze Plaques Proposal** – Emily provided a rendering of the proposed bronze plaque to go next to the Center Street entrance door. This plaque will feature the 100 Seneca logo and list the tenants in the building. Tenants can be added or removed from the list at any time. This plaque will be paid for with grant money from PNC Charitable Trust, as well as the Oil City Main Street Façade Improvement Program. The proposal is for \$3,902.70.
✓ Motion to approve the Franklin Bronze Plaques Proposal by Tom Friedhaber, seconded by Ken Bryan. All approved.
- h. **Pinnacle Indoor Sports Proposal – VSR** – Emily explained that this proposal is for the Venango Sports and Recreation Center (VSR) project. The VSR board would like to partner with Pinnacle Indoor Sports to conduct a market assessment and create a business plan for the rec center once it is built. Pinnacle was recommended by Desmone Architects, who will design the facility.
✓ Motion to approve the Pinnacle Indoor Sports Proposal by Ken Bryan, seconded by Rod Griffin. All approved.

V. FINANCIAL REPORT

- ✓ **Financial Report:** Diona Brick, *Venango County Fiscal Director* – Diona presented the financial report. Diona said she will work with Emily and the Commissioner board to allocate money needed to fix the roof of 100 Seneca. Diona and Emily are also working together on a revised proforma, it will be available at the March Board meeting.
- ✓ Motion to approve the financial report made by Rod Griffin, seconded by Bonnie Summers. All approved.

VI. ONGOING PROJECTS

- a. **100 Seneca** – Emily reviewed the grant calendar. There are no new grant programs on the horizon as of right now. The Mixed-Use Revitalization Program, a grant program that was being considered for the Cranberry Mall site, will not be taking applications this year. Oil City Main Street approved a \$10,000 façade improvement grant, which will be used with PNC Charitable Trust dollars to improve wayfinding outside of the building.

VII. STAFF REPORTS

- Emily Lewis, *Executive Director* – Emily provided her staff report. She has met with Mark Cangemi to discuss his business and a possible partnership with the Makerspace. She has also set up a monthly standing meeting with FICDA and the ORA to keep everyone up to date regarding their projects and grant application submissions. She has also met with Jodi Lewis, Wendy Thompson, and Jason Ruggiero about the Franklin building owner project and how to use the funds given to Franklin Moving Forward for this project. She also met with Small Town Soul who is creating the new Franklin events website. Emily also noted that the firewall on the building’s network is nearing its end of life and will need to be replaced soon. She is going to get a price for the replacement and find room in the budget to pay for the replacement.
- Joe Brooker, *Grants & Project Manager* – Joe provided his staff report. He has been working to secure quotes for the bronze plaque and awning. He is also still seeking out memorabilia and stories about the history of 100 Seneca. He attended the meeting with Wendy Thompson and Jason Ruggiero with Emily about the Franklin building owner

project. He has sat in on a few meetings with the VSR team and Desmone Architects and Pinnacle Indoor Sports. He also wants to get more people to use the coworking space, and has met with someone who has used coworking spaces across the country for feedback.

VIII. AROUND-THE-TABLE REPORT

- Maureen James – The ORA is hosting its Monte Carlo Night on February 28.

IX. PUBLIC COMMENT – GENERAL

- None.

X. ADJOURNMENT

- ✓ Motion to adjourn by Ken Bryan, seconded by Bonnie Summers. All approved at 11:54 AM.

Respectfully submitted,

Joe Brooker, Venango County Economic Development Authority